



SAFE WORKING DURING COVID-19 PANDEMIC

METHOD STATEMENT AND RISK ASSESSMENT

Covid-19 Update September 2021

Although most legal restrictions were 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 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 published the 'moving to step 4 of the roadmap' document. This set 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.

What has changed

Most legal restrictions to control COVID-19 have been lifted at step 4. This means that:

- You no longer need to stay 2 meters apart from people you do not live with. There are also no limits on the number of people you can meet. However, you should limit the close contact you have with those you do usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. You should meet outdoors where possible and let fresh air into enclosed spaces.
- The Government are no longer instructing people to work from home.

What you should do

Covid-19 has not gone away, so it is important to remember the actions you can take to keep yourself and others safe. Whilst cases are high, everybody needs to continue to act carefully and remain cautious.

This is why it is important to:

- Get a test if you develop Covid-19 symptoms, even if you have mild symptoms.
- Meet outside or let fresh air in.
- Quarantine when returning from a red list country, and for those people not fully vaccinated arriving from amber list countries.

Isolation

Anyone with Covid-19 symptoms or a positive test should stay at home and self-isolate immediately. If you have symptoms of Covid-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have had the vaccine.

If you live in the same household as someone with Covid-19, you should stay at home and self-isolate unless you are fully vaccinated, in which case you will not be required to self-isolate if you are in contact with someone who has tested positive for Covid-19.

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, although face coverings are no longer a legal requirement we advise that all employees, customers, and visitors to the site wear a face covering.

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

We will continue to display the QR codes for customers / visitors, wishing to check in using the NHS Covid-19 app.

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.

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 to 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 continue to 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.

If you are pregnant

If you are pregnant, your chance of getting Covid-19 is not higher than anyone else and it is very unlikely you will become seriously ill with it. As a minimum, you should follow the same guidance as everyone else. If you are more than 27 weeks pregnant, or are pregnant and have an underlying health condition that puts you at greater risk of severe illness from Covid-19 at any point in pregnancy, you may want to consider limiting close contact with people you do not meet with regularly.

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