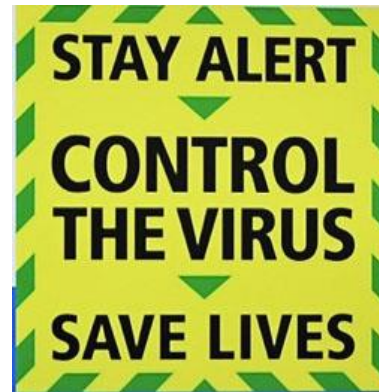


# COVID-19

## Returning to the workplace

Carol Stearne CFIOSH



# Working on Site Safely

- **Staying safe - everyone's responsibility.**
- **Home working** – still preferred option if practical.
- **Workplace adaptation** – follow Government's social distancing guidelines where possible.
- **Corvid-19 Risk Assessment** – required, ensure staff are involved
- **Staff wellbeing and anxieties** – provide appropriate training in new procedures and support for staff with health and/or family difficulties.

# Considerations for Employers

- **Contact staff before they return to work with**
  - A summary of workplace proposals and
  - A checklist of questions or a self assessment
- **Training** - ensure staff are fully briefed and appropriately supported.
- **Clinically Vulnerable and Extremely Clinically Vulnerable**
- They may need extra support as they follow the recommendations set out in guidance on [social distancing](#) and [shielding](#) respectively
- **Staff with Covid-19 symptoms** - should be instructed not travel to or attend the workplace.

# Health and Safety Legislation



- *Health and Safety at Work Act, 1974*
- *Management of Health and Safety at Work Regulations, 1999*
- *Control of Substances Hazardous to Health, 2002 as amended*

## **RIDDOR reporting of COVID-19**

Covid-19 reports under RIDDOR (*The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013*) are only required if:

- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus.

# Covid-19 Risk Assessments



Conduct a Risk Assessment to review the Hazards of COVID 19 in your workplace. Ensure you have an understanding of the Virus and its transmission.

- **Hazard** - Consequence
- **People**
- **Control Measures**
- **Further Controls**
- **Trial an area for the restart measures.**
- **Home working Risk assessments** such as DSE



# Workplace Risk Assessment Considerations

- Access/ Egress to work
- Travelling to work
- Vulnerable people
- Social Distancing
- Hygiene
- Contact surfaces
- Tools
- Work Area , Shared Workstations
- Communication methods including induction
- Training and retraining
- Behaviours
- Mental Health
- Welfare Facilities - toilets, kitchens, rest rooms
- Contractors/ Visitors
- First Aid
- Emergency situations
- Meeting rooms, Waiting rooms
- Moving around the building/ site
- Deliveries

When making changes to the workplace , consider the effects on other Risk assessments- Manual Handling , Slip / trips , DSE

# Control Measures to be considered for the 'New Normal'

- Re- Induction back to site – Explain the measures
  - Temperature checks on entry to site
  - Enhanced Cleaning regimes
  - Personnel Hygiene
  - Social distancing – 2 m
  - Facilitate working from home where possible
  - Reduce movement on site
  - Reduce the number of people in offices, communal areas
  - Travel routes- one way systems, floor markings
  - Discourage face to face meetings
  - Reduce paper handling
  - Training- eLearning, webinars, smaller numbers
  - Considerations for Catering
- PPE should be the last resort**

# Consider Workplace Communications

- Posters.
- Newsletters, Emails.
- Intranet site for employees with up-to-date information and guidance.
- Frequently Asked Questions Page on intranet web page.
- Regular contact between, employers, managers and employees.
- Regular Updates - keep current and amend information as necessary.

**Consider the likely Behaviours of your employees**



# Social Distancing



- Slow down production assembly lines
- Stagger shift start and end times
- Stagger breaks
- Keep people together on shifts or teams
- Introduce a rota to reduce numbers on site
- One way systems
- Exit and entry doors signed

- Emergency Evacuation points
- Maximum number posters for all offices and meeting rooms
- Remove Excess Chairs
- Reduce number of desks in use
- Desk 2 m apart
- Clear Desk policy
- Screens
- Posters
- Floor markings

# Considerations if a task needs to break the 2 m Rule

- Is the task critical?
- Can the task be done another way?
- If the task critical and no other option then take all mitigating actions to reduce the risk
- Consider:
  - Barriers
  - PPE requirements - Donning and Doffing
  - Training
  - Waste streams



# Cleaning Regimes

- Increase cleaning regimes for contact surfaces.
- Consider touch points - doors, handles, tools, equipment, vending machines.
- Hand washing facilities – more maybe required
- Cleaning stations.
- Ensure hand washing and cleaning facilities are visible.
- Right Chemicals for the job.
- Ventilation systems – maintenance.



# HSE poster to Display and Share

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

### • FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact:                     Your Health and Safety Representative                      
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

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# Consider other Restart Risks

- Legionella controls
- Fire alarms
- Statutory Inspections:
  - Pressure systems
  - Lifting equipment
- Contractor control and requirements

# Individual Mental Wellbeing needs

- Keep in touch with people
- Support others and support yourself
- Well balanced meals
- Exercise indoors or outside
- Be kind to each other
- Keep a routine
- Do things you enjoy
- Good night's sleep
- Employee Assistance Programmes

# Risk Assessment Summary



**Protect your staff and the site**

# Reliable sources of Corvid-19 Information

IOSH: <https://www.iosh.com/coronavirus>

HSE: <https://www.hse.gov.uk/news/coronavirus.htm>

WHO: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

GOV.UK: <https://www.gov.uk/coronavirus>

BOHS: <http://www.bohs.org/coronavirus-hub/>

SCOHSG: <http://www.scohsg.org.uk/reliable-coronavirus-information-and-emergency-help-contact-details>

SCOHSG: <http://www.scohsg.org.uk/covid-19-reliable-back-to-work-advice/>