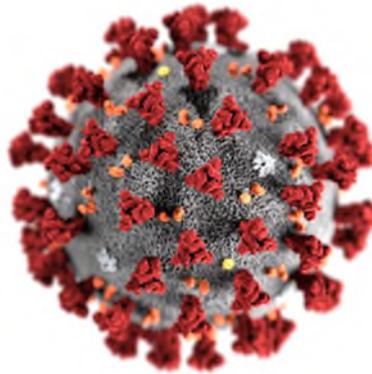


RETURNING TO WORK UNDER COVID-19 RESTRICTIONS



A Guidance Document provided by Swansea BID in partnership with Green Hat Consulting Ltd.



BUSINESS IMPROVEMENT DISTRICT



GREEN HAT
CONSULTING

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HOW TO USE THIS DOCUMENT

This document sets out guidance on how to work safely. It gives practical considerations of how this can be applied in the workplace.

Each business will need to translate this into the specific actions it needs to take, depending on the nature of their business, including the size and type of business, how it is organised operated, managed and regulated.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations, including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, consider agency workers, contractors and other people, as well as your employees.

To help you decide which actions to take, you need to carry out an appropriate COVID-19 Risk Assessment just as you would for other health and safety related hazards. This risk assessment must be done in consultation with unions or workers.

This document pack includes:

- COVID-19 Risk Assessment Template
- COVID-19 Return to work Checklist

RETURNING TO WORK

What to Consider

As the government considers easing the lockdown restrictions and the COVID-19 situation improves, many companies may now be considering returning to work.

Employers will now need to think carefully about how to safely organise and manage the process of returning employees to the workplace. The following outlines the legal landscape and various considerations that employers will need to take into account. The government has suggested that the relaxation of lockdown measures and any return to normal working life will be gradual and implemented on a phased basis. We have seen similar approaches being taken in those countries such as New Zealand and Denmark who are ahead of the UK and beginning to take such steps.

Regardless of the Coronavirus, employers have duties and obligations to ensure the health and safety of both their employees and visitors to their premises. They will also have to comply with any continuing government guidelines, including in relation to social distancing. Implementing a carefully considered return to work plan will be critical.

The Legal Landscape

The legal basis for tackling the impact of coronavirus comes from the Public Health (Control of Disease) Act 1984 and the Coronavirus Act 2020. Under both Acts, the Welsh Government has extensive powers to take action in relation to the coronavirus in Wales.

All Regulations made by the Welsh Ministers under the 1984 Act, and Directions made under the 2020 Act, have legal force. Emergency Regulations that have been made under the 1984 Act impose obligations on individuals and businesses that must be complied with, and a failure to do so is an offence punishable by a fine.

Employers also have duties under the Health and Safety at Work Act 1974 (HASAWA) is to provide employees with a safe and healthy workplace, and this includes:

- Providing a safe system of work,
- Providing a safe place of work,
- Safe equipment, plant and machinery,
- Safe and competent people working alongside employees, because employers are also liable for the actions of their staff and managers,
- Carrying out risk assessments as set out in regulations, and taking steps to eliminate or control these risks,
- Informing workers fully about all potential hazards associated with any work process, chemical substance or activity, including providing instruction, training and supervision,
- Appointing a 'competent person' responsible for health and safety (competent persons, such as a head of health and safety, oversee day-to-day safety management, oversee safety inspections, and liaise with staff safety reps),
- Consulting with workplace safety representatives (if a union is recognised, the employer must set up and attend a workplace safety committee if two or more safety reps request one),
- Providing adequate facilities for staff welfare at work.

There are also a range of regulations and approved codes of practice which cover specific aspects of workplace health and safety including:

- obligations to carry out risk assessments to identify health and safety risks to employees and take steps to remove or mitigate any risks
- obligations to provide employees with information on any identified risks, the preventive/protective measures taken, and procedures in the event of an imminent danger to those at work and who is responsible for implementing them
- appointment of an officer responsible for assisting with compliance with health and safety
- manual handling
- personal protective equipment
- work equipment
- display screen equipment
- Employers additionally owe a common law duty to employees to safeguard their health, safety and wellbeing. This encompasses obligations to provide:
 - a safe place and safe systems of work
 - safe plant and equipment
 - competent employees

Penalties for breach of the duty can be severe from fines to imprisonment. Employers will also generally be vicariously liable for the wrongful acts of their employees if committed in the course of their employment – meaning an employer may be liable if an employee’s health is damaged due to a colleague’s disregard of health and safety rules.

All of these duties must now be considered in relation to the Coronavirus and how to manage and mitigate those risks in the workplace. Many businesses have been shut down and a plan for a safe return to work must be developed.

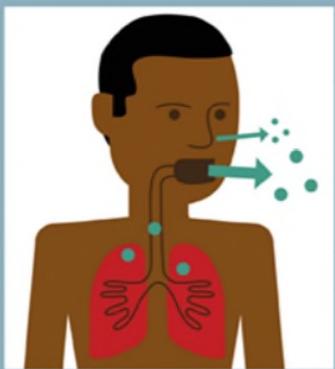
Devising a return to work plan

The health and safety risks arising from COVID-19 primarily arise from:

What is COVID-19 and how is it passed on?

COVID-19 is a new illness that affects your lungs and airways.

It’s caused by a virus that’s spread in droplets from the mouth and nose when you cough or breathe out.

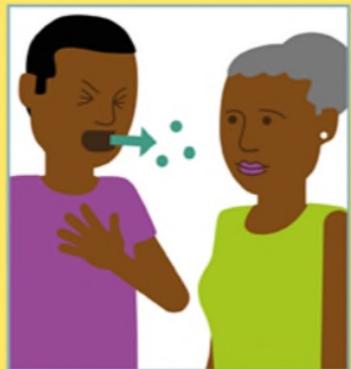


You can get the virus by:

1. Touching contaminated surfaces and then touching your face.



2. Having close contact with someone with COVID-19 and breathing in droplets exhaled by them.



Avert www.avert.org/coronavirus

- Person to Person Contact,
- Transmission Through Close Proximity of Infected Individuals
- Surface Transmission.

This means it is vital that employers consider what steps can be taken to minimise the risk of the virus entering its premises and infecting its people and visitors and, if it does, having a quick response protocol to stop it spreading.

To get ahead and ensure readiness for staff returning to work it is essential for employers to engage now with their key stakeholders in order to devise a plan - which should include those individuals responsible for health and safety, facilities, trade unions if recognised and HR.

Step 1 – Risk Assessments

Consider what risks are posed by the features of your premises and your business operations, you can use the COVID-19 Risk Assessment Template provided within this document pack to get you started.

In relation to your premises consider the following.

- Cleaning – regularity and focus on high touch points such as door handles, equipment etc. Where health and safety regulations allow, could doors be left open?
- Hygiene facilities – hand sanitiser, hand-washing facilities, anti-bacterial wipes for surfaces and equipment
- Disposal of waste
- Minimising the number of times staff can enter and exit your premises and where practicable designating one entry and one exit point
- Whether staff facilities such as canteens, gyms etc. should be closed
- Limiting the number of people who are able to enter confined spaces within your premises (e.g. lifts, stockrooms, copying rooms, toilets, kitchens etc.). Consider whether it would be appropriate to close off spaces which are too small to accommodate social distancing measures (e.g. small meeting rooms)
- Minimising non-essential visitors to your premises
- How operations which involve people can be undertaken in a way which minimises risk e.g. postal/courier deliveries and collections, catering etc.
- Requiring use of stairs rather than lifts, where possible
- Implementing a one-way system to minimise cross contamination
- In relation to your people consider the following.
- Identifying vulnerable employees and how you will treat them – will they continue to be allowed to work from home and/or if they are returning to the workplace what extra measures do you need to take in respect of them?
- How person to person contact can be minimised:
 - fewer people in the workplace so that the 2-metre distance rule can be achieved
 - adjusting working hours
 - dividing staff into groups and rotating attendance at work
 - prohibiting physical contact e.g. handshaking
- Proximity of workstations
- Personal protective equipment – will you require staff to wear face masks, disposable shoe covers etc. and if so, do you have bins available to ensure safe disposal of them?
- Minimising in person meetings. If they are necessary, implement rules so that social distancing can be maintained
- Minimising handling of hard copy documents including post and parcels
- Whether use of certain facilities should be limited e.g. kitchens, fridges, beverage machines, crockery etc.
- Implementing protocols for visitors to your premises e.g. handwashing, no contact greetings, disposable shoe covers and social distancing in meetings etc.
- How the risks associated with travel can be minimised:
 - encouraging the use of methods of transport which involve minimum exposure to others where possible. If this is not possible, consider whether home working should continue
 - staggering start and end times so peak travel times can be avoided
 - prohibition of non-essential work travel

Finally, consider whether you have appropriate insurance in place in case anyone does become infected through attending the workplace.

Step 2 – Devise, revise or update appropriate policies and practices

Once you have established the risks draft and/or revise your policies and practices. Consider whether updates to your sickness, health and safety and disciplinary policies are required.

Draft new protocols for how staff should:

- conduct themselves so as to protect their own health and safety and that of others, for example, how to deal with employees travelling for personal reasons rather than for work
- monitor their own health and report any issues – if mandatory testing is required there will be contractual and data protection issues to work through

If a union is recognised or you have a staff consultative body, seek engagement and input on your proposals.

Set up a register of who has contracted or thinks they have contracted the COVID-19 virus. It will be important to identify if any individuals who perform health and safety functions (e.g. first aider, fire chief etc.) are absent and need temporary replacement.

Provide a mechanism through which employees can raise questions or make suggestions.

Establish a plan for who will come back and when. Work through business-critical roles and those which are necessary to enable proper functioning of your workplace (e.g. facilities, IT, cleaning, post room, reprographics etc.). You may wish to exclude vulnerable employees and seek volunteers initially. You will need to designate named persons who will manage the process of which employees will be returning and in what teams so as to ensure social distancing can be maintained.

If you will require certain roles or numbers of people to return, it will be important to establish how selection will be carried out to avoid any discrimination or other issues of unfairness which could lead to claims. If preferential treatment is given to those with caring responsibilities or those who live in close proximity to vulnerable people, consider the impact this may have on those who are required to return to the workplace and who may end up shouldering the burden of increased work.

Step 3 – Train and communicate staff and visitors

This should involve:

- Devising training for managers and employees
- Delivering this to staff before they return to the workplace
- Holding return to work health and safety briefings by online meetings
- Displaying communications and reminders in the workplace in key places e.g. at hand washing points, at entrances and exits, in toilets etc.

Step 4 – Review

Review your plan in light of further government guidance. Continue to monitor the effectiveness of the policies and procedures you have developed and adapt and revise them as necessary.

Homeworking

With any return to work likely to be gradual and phased, it is anticipated that staff will continue to need to work from home for a prolonged period.

Employers have the same health and safety obligations to those who work from home as at their premises. Employers should consider:

- measures for keeping in touch and monitoring wellbeing
- type of work being undertaken and working hours
- whether the work can be done at home safely
- whether any control measures should be put in place in order to protect the homeworker

During the current crisis many employees, especially those who do not work from home regularly, will not be set up to do so appropriately. Whilst this may not pose a significant problem for a short period of time, the longer homeworking continues the more the risk increases. It is important that in the event of prolonged periods of homeworking, employers who require their employees to use display screen equipment should ask employees to undertake display screen and desk risk assessments.

- ensure employees take breaks from their display screens
- provide guidance and/or training on best practice and how to identify risks within their own environment

When staff return to work, employers may wish to provide updated eye tests for employees or offer them upon request.

IF SOMEONE HAS OR IS SUSPECTED OF INFECTION WITH COVID-19

If you are cleaning after a known or suspected case of COVID-19 then refer to guidance below:

IMMEDIATE ACTION:

- Management should not wait for confirmation whether the person has known or suspected coronavirus or not, action needs to be taken immediately after a member of staff has gone home or rung in to say they have symptoms. They must not keep the information secret as fellow workers need to know in case they have been in close contact with the individual within the previous 3 days.
- Management must arrange for cleaners to clean all areas, immediately and thoroughly with disinfectant, that the member of staff who has reported the symptoms may have touched. The virus can survive on hard surfaces for up to 72 hours so it is vital that action is taken to clean all the areas where the member of staff has touched to reduce the risk of passing the infection onto others.
- In order to ensure that this can be done thoroughly and straightaway then access to the common areas should be stopped until these areas have been thoroughly cleaned. There should not be anyone sat within 2 metres of the workstation of the person with known or suspected coronavirus

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Do I need PPE?

PPE requirements depend on the specific working situation and should be addressed via a specific risk assessment. There is a risk assessment that you can use later within this guidance document. Remember, each Risk Assessment must be specific to individual circumstances.

Official UK Government advice on PPE (as at 14th May)

At time of publication the official UK government advice on PPE is as follows:

'PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.'

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups, you should refer to the advice at:

[COVID-19: Personal Protective Equipment \(PPE\) Plan](#)

[COVID-19: Cleaning in Non-Healthcare Settings](#)

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.'

Official UK Government advice on Face Coverings (as at 14th May)

At time of publication the official UK government advice on Face Coverings is as follows:

'There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.'

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers.

Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practise social distancing wherever possible

You can make face-coverings at home. Find guidance on how to wear and make a face-covering here: making [Face Coverings](#)'

Putting on and Removing PPE

Putting on PPE



Put on normal protective clothing such as disposable overalls or gown, if they are required



Sanitise hands with gel sanitiser or soap and hot water and dry them off



Put on mask, mould to bridge of nose and ensure snug fit to face by pulling on the straps to adjust



Put on protective eyewear



Put on gloves

Removing PPE

- 

Pull off gloves, first by using one hand to take off one then using the un-gloved hand to remove other by sliding fingers underneath the remaining glove
- ↓
- 

Sanitise hands with gel sanitiser or soap and hot water and dry them off
- ↓
- 

Remove any protective clothing such as disposable overalls or gowns
- ↓
- 

Sanitise hands with gel sanitiser or soap and hot water and dry them off
- ↓
- 

Remove eye protection by only touching the sides
- ↓
- 

Remove your mask using only the straps
- ↓
- 

Wash hands with warm water and soap and dry thoroughly

Don't Take Work Home with you:

- 

Remove all clothing down to your underwear outside before entering your home and put into a plastic bag or bucket. Leave your boots outside and wash your protective eyewear with hot water and soap
- ↓
- 

Put all your dirty clothes in the washing machine and wash as soon as you enter the house
- ↓
- 

Shower and get dressed in clean clothes before you do anything else
- ↓
- 

Get rid of the plastic bag or wash the bucket your clothes were in with soap and hot water
- ↓
- 

Wash hands with soap and water and dry

GENERAL OFFICES

Enclosed Spaces

Identify existing enclosed spaces that can be allocated to individuals without modifications to the physical space:

- a. Offices – these can become one person spaces – no visitors – individuals can stand in doorway to ask questions but should not enter
- b. Conference Rooms of 5 People or Less – these can become spaces for individuals, similar to office noted above
- c. Phone Rooms with Doors – these can become spaces for individuals
- d. Huddle Rooms or Rooms with Soft Furniture – these can become spaces for individuals
- e. Other Enclosed Spaces – these can become spaces for individuals if needed by relocating a work surface or table, but make sure the ventilation is set up for office occupancy (i.e. storage rooms may not have adequate air circulation)

Open Spaces

- a. Workstations - Evaluate your open workspaces by determining if the height of your workstation panels limits transmission. Where employees are seated behind partitions of sufficient height and using all the other recommended precautions, droplet spread may be greatly reduced. If you do not have workstation panels another approach to achieve adequate social distancing is to stagger or 'checkerboard' placement of employees at workstations.
Using this approach, identify open plan workspaces that are 2 metres apart. Note each of these as a single occupancy space.
- b. Open Collaborative Spaces – Each of these should be counted as a single occupancy space unless they can accommodate a 2m separation

Conference / Meeting Rooms

Greater than 5 Seats – Evaluate the occupancy of each room and maintaining a 2m separation and determine maximum capacity. A good rule of thumb is to remove 50-60% of the chairs from conference rooms. For larger rooms, there should be no more than 8 occupants allowed in any space to maintain the social distancing guidelines. If larger meetings are required, consider video conferencing within the office between rooms (i.e. holding an all hands meeting) using a number of rooms “virtually connected” together.

Keep in mind that tables are typically less than 2m in width so staggering occupants may be required to maintain distancing.

Where possible issue new room capacity diagrams to staff to clearly show how social distancing will work within the office.

It is important to remove any excess chairs from these conference rooms to help educate the workforce on the new capacity limitations. Consider taking one room out of circulation to house chairs that need to be stored during distancing.

Break / Café Capacity

Using the social distancing 2m separation between occupants, identify seating that can maintain the required separation. For these spaces specifically, you may consider moving loose furniture to within the overall space to maximise single occupancy (i.e. chairs take up a lot of space and once you remove a portion of the inventory, you may find a more efficient layout of the room).

Consider using tape on the floor to identify queues for the coffee/microwave/refrigerators to help your staff understand the right separation as they wait to use appliances.

Calculate your capacity:

Your COVID-19 individual capacity is calculated by adding the number of spaces you identified in the steps above. This can be used to determine the number of people you can accommodate once the workforce begins to return. You may want to consider reserving a few spaces for unplanned staff members and visitors.

Your COVID-19 conference capacity is calculated by adding the new seating capacities for conference rooms identified above. Note this as number of rooms and capacity for each room.

Occupancy Approach

With both your individual and conference capacity you can now plan your re-population approach. Additional options or considerations other organisations are using include:

- a. Returning essential workforce only (only those that have to be in the office to support business critical operations)
- b. Ensuring those who can work from home, continue to do so
- c. Implementing staggered shifts (6am-12pm and 2pm to 8pm) with office cleaning occurring at midday and end of day
- d. Alternating days with multiple groups (Group A & B in Monday, C&D Tuesday, A & C Wednesday, B&D Thursday etc)

Once you have determined your occupancy strategy you can look at what spaces will be used by whom, clear desktops for cleaning protocols and communicate all plans to your workforce, cleaning staff, and management.

Surfaces

High Risk Areas

Identify those spaces that are high risk for surface transmission of the COVID-19. High risk is identified as spaces that people share as part of their normal workday. Consider implementing a higher cleaning frequency in these areas to reduce the opportunity for surface transmission and a lower occupancy to prevent human-to-human transmission. While each office is unique, typical high-risk areas can include:

- a. Lift Lobbies - Consider both passenger and service elevator lobbies in this grouping

- b. Reception / Waiting Spaces – Consider your main reception, security desk, breakout spaces outside conference rooms, etc.
- c. Break / Cafe Areas – Consider communal, departmental, group spaces that are shared.
- d. Shared Phone Rooms – Consider rooms shared on an as needed basis, not reserved or assigned.
- e. Washroom – Consider both single/disabled and group washrooms
- f. Printer / Copier / Mail Areas – Consider spaces that contain shared printers / copiers, mailrooms/mail distribution areas/drop off areas, shared rubbish / recycling drops, etc.
- g. Office Supply Areas – Consider areas where shared supplies are stored
- h. Specialty spaces – Consider libraries, multi-faith rooms, IT support spaces/help desks, storage areas, coat cupboards, departmental filing cabinets, shower rooms, fitness areas, etc. – spaces shared by more than 4-5 people.
- i. Stairwells/Exits – Consider spaces you use to move between floors or within your space.
- j. Vending Areas – Consider spaces where you provide vending for office/tech supplies, snacks, beverages, coffee, etc.

High Risk Intersections

Consider intersections along circulation paths where staff come within close proximity as they move through the office. Also look at pinch points such as access doors where multiple staff need to touch handles. Often these doors can be propped open and remain open while occupied to limit the number of people who come in contact with handles/hardware.

Medium Risk Areas

Consider areas where people meet more on a scheduled basis or spaces that are shared within small groups or departments.

- a. Group Coffee / Food Areas – Consider makeshift and informal spaces created by groups. (i.e. don't forget group coffee pots, refrigerators, etc.)
- b. Conference Rooms – Consider all enclosed meeting spaces that accommodate groups whether scheduled or ad-hoc.
- c. Shared Equipment / Services – Consider areas where shared equipment like local printers are located and where services are shared like local mail stops for teams, etc.
- d. Shared Storage / Filing – Consider file rooms, storage areas, etc.

High-Touch Devices

Consider areas, and items like touch screens, white boards/markers, conference room controls, AV/TV controls, window blind controls, etc.

Lower Risk Areas

Consider workstations/offices/individual spaces that are occupied by one person during the day or shift. Consider providing products/resources for individuals to clean these spaces before and after each use.

Review Existing Cleaning Processes

Once risk levels have been identified, review them with your cleaning company to determine the cleaning levels and frequency needed in each space.

- a. High Risk – Depending on your occupancy approach, consider having these spaces cleaned once to twice a day in an effort to reduce the potential transmission.
- b. Medium Risk – Depending on your occupancy approach, consider having these spaces cleaned at a minimum each day, or as with conference rooms, after each use.
- c. High Risk Intersections – Consider cleaning the hardware in these spaces frequently, keeping doors open to make touchless and signage/indicators to raise awareness of these spaces.
- d. Lower Risk – These spaces should also be cleaned once a day, or more frequently, depending on your occupancy model. These spaces should be cleaned by the individual using them before and after use but can also be cleaned by a vendor at the end of the day or between shifts.
- e. High Touch Devices – Devices and hardware that are high touch need to be cleaned frequently. Provide wipes and cleaning materials that allow individuals to clean these items as used.
- f. Signage – This is a behaviour change for everyone. Consider signage that reminds and educates individuals on the protocols and their role in maintaining a safe environment.

Above all – remind everyone that frequent hand washing is the number one limiting factor in transmitting COVID-19.

Finalise and Communicate Your Plan

Once you have finalised your plan with your cleaning company and stakeholders, develop a communication for everyone in the office so that they understand the approach and their role in maintain a safe working environment for everyone, including visitors and suppliers.

Every office and every office culture is unique, so create your plan with an understanding that this is a change for everyone and behaviour will need to be reinforced to promote adoption.

RETAIL

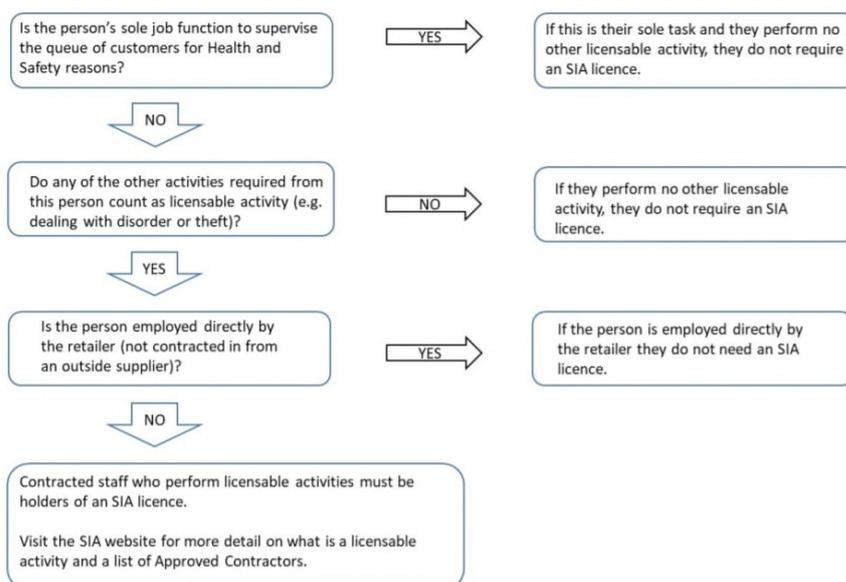
Social distancing in and around stores

Entrance / Exit Points

Initial measures can include limiting the number of entry and exit points into and out of the store, having separate entrance and exit points if possible, and limiting the number of customers in the store at any time.

Store Capacity

Also, assess the size of the store and its layout. This will enable you to calculate the number of customers who can reasonably follow the 2 metre social distancing. Use a colleague to meet customers, explain the social distancing requirements and control the number of customers entering the store at any one time. In some circumstances, that colleague may need to be SIA (Security Industry Authority) licensed.



Consider whether temporary barriers should be available in case it is necessary to stop people joining a queue, and place clear signage outside of the store explaining the social distancing measures in place that customers should follow.

Hygiene and cleaning

These measures include provision of cleaning stations at front of store such as: hand sanitiser, if available, and disinfectant wipes or spray and tissue for trolley/basket handles. Identify and regularly clean key touch points such as door handles, lift buttons, keypads, and stair/escalator handrails.

Shop floor and till areas

Use floor markings inside to facilitate compliance with the social distancing advice of two metres, particularly in the most crowded areas and where queueing is likely.

Place clear signage throughout the store reminding customers of the social distancing measures and asking them to follow these rules, and review the layout of the store to ensure aisles/walkways are as clear as possible to accommodate two metres' social distancing, including the removal of promotional fixtures if necessary.

Consider one-way systems using floor markings and signage to highlight system and direction and make regular announcements to remind staff and customers to follow social distancing advice.

Erect physical barriers at till points using flexiplastic to provide a barrier for those working on the tills. These should be included in store cleaning programmes.

If self-checkout touchscreens/keypads remain in operation, a member of staff must be available to regularly wipe these areas, ideally between each use.

Changing rooms, customer seating and special assistance

Some of the measures include considering keeping changing rooms closed. If this is not possible, you must have a colleague in place at all times to ensure social distancing is maintained.

Where customers require specialist advice or assistance in store, ensure colleagues giving the advice have a clearly designated position, ideally with a secure barrier as provided at till points. Remove or limit customer seating in store. If seating is provided, space it out appropriately.

If you provide in-store products for customers to trial prior to purchase – for example, TVs, headphones or computers – these must be set up to enable social distancing rules to be followed.

If stores choose not to assist customers with large purchases – for example, moving a 60” TV to their car – it is advisable to highlight this prior to purchase. If stores are providing this service, they should provide suitable protection and advice for this to be conducted safely.

Before Reopening

Check whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.

Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.

FOOD PREPARATION AND FOOD SERVICES

This guidance applies to any food preparation or food service setting where food is sold for takeaway or delivery. For example, bars, pubs and restaurants operating as takeaways, cafes, food to go, food delivery, takeaways and mobile catering; and contract catering at the point of service to the consumer such as in offices or similar environments.

It also applies to the food services provided by businesses. It does not apply to food preparation or food service in clinical or healthcare settings

It should be noted that COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging.

At all times it is important to follow government guidance on managing food preparation and food service areas.

- Allow kitchen access to as few people as possible.
- Minimise interaction between kitchen staff and other workers, including when on breaks.
- Put teams into shifts to restrict the number of workers interacting with each other.
- Space workstations 2m apart as much as possible, whilst recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consider cleanable panels to separate workstations in larger kitchens.
- Provide floor marking to signal distances of 2m apart.
- Use 'one way' traffic flows to minimise contact.
- Minimise access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time.

Minimising contact at handover points with other staff, such as when presenting food to serving staff and delivery drivers.

Food Preparation

NOTE: COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging.

Follow government guidance on managing food preparation and food service areas at all times

Allow kitchen access to as few people as possible.

Minimise interaction between kitchen staff and other workers, including when on breaks.

Put teams into shifts to restrict the number of workers interacting with each other.

Organise and space workstations 2m apart as much as possible, whilst recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consider cleanable panels to separate workstations in larger kitchens.

Provide floor marking to signal distances of 2m apart and use 'one way' traffic flows to minimise contact.

Minimise access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time.

Consider ways of minimising contact at handover points with other staff, such as when presenting food to serving staff and delivery drivers.

Food Consumption Areas

Use clear signage to make clear that these areas are closed until further notices. Carefully consider location and number of signs and posters as too much information can be confusing.

Prevent access to closed off food consumption areas by using barriers or tape.

Provide clear signage to identify food serving areas to prevent inadvertent access to closed food consumption areas

Meetings

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Use remote working tools such as video calls to avoid in-person meetings whenever possible.

Only absolutely necessary participants should attend meetings and should maintain 2m social distancing throughout.

Avoid transmission during meetings, for example, avoiding sharing pens and other objects.

Provide plentiful supplies of hand sanitiser in meeting rooms.

Holding meetings outdoors or in well-ventilated rooms with windows etc. whenever possible will help minimise spread of virus. Avoid using small confined rooms with no ventilation. For areas where regular meetings take place, use floor signage to help people maintain social distancing.

Common Areas

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Organise rotas and stagger break times to reduce pressure on the break rooms or places to eat.

Use safe outside areas for breaks.

Create additional space by using other parts of the working area or building that may have been freed up by staff still on remote working.

Install screens to protect staff in front of house areas or serving customers at till points.

Managing Contacts

Provide handwashing and hand sanitiser and encourage visitors to wash their hands regularly.

Regulate entry so that the premises do not become overcrowded and placing 2m markers on the floor to maintain social distancing inside the premises.

Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, such as by phone, on the website or by email.

Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.

Selling Food and Drink

Minimise contact between kitchen workers and front of house workers, delivery drivers or riders, for example, by having zones from which delivery drivers can collect packaged food items.

Use front of house staff to serve customers purchasing food and drink, minimising the time they spend in the kitchen.

Create a physical barrier such as a screen, between front of house workers and customers where possible.

Encourage contactless payments where possible.

Limit access to premises for people waiting for or collecting takeaways. Setting out clear demarcation for 2m distances for customers queuing. Ask customers to wait in their cars if possible.

Ask customers to order online, on apps or over the telephone to reduce queues and stagger pick-up times.

Make regular announcements to remind customers to follow social distancing advice and clean their hands regularly.

Providing and explaining available guidance

Display clearly to customers the social distancing guidelines in place.

Where site visits are required, for example, inbound supplier deliveries or safety critical visitors, providing site guidance on social distancing and hygiene on or before arrival.

Review entry and exit routes for customers, visitors and contractors, to minimise contact with other people.

Before Reopening

Check whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.

Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.

Cleaning

Follow government guidance on cleaning food preparation and food service areas

Wedge doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors.

Clean laminated menus or dispose of paper menus after each use.

Provide only disposable condiments or cleaning non-disposable condiment containers after each use.

Instigate frequent cleaning of work and equipment between uses, using your usual cleaning products

Kitchen or Café Cleaning

Follow government guidance on cleaning food preparation and food service areas.

Recognise that cleaning measures are already stringent in kitchen areas, consider the need for addition cleaning and disinfection measures.

Provide bins for collection of used towels and staff overalls.

Ask workers to wash hands before handling plates and takeaway boxes.

Continue with high frequency of hand washing throughout the day.

Hygiene - handwashing, sanitation facilities and toilets

Follow government guidance on hygiene in food preparation and food service areas.

Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tis-sue is not available.

Provide regular reminders and signage to maintain hygiene standards.

Provide hand sanitiser in multiple locations in addition to washrooms.

Set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.

Enhanced cleaning for busy areas.

Special care should be taken for cleaning of portable toilets.

Provide more waste facilities and more frequent rubbish collection.

Where possible, provide paper towels as an alternative to hand dryers in handwashing facilities.

Changing rooms and showers

Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.

Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day.

Handling goods, merchandise, other materials and onsite vehicles o

Instigate cleaning procedures for goods and merchandise entering the site and for the parts of shared equipment you touch after each use.

Encourage increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

Ensure regular cleaning of vehicles that workers may take home.

Enhanced handling procedures of laundry to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus.

Shift patterns and working groups

As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.

Consider where congestion caused by people flow and 'pinch points' can be improved. Using one-way systems, staggered shifts and assigned staff mealtimes are possible ways to minimise the risk of transmission.

BUILDING SERVICES

Local Exhaust Ventilation Checklist

1. Routine checks and maintenance

COSHH requires that where engineering controls are provided, the employer must ensure that thorough examination and testing of those controls are carried out. In the case of (general) Local Exhaust Ventilation plant, this must be at least once every 14 months.

Although the 14-month period is detailed in COSHH, quite often such examination and testing is undertaken annually. It is also worth noting that "if wear and tear on the LEV system is liable to mean that the system effectiveness will degrade between tests then thorough examinations and tests should be more frequent".

The HSE guidance on LEV systems also makes mention of "routine checks" that can be undertaken by appropriately trained employees. According to the HSE, "routine checks (daily, weekly and monthly) keep the LEV system running properly". In terms of competency, employees undertaking routine checks will need to have knowledge of:

- the parts of an LEV system and their function
- how the LEV system should be used
- how to recognise a damaged part
- simple checks that the LEV system is delivering its design performance and is effectively controlling emissions and exposure.

The frequency of such checks will be determined by making reference to the manufacturer's recommendations, risk assessment findings, previous maintenance history, etc and should be recorded in the systems logbook.

The objective of thorough examination and testing is to detect significant defects and to have them remedied to maintain the effectiveness of the system and would normally include such

functional testing to provide sufficient evidence to indicate adequate control is being achieved. It consists of three stages.

A thorough visual examination to verify the LEV is in efficient working order, in good repair and in a clean condition.

Measuring and examining the technical performance to check conformity with commissioning or other sources of relevant information.

Preventing or controlling the risk of legionella

1. Preventing or controlling the risk of legionella

Where possible, the use of water systems or systems of work that lead to exposure should be avoided. Where it is not reasonably practicable to do so, a written scheme for controlling the risk must be produced which specifies the measures to be taken.

This scheme should include a plan of the system, checks to be carried out and their frequency and remedial action to be taken if the scheme is not effective. In complex systems or premises, a site survey of all the water systems should be carried out and should include an asset register of all associated plant. This should include an up-to-date drawing/diagram showing the layout of the plant or system, including parts temporarily out of use. A schematic diagram would be sufficient.

It should then be decided which parts of the water system, for example, which specific equipment and services, may pose a risk to those at work or other people.

The written scheme should describe who is responsible for carrying out the assessment and managing its implementation; the safe and correct operation of the system; what precautions will be used; the checks that will be carried out and how often these checks will be carried out.

Precautions involve the prevention of proliferation of legionella bacteria and the reduction of the generation of water droplets and may include:

- Controlling the release of water spray
- Avoiding water temperatures between 20°C and 45°C. The control of legionella requires hot water to be stored at a minimum of 60°C and distributed at a minimum of 50°C. Cold water temperatures can be maintained below 20°C by good insulation and water turnover.
- Avoiding water stagnation. Lengthy and complex hot water distribution systems may require circulating pumps to eliminate or minimise stagnation and stratification
- Water outlets should be routinely operated to draw off water
- For sporadically used outlets, flushing should be carried out once a week. In health care facilities, a higher frequency is recommended and water draw off should form part of the daily cleaning process. Flushing should be fully documented and covered in written instructions
- Maintaining the system in a clean state and avoiding the use of materials in the system that can harbour or provide nutrients for bacteria and other organism.

- The use of water treatment techniques where necessary
- The correct and safe operation and maintenance of the system.

2. Reports and Records

The Responsible Person must ensure that the following records are kept:

- Details of the person or persons responsible for carrying out the risk assessment and managing and implementing the written scheme.
- The significant findings of the risk assessment
- The written scheme and details of its implementation
- The results of any monitoring, inspection tests or checks carried out, including the dates. Records of monitoring, inspection etc. should be retained for at least 5 years.

Cases of legionellosis are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Any "notifiable devices" on the premises (i.e. working cooling towers and evaporative condensers) must be notified in writing to the local authority.

Work Equipment Maintenance

Ensure that best practice and regulatory requirements are being met.

Lifts and escalators carrying passengers require statutory inspection by a competent person. Thorough Examination by competent persons every 6 months for passenger lifts and 12 months for goods lift.

1. Safe & Appropriate

You are required to ensure that all work equipment is safe and appropriate for use. You must ensure that it is properly maintained, serviced, repaired or modified safely and where the use of work equipment is likely to involve a specific risk to the health and safety of any person, you must restrict its use to those trained to use it. All persons using work equipment must be given adequate health and safety information and, where appropriate, written instructions. You must ensure that those employees who use work equipment and those supervising or managing such use, receive adequate training, on the risks they are exposed to and the precautions to be taken to control those risks.

2. Guards

You must ensure that effective measures are taken to prevent access to dangerous parts of machinery or to stop the machinery before people can reach the dangerous parts. This should be done by the provision of guards or protective devices, so far as is practicable. All guards or protective devices must: be appropriate for the purpose for which they are provided, well constructed, of sound material, adequate strength and be free from patent defect. They must be properly maintained, not create additional risks in themselves, not be easily removed or rendered inoperative, be situated a sufficient distance from the danger area, not restrict - more than necessary - any view of the operation of the work equipment, and allow operators to fit or replace parts without, if possible, removing the guards or protection devices.

3. Work Equipment Failure

You should so far as is reasonably practicable, ensure protection against risks to health or safety as a result of any failure in the work equipment. This protection should be secured, as far as is reasonably practicable, by measures other than personal protective equipment. In this context failure can include ejected or falling objects, rupture or disintegration of parts of the equipment; fire or overheating, the unintended or premature discharge or ejection of any article, gas, dust, liquid, vapour or other substance which is produced, used or stored in the equipment; or the unintended or premature explosion of the equipment or of any material produced, used or stored in it. You must also ensure that workers are prevented from coming into contact with parts of work equipment and material produced, used or stored in it which is at a temperature likely to cause injury by burning, scalding or searing.

4. Controls

You must ensure that, where appropriate, work equipment is provided with one or more controls to start the equipment (including restarting after any stoppage) or change the speed, pressure or other operating conditions. You must also ensure that, where appropriate, work equipment is provided with one or more controls which, when operated, will bring the work equipment to 'a safer condition in a safe manner'. This would normally bring the work equipment to a stop, unless it would be unsafe to do so.

The operation of such controls should not depend on sustained manual action and, if necessary, should disconnect all sources of energy after stopping the work equipment. These controls should operate in priority to any control that starts or changes the operating conditions of the work equipment.

Emergency stop controls must be provided, unless the nature of the hazards deems them unnecessary. All emergency stops must operate in priority over those control systems previously identified. All controls of work equipment must be clearly visible and identifiable, including appropriate marking, where necessary.

No controls should be in a danger area except where it cannot be avoided. It should not be possible, so far as is reasonably practicable, to operate any control from within a danger area that initiates mechanisms in that area. Where this is not possible, safe systems of work should be applied to ensure that no one is in the danger area, when work equipment is started. If it is not reasonably practicable to apply either of these measures, an audible or visible warning must be given whenever work equipment is about to start. You must also ensure that any workers wholly or partly in a danger zone are able to avoid any hazard caused by the starting or stopping of work equipment.

You must ensure that all control systems of work equipment are safe, so far as is reasonably practicable. Such control systems are not considered safe unless they ensure, so far as is reasonably practicable, that any failure in the system cannot result in additional or increased risk to health and safety; and prevents so far as is reasonably practicable, the equipment being started or restarted while any person is in the danger zone and does not impede any emergency stop controls.

Pressure Systems

1. Written scheme of examination

Requirements for a Written Scheme are:

A written scheme of examination is a document containing information about selected items of plant or equipment which form a pressure system, operate under pressure and contain a "relevant fluid". The term "relevant fluid" is defined in the Regulations and covers compressed or liquefied gas including air above 0.5 bar pressure (approximately 7 psi), pressurised hot water above 110 degrees Celsius and steam at any pressure.

Items of plant forming the pressure system should be included in a written scheme of examination if a failure of the item could unintentionally release pressure from the system, and the resulting release of stored energy could cause injury.

2. Responsibility of users and owners to define scope of scheme

The user of installed systems and the owner of mobile systems are responsible for deciding which pressure system is covered by the Regulations. To arrive at a properly informed decision, users or owners may seek advice from other sources. These could be Insurance Companies, in-house engineering staff, inspection bodies and consultants. However, the legal responsibility for defining the scope of the scheme rests with users or owners. The written scheme should generally cover all items within a self-contained pressurised system, which may give rise to danger. If there is more than one self-contained pressure system, there will be a need for more than one written scheme.

3. Confirmation of scope of scheme

When the scope of the written scheme has been decided, the user or owner of the pressure system should contact a person with sufficient knowledge and experience about the system. This person should be capable of offering informed advice on the subject. Discussions on the scope of the written scheme should be made with them, and if necessary, modify the scope accordingly.

4. Competent person

The users or owners of pressure systems need to select a competent person and in doing so should take reasonable steps to ensure that the competent person selected can actually demonstrate competence, i.e. the necessary wealth of knowledge, experience and independence. In practice the competent person is likely to be a body or company specialising in engineering inspection work or an Insurers engineering surveyor.

5. Review of written scheme

The written scheme of examination must be 'suitable' throughout the lifetime of the plant or equipment and it follows that it should be reviewed, and when necessary, revised. For example, as the age of some plant increases there may be a need to carry out more frequent examinations, or change their content or type. It is the user's responsibility under the Regulations to ensure that the content of the written scheme is reviewed at appropriate intervals by a competent person to determine if it remains suitable, but clearly the competent person should be in a position to give advice on this aspect.

6. Legal responsibility

Users and owners of pressure systems covered by a written scheme of examination have a legal responsibility to ensure that a competent person examines the systems in accordance with the scheme.

7. Maintenance

The user of an installed system and the owner of a mobile system shall ensure that the system is properly maintained in good repair, so as to prevent danger. The maintenance needs should be determined taking into account the age of the system, the conditions of operation and the environment in which it works.

Consideration should be given to what systems or parts require routine checks and replacement e.g. lubrication fluids and coolants. Some parts of systems should be subject to sample inspection during regular shutdowns when signs of deterioration, leakage, external damage or corrosion are apparent.

Pipework may not be subject to examination under the written scheme, but periodic checks should be carried out at the more vulnerable areas such as expansion loops, bends and low points.

Systems which, have been out of service, will need more detailed checks when being brought back into use.

Protective devices must be checked at appropriate intervals to ensure they remain in efficient working order. Where manufacturers/suppliers instructions are appropriate to the system and are sufficiently comprehensive they should be used to assist maintenance.

8. Keeping of records

The last report relating to the system made by a competent person and also any previous reports must be kept if they contain information that will help in assessing whether the system is safe to operate, or any repairs or modifications to the system can be carried out safely.

Records should also be kept of any modifications or repairs to the pressure systems. Where the user or owner of a pressure system changes, the previous owner or user shall as soon as practicable give to the new user or owner in writing anything (relating to the system or part thereof) kept by him.

Where the Regulations require records to be kept in writing, then they can be kept in a form that is capable of being reproduced as a written copy if required. Generally records can therefore be held on computer providing they are secure from loss or unauthorised interference.

Lifting Equipment

1. Receiving Lifting Equipment onto site

When lifting equipment arrives on site it should be checked to ensure that it is the equipment that was selected during the planning stages. It is important when hiring equipment that no doubt exists over who will be responsible for carrying out any thorough examinations and inspections required during the period of the hire. The necessary inspections are usually carried out by the driver or operator of the equipment on site.

New equipment should be accompanied by a declaration of conformity dated within the last 12 months or a current thorough examination report. Examples of how this may be provided include:

- Paper copy or summary of the last examination report
- Copy or summary of the last examination report in electronic format
- Tag affixed to the equipment
- Indelible marking on the equipment.

The last operator's inspection should also be provided and will usually be in the form of a register of weekly inspections.

The duty to ensure that the equipment is accompanied by this information is on both the person receiving the equipment and the person from who it is being obtained e.g. the hire company.

2. Information to be contained in a report of a thorough examination

- The name and address of the employer for whom the thorough examination was made
- The address of the premises at which the thorough examination was made.
- Particulars sufficient to identify the equipment including where known its date of manufacture.
- The date of the last thorough examination
- The safe working load of the lifting equipment or (where its safe working load depends on the configuration of the lifting equipment) its safe working load for the last configuration in which it was examined.
- In relation to the first thorough examination of equipment after installation or after assembly at a new site or in a new location:
 - that it is such thorough examination
 - (if such be the case) that it has been installed correctly and would be safe to operate
- In relation to a thorough examination of equipment other than a thorough examination to which paragraph above relates:
 - whether it is a thorough examination:
 - within an interval of 6 months under regulation 9(3)(a)(i)
 - within an interval of 12 months under regulation 9(3)(a)(ii)
 - in accordance with an examination scheme under regulation 9(3)(a)(iii)
 - after the occurrence of exceptional circumstances under regulation 9(3)(a)(iv)
- In relation to every thorough examination of equipment:
 - identification of any part found to have a defect which is or could become a danger to persons and a description of the defect

- particulars of any repair, renewal or alteration required to remedy a defect found to be a danger to persons
- in the case of a defect which is not yet but could become a danger to persons:
 - the time by which it could become such a danger
 - particulars of any repair, renewal or alteration required to remedy it
 - the latest date by which the next thorough examination must be carried out
 - where the thorough examination included testing, particulars of any tests
 - the date of the thorough examination
- The name, address and qualifications of the person making the report; that he is self-employed or, if employed, the name and address of his employer
- The name and address of a person signing or authenticating the report on behalf of its author.
- The date of the report

Gas

1. Gas Appliances

The Gas Safety (Installation and Use) Regulations require gas appliances e.g. boilers and heaters to be maintained in a safe condition. In order to comply with this requirement, appliances should be routinely examined/maintained by a competent person at least annually. It is unlikely that “breakdown” maintenance would be considered as sufficient.

2. Gas Leak

Action to be taken in the event of a gas leak:

- Shut off the gas supply as instructed.
- Notify the supplier’s emergency gas leak service.
- The telephone number for contacting this service will be on a notice near the main gas isolation valve.
- Isolate all sources of ignition if it is safe to do so.

DO NOT TURN ON OR OFF ANY ELECTRICAL EQUIPMENT AS THE SWITCH MAY CAUSE A SPARK, UNLESS THAT EQUIPMENT CAUSES A GREATER RISK OF IGNITION OF THE GAS E.G. FAN HEATER.

- Open doors and windows to allow ventilation to disperse the gas if it is safe to do so if not evacuate the building.
- Do not re-open the supply until remedial action has been taken by a competent person to prevent gas escaping again.

Fire

1. Fire Alarm

Daily inspect the panel for normal operation of the system. Where provided check the connection to the remote manned centre is functioning correctly. Weekly test and examine the system to ensure it is capable of operating under alarm by operating call point or detector or end of line switch on a zone circuit. Test zones in rotation quarterly for monitored system and weekly for others using different trigger point each time. Examine the batteries and connections.

Quarterly and annual inspection and test should be undertaken by the installer or other competent person and records maintained.

2. Fire Detectors

Regular visual inspection for damage, unusual accumulations of dirt, contamination and other conditions likely to interfere with correct operation. Annual test of detector system by installer or other competent person and records maintained.

3. Record of Fire Door Tests

Weekly check all self-closing doors close fully into door rebates.

4. Automatic Door Releases

Weekly check all doors release and close fully into door rebates.

5. Fire Inspections

Monthly check all fire precautions are in place, fire routes and exits are clear, fire extinguishers are in correct location and have not been discharged (or lost pressure if fitted with an indicator) or suffered obvious damage. Fire hoses should also be checked for leaks and correct operation. All fire fighting equipment should be checked to ensure it is within the annual inspection period as indicated on the label.

6. Emergency Lighting Tests

Daily - Check for correct operation, this is a simple walk round visual check for illuminated neon indicator lamps by occupier

Monthly - Functionality test not exceeding 25% of rated duration, basic switch off check fluorescent lamp illuminated, switch back on, completed by occupier.

Annual - System should be tested for a 3-hour period, as the regulations state a system should operate for a 3-hour period to allow people to evacuate a building in the event of an emergency where the power has failed.

Ventilation, Lighting & Temperature

1. Temperatures for inside work areas

The temperature in workrooms should normally be at least 16°C unless much of the work involves severe physical effort in which case the temperature should be at least 13°C. These temperatures may not, however, ensure reasonable comfort, depending on other factors such as air movement and relative humidity. These temperatures refer to readings

taken using an ordinary dry bulb thermometer, close to workstations, at working height and away from windows. Thermometers should be provided in the workplace, to enable temperatures to be measured. They need not be provided in every workroom.

The above temperatures are provided to ensure that temperatures in workrooms are reasonable and negate the need for special clothing. There are rooms or areas where it is not practical to maintain those temperatures, for example warehouses that open to the outside, walk in fridges and freezers. In such cases efforts should be made to try and maintain temperatures as close to the minimum as possible. This could be done by pre chilling products, minimising chilled areas, enclosing/insulating the product etc.

Where room temperatures may be unreasonably high all reasonable action should be taken to achieve a comfortable temperature, for example by insulating pipes/plant, shading windows, siting workstations away from heat sources. Where workrooms remain at unreasonable temperatures local heating or cooling should be provided e.g. fans in hot weather, insulating cold floors. If such measures are taken, yet workers are still exposed to unreasonable temperatures then suitable protective clothing and rest facilities should be provided. Rest facilities should be warm, with provision for heating food and making warm drinks. Systems of work should be introduced to minimise the time employees are exposed to uncomfortable temperatures e.g. task rotation.

2. Ventilation requirements

The air in workrooms should be fresh and at a suitable temperature and humidity level. In most situations, windows, doors etc. will provide sufficient ventilation, however there will be instances where mechanical ventilation systems are required. Any air that is introduced into workrooms should be free from any contaminants or pollutants that may be offensive or cause ill health.

If you do have mechanical ventilation systems you must ensure that they are properly maintained, including regular cleaning, testing and servicing. Filters, where fitted should also be subject to maintenance. You should also ensure that any recirculating of air is done safely, by introducing fresh air to the recirculating air. Workers should not be subjected to drafts. This can be avoided by controlling the direction or speed of air flow with regards to mechanical ventilation, however rearranging or screening workstations is another way of avoiding this problem.

The above relates to ventilation provided for workplace welfare, not the local exhaust ventilation for controlling exposure to substances hazardous to health.

3. Lighting Requirements

Lighting should be sufficient to enable people to work, use facilities and move from place to place safely and without experiencing eye-strain. Stairs should be well lit in such a way that shadows are not cast over the main part of the treads. Where necessary, local lighting should be provided at individual workstations, and at places of particular risk such as pedestrian crossing points on vehicular traffic routes. Outdoor traffic routes used by pedestrians should be adequately lit after dark.

Dazzling lights and glare should be avoided. Lights and light fittings should be of a type, and so positioned, that they do not cause a hazard (including electrical, fire, radiation or collision hazards). Light switches should be positioned so that they may be found and used easily and without risk.



Lights should not be allowed to become obscured, for example by stacked goods, in such a way that the level of light becomes insufficient. Lights should be replaced, repaired or cleaned, as necessary, before the level of lighting becomes insufficient. Fittings or lights should be replaced immediately if they become dangerous, electrically or otherwise.

Where possible, windows etc. should be cleaned regularly and kept free from obstructions, such as external vegetation, so that they admit as much daylight as possible.

Emergency lighting should be provided in rooms / areas where a sudden loss of light would present a serious risk. If provided, emergency lighting should be powered independently of normal lighting. Further guidance on this can be found in the fire and emergency evacuation policy.