

BRIAN WARRENS & ASSOCIATES LTD

COVID-19 (Lockdown Easing and Return to Work)
Return to Work Guidance July 2020

Application of the **Working Safely During The Coronavirus Outbreak – a short guide** - Published by Health and Safety Executive 2020

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GUIDANCE FOR ASSOCIATES & SUB-CONTRACTORS

Social distancing

Social distancing is an important way to reduce the risk of coronavirus spreading between people when they are working. Conversations with workers will help you to identify where social distancing will need careful planning and consideration.

Areas and tasks where social distancing is more difficult

- **If you share your workplace with others you will need to decide how you can manage this. You should identify areas where you may come into contact with others and decide what plans need to be agreed and put in place to keep the 2 m distance.**

Areas Affected: Host building/Premises Reception area, hired spaces. Grid, Loading Bay, Loading Yard, Toilets. Smoking Point. Fire Evacuation Muster Station.

Control Measure: With the introduction of social distancing measures the impact on these spaces is manageable by adherence to UK Government current advice and guidance. The likelihood of cross-infection is able to be controlled by some simple measures and use of P.P.E. and good hygiene protocols when required. BWA Ltd will:

- make regular announcements to remind associates and sub-contractors to follow social distancing advice and wash their hands regularly. All associates and sub-contractors are responsible for their own safety and the safety of others around them.
- Encourage associates and sub-contractors to use digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking. All associates and sub-contractors to use their own devices.
- Wherever possible to encourage associates and sub-contractors to work from home where appropriate.
- provide additional pop-up handwashing stations or facilities if possible, providing soap, water, hand sanitiser and tissues and encourage associates and sub-contractors to use them where required
- encourage associates and sub-contractors, where it is possible to remain 2 metres apart, use floor markings to mark the distance, particularly in the most crowded areas

- agree where it is not possible to remain 2 metres apart, associates and sub-contractors should work side by side, or facing away from each other, rather than face to face if possible
 - agree where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible
 - as much as possible, keep teams of workers together (cohorting), and keep teams as small as possible
- **If your work involves tasks where you need to be close to customers or others, you need to identify these and plan your social distancing.**

Areas Affected: Please apply the same considerations as with the previous guidance for Social Distancing above.

Additionally, for visitor-facing scenarios:

- observe signage to direct movement around the building, if feasible, while maintaining a 2-metre distance
 - regulate entry so that the spaces do not become overcrowded
 - use additional signage to ask building users not to enter the premises if they have symptoms
 - if feasible, place plexiglass barriers at points of regular interaction as an additional element of protection for workers and visitors (where visitors might touch or lean against these, ensure they are cleaned and disinfected as often as is feasible in line with standard cleaning procedures)
- **Where equipment and vehicles are shared between workers, think about allocating one piece of equipment per person, or whether you should do something else to keep people safe.**

Control Measures:

- Wherever practical, associates and sub-contractors should work independently with equipment.

- Tasks and duties are to be negotiated and planned by associates and sub-contractors to avoid equipment handling impact.
- All control pads or switching for equipment to be cleaned before and after use to minimise cross-infection from hand contact and wherever possible gloves to be worn.
- Shared control hardware, Laptops and computers to have keyboard, joystick and mouse controls cleaned between use.
- **Where there are tasks that need 2 people and they can't be more than 2 m apart, first see if you can redesign the task so only one person is needed, e.g. using lifting aids**

Control Measure:

- All associates and sub-contractors must produce an effective Production Safety Plan for ways of working. You are advised to use virtual technology (Zoom, Teams, etc) to discuss and plan in advance a way of working to minimise the impact from this.
- Wear appropriate P.P.E., in particular in close proximity face-to-face situations.
- Use lifting aids wherever possible.
- Keep close contact working to a minimum wherever possible.
- Apply markers to floors to indicate safe distancing
- Use more than one exit or entrance to minimise crowding
- If unloading a vehicle to carefully manage crew and only have the numbers required to safely manage the process.
 - Ask drivers to remain in their cabs or remain in a safe waiting area.
 - Where the driver has to remove load securing measures such as retention bars, ratchet straps etc, all other persons are to remain in a safe waiting area until the load is accessible for removal.
 - The reverse of this process to be applied on loading vehicles.
- For small deliveries encourage contactless delivery to be made.

- **Identify which areas of your work people congregate in, e.g. rest rooms, smoking shelters, welfare facilities, waiting rooms or meeting rooms.**
- Change when and where people congregate to reduce numbers of people in any area at the same time.
- Use markers on floors to help people keep 2 m distance.
- Stagger breaks and start/end times.
- Use more than one exit or entry to reduce numbers of people coming together.
- Avoid face-to-face contact.
- Use hand-sanitising stations in critical areas provided.

Questions to help plan how you will socially distance

In our work where will social distancing be more difficult? What areas or tasks are more likely to increase the risk?

Think about tasks or parts of work that mean you need close contact with others.

How can we change work and tasks, so people keep 2 m apart or are separate?

Think about customers and contractors, as well as employees.

What work or tasks are we unable to maintain social distancing?

Think about areas of work where you need, or can't avoid, close contact with other people.

What could be put in place to help with any of the issues you have talked about?

Think about what you can do yourself, and what else could be done by your line manager and your business or organisation. This may include doing something differently:

- Where possible, allocate one workstation and piece of equipment per person. If this isn't possible, provide cleaning equipment at the workstation so it can be cleaned between uses.
- Provide hand sanitiser and/or washing facilities where people are working so they can clean and sanitise hands as required.
- Think about how workers could be grouped so they routinely work together in groupings or pairings to reduce the amount of contact across different workers.
- Put in place systems such as 'one in, one out' in welfare facilities if it isn't possible to maintain social distancing.
- Leave doors open that can be left open (taking fire safety into consideration) to reduce the need for people to touch door handles.

Cleaning and sanitising

Cleaning, sanitising and hygiene procedures for workers and workplaces are some of the main ways to ensure that people are working safely during the coronavirus outbreak.

What needs cleaning and sanitising

- Common areas of workplaces are likely to have areas that need cleaning such as door handles, handrails and keypads. It is a combined responsibility for associates and sub-contractors in identifying how this will be achieved and who carries out such work.
- Cleaning of work equipment should be considered, such as company vehicles, lifting and access equipment, printers and machinery, to decide what needs cleaning and when.
- If your work takes you to buildings or places that are somebody else's premises, then think about what cleaning or sanitising might need to be done there.
- When delivering, receiving or handling goods you will need to decide what cleaning is needed and talk about how to make sure it's done.

Who will do the cleaning and when?

Decide if the cleaning arrangements you currently have in place are enough to ensure cleaning is done throughout the times you are working.

- All associates and sub-contractors are responsible for considering what extra cleaning will need to be done during the day.
- You may decide different levels of cleaning are required for different areas. Deep cleaning once a day and then supplementary cleaning, e.g. wiping high-contact surfaces throughout the day, might need to be followed.
- ‘Clean and sanitise as you go’ may need to be put in place for areas such as meeting rooms, printers etc.
- If people can’t clean straight after touching surfaces, then provide hand sanitiser.

RETURNING TO WORK

Who should go to work?

In deciding who should return to work we have to consider a range of factors and how this can be applied to maintaining a safe working environment with controlled risk management. All discussion includes management departments, employee representatives, trade unions and advisory bodies.

The Risk Assessment and Method Statement is designed to supplement existing guidance and supersede areas not thoroughly applied before the impact from COVID-19 was known.

We are considering where and how your work is carried out, consider if there are jobs and tasks that can be changed to reduce risk. This includes:

- identifying if associates and sub-contractors can work from home when appropriate
- determining the minimum number of people needed to carry out work tasks safely.

All safe ways of working will be confirmed and agreed between BWA Ltd and associates and sub-contractors

Protecting people who are at higher risk

All policies are in line with and will follow BWA Ltd Policy and Procedures, information and guidance. Where an individual has been identified as high risk, an individual plan will be agreed between BWA Ltd and associates and sub-contractors.

Suspected cases of coronavirus

Make sure you know what the current guidelines are about self-isolation if you or someone in your home has symptoms. Guidance is available [HERE](#).

Agree to let BWA Ltd know that you are self-isolating and make sure that you don't go into work.

Associates and sub-contractors will look after someone who falls ill at work or is considered by colleagues to be presenting symptomatic risks indicators and will follow Public Health England advice.

To do this, you have to consider:

- Do you need to advise the person to isolate you until they can go home?
- BWA Ltd will minimise cross-infection to associates and sub-contractors with shielding disposable PPE where required.

Helpful resources

- HSE guidance on consulting and involving your workers www.hse.gov.uk/involvement/
- BEIS general government guidance on keeping workplace settings open www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19
- BEIS sector-specific government guidance www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance
- PHE guidance for the public on the health and wellbeing aspects of coronavirus www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19
- Guidance for social distancing in educational settings www.gov.uk/government/publications/coronavirus-covid-19- implementing-social-distancing-in-education-and-childcare-settings

Further Industry information:

<https://www.creativeindustriesfederation.com/>