



SAFE WORKING DURING COVID-19 PANDEMIC

METHOD STATEMENT AND RISK ASSESSMENT

Covid-19 Update Effective from Monday 19th July 2021

Although most legal restrictions will be lifted at step 4, and many people have been vaccinated, it is still possible to catch and spread COVID-19, even if you are fully vaccinated, we are still in the third wave of this pandemic and we must all take considerate responsibility.

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others.

Step 4 of the UK Roadmap in relation to COVID-19

The Government have published the 'moving to step 4 of the roadmap' document. This sets out the essential actions that everybody should take to protect themselves and others whilst prevalence is high, as the country transitions towards learning to live with the COVID-19. It is important that we all use personal judgement to manage our own risk. All of us can play our part by exercising common sense and considering the risks.

Key points

Most legally binding COVID-19 restrictions will be lifted on Monday 19th July 2021 with the exception of the requirement to self-isolate upon receiving a positive test, having COVID-19 symptoms, or being asked to be isolated by NHS track and trace. This remains the law, regardless of your vaccination status.

From 16th August, if you have been fully vaccinated you will be exempt from the requirement to self-isolate, if you are a contact of a person testing positive.

Ventilation will form a key component of your risk control measures for preventing COVID-19 circulating in the business.

Face Coverings

The Government is encouraging people to act with caution and as such Face coverings, whilst no longer a legal requirement, will be expected to be worn and be a strong advisory consideration in crowded indoor public spaces.

Although no longer a legal requirement we will continue to request that all employees, customers, and visitors to the site wear a face covering. These should be made available at the entry to the site.

Please be aware that if people refuse to wear a mask, we cannot insist they do, we can only ask. We have taken this decision as a duty of care to both our customers and employees.

The steps you will need to take are as follows: -

Encourage customers and visitors to use the app to scan in.

The guidance states that we should make sure there is a supply of fresh air to indoor spaces, where there are people present. This can be natural ventilation through opening windows, doors, and vents.

Continue to use the plastic screening on sites.

Clean more often – It is especially important to clean surfaces that people touch a lot. All staff should continue to use hand sanitiser to clean hands regularly, you should also encourage customers/visitors to use the hand sanitiser provided.

If a customer or visitor is showing signs of COVID-19 symptoms, we must ask them to leave and contact with them will be made by telephone.

Staff members should self-isolate if they or someone in their household has a persistent cough, high temperature or has lost their sense of taste or smell. If you do develop the COVID-19 symptoms you must arrange to have a PCR test:- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/>

Children

Customers who are accompanied by children must be reminded that they are responsible for supervising them at all times.

Vehicle Movements and Touch points at Branch.

All employees are required to continue to spray all touch points with antibacterial spray before entering a vehicle for movement between departments. Keys should continue be returned to the customer sanitised and in a transparent bag. This will continue to give our customers confidence that we are taking all reasonable precautions to safeguard them.

Test drives

Test drives can take place, we ask that face coverings are worn during the drive and both customer and employee wash and sanitise hands before and after.

Meetings

Meetings should be carried out remotely as much as possible, if you need to attend another site, please be considerate to yourself and others.

Employee Assistance

Assistance, awareness, and advice is available to all staff through our Employee Assistance provider – BEN. You can contact BEN by either visiting their website - <https://ben.org.uk/>

The Government's guidance on the mental health and wellbeing aspects of coronavirus (COVID-19) can be found here -

<https://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>

Understanding the risks of COVID-19

The risk of catching COVID-19 can be higher in certain places and when doing certain activities.

The main way of spreading COVID-19 is through close contact with an infected person. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets) containing the virus that causes COVID-19. These particles can be breathed in by another person, also the particles can land on surfaces and be passed to people via touch.

In general, the risk of catching or passing on COVID-19 is higher: -

- In crowded spaces
- In enclosed indoor spaces

If you are clinically vulnerable

Clinically vulnerable people are advised to follow the same guidance as everyone else. However, as someone who is at higher risk of becoming seriously ill if you were to catch COVID-19, you should think carefully about precautions.

Facilities from Monday 19th July 2021

Toilets will be open to customers and visitors. High standards of cleaning regularly should be carried out.

Beverage / vending machines can now be turned on. Please ensure these are cleaned prior to use and new stock is added. These must continue to be cleaned regularly.

Outbreaks

If there is a COVID-19 outbreak in one of our workplaces, then our single point of contact is your Human Resources department who will lead on contacting the local public health team.

Whilst the Government are lifting COVID-19 restrictions it is important we respect people around us.

