

Larkrise Farm
Working Safely during COVID-19

Objective	Considerations	Decisions and Control Measures
<p>Priority actions to take—what businesses need to do to protect staff and customers:</p>	<p>Complete a COVID-19 risk assessment including consideration of the reasonable adjustments needed for staff and customers with disabilities. Share it with all your staff. Find out how to do a risk assessment.</p> <p>Clean more often. Increase how often you clean surfaces, especially those that are being touched a lot. Ask your staff, customers, visitors or contractors to use hand sanitiser and wash their hands frequently.</p> <p>Remind your visitors and staff to wear face coverings in any indoor space or where required to do so by law, for instance using signage. This is an important reminder to help mitigate transmission. That is especially important if your visitors and staff are likely to be around people they do not normally meet. Some exemptions apply. Check when to wear one, exemptions, and how to make your own.</p> <p>Make sure everyone is social distancing. Make it easy for everyone to do so</p>	<p>All areas/actions are covered in detail in this guidance</p>

	<p>by putting up signs or introducing a one-way system that your staff and visitors can follow.</p> <p>Provide adequate ventilation. This means supplying fresh air to enclosed spaces where people are present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. Read the HSE advice on air conditioning and ventilation.</p> <p>Take part in NHS Test and Trace by keeping a record of all staff and contractors for 21 days. Check 'Maintaining records of staff, customers and visitors to support NHS Test and Trace' for details.</p> <p>Turn people with coronavirus symptoms away. If a staff member (or someone in their household) or a visitor has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating. Employers must not require someone who is being required to self-isolate to come to work. Any employer asking a worker to break self-isolation to work is committing an offence.</p>	
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	<p>Five more things to be aware of if your business provides construction and other outdoor work:</p> <p>Reduce crowding. Consider how many people can be in each space while remaining socially distanced and how to prevent crowding in busy areas. Consider separating the site into smaller zones to keep groups separate.</p> <p>Work with the same team every day. Use fixed teams or shift patterns to reduce the number of people each person comes into contact with.</p> <p>Arrange workspaces to keep staff apart. Consider using barriers to separate staff, introduce back-to-back or side-to-side working, and spread out workstations.</p> <p>Clean shared equipment. Clean shared tools and machinery frequently and limit the number of people who use them.</p> <p>Communicate and train. Make sure all workers, contractors and visitors are kept up to date with how safety measures are being used and updated.</p>	
<p>Section 1: Thinking about risk</p>	<p>As an employer, you have a legal responsibility to protect workers and</p>	<p>This document will be the basis of the farm’s Covid-19 risk assessment, it will</p>

<p>That all employers carry out a COVID-19 risk assessment.</p>	<p>others from risk to their health and safety, including from the risks of COVID-19.</p> <p>COVID-19 is a workplace hazard. You must manage it in the same way as other workplace hazards. This includes:</p> <ul style="list-style-type: none">• completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace• identifying control measures to manage that risk <p>Failure to carry out a suitable and sufficient risk assessment and put in place sufficient control measures to manage the risk may be considered a breach of health and safety law.</p> <p>Your risk assessment will help you decide whether you have done everything you need to. The Health and Safety Executive has https://www.hse.gov.uk/simple-health-safety/risk/index.htm</p> <p>You should also consider the security implications of any decisions and control measures you intend to put in place. Any revisions could present new or altered</p>	<p>be shared with all members of staff, stakeholders and made available on the farm's website.</p> <p>Procedure and training will be put in place through the risk assessment to ensure that a high level of hygiene and social distancing is maintained throughout the farm site by all.</p>
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	<p>security risks that may require mitigation.</p> <p>Employers have a duty to consult on health and safety matters. You can do this by listening and talking to them about the work they do and how you will manage the risks from COVID-19.</p> <p>This may be through consulting with any recognised trade union health and safety representatives.</p> <p>If you do not have any, you can consult with a representative chosen by workers. As an employer, you cannot decide who the representative will be.</p> <p>Employers and workers should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take.</p> <p>Enforcement Enforcing authorities identify employers who do not take action to comply with the relevant public health legislation and guidance to control public health risks. When they do, they can take a range of actions to improve control of workplace risks. The HSE and your local authority are examples of enforcing authorities.</p>	
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<p>1.1 Managing Risk: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.</p>	<p>When they identify serious breaches, enforcing authorities can do a number of things. They include:</p> <ul style="list-style-type: none">• sending you a letter• serving you with an improvement or prohibition notice• bringing a prosecution against you, in cases where they identify significant breaches <p>When an enforcing authority issues you with any advice or notices, you should respond rapidly and within their timescales.</p> <p>The vast majority of employers are responsible. They will work with the government and their sector bodies to protect their workers and the public.</p> <p>However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.</p> <p>How to raise a concern</p> <p>If you're an employee, you can contact:</p>	<p>All those employed at the farm or attend are to follow the Government and NHS guidelines for self-isolating. https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>
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	<ul style="list-style-type: none">• your employee representative• your trade union if you have one <p>You can also contact HSE at:</p> <p>HSE COVID-19 enquiries Telephone: 0300 790 6787 (Monday to Friday, 8:30am to 5pm) Online</p> <p>As an employer, you have a duty to reduce workplace risk to the lowest reasonably practicable level. You do this by taking preventative measures.</p> <p>You must work with any other employers or contractors sharing the workplace to protect everybody's health and safety.</p> <p>In the context of COVID-19, this means working through these steps in order:</p> <ol style="list-style-type: none">1. Make sure that workers and students, visitors who feel unwell stay at home and do not attend the farm. By law, businesses may not require to self-isolating worker or students come to the farm.	
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	<ol style="list-style-type: none">2. Increase how often people wash their hands and clean surfaces in the workplace.3. Make every reasonable effort to ensure your workers and students can work safely. Consider reasonable adjustments for workers with disabilities, including hidden disabilities that are not immediately obvious. Anyone who can work from home should do so. Anyone who cannot work from home should go to their place of work, if COVID-secure guidelines are followed closely. When in the workplace, everyone should make every reasonable effort to comply with the government's social distancing guidelines. These are 2 metres or 1 metre+ with risk mitigation where 2 metres is not viable.4. Fresh air helps to dilute the virus in occupied spaces so provide adequate ventilation through doors, windows and vents, by mechanical ventilation using fans and ducts, or a combination of both.5. Consider these additional control measures where 2 metre social distancing is not possible:	
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<p>1.2 Sharing the results of your risk assessment.</p>	<ul style="list-style-type: none">• Further increasing the frequency of hand washing and surface cleaning.• Keeping the activity time involved as short as possible.• Using screens or barriers to separate people from each other.• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). <p>6. When you cannot redesign an activity, businesses should consider whether that activity need to meet social distance guidelines, ask if your business can continue without that activity. If it cannot, take all mitigation actions possible to reduce transmission risk between staff and students.</p> <p>7. Take steps so people don't have to raise their voices to each other unless they need to. For example, make sure people don't play music or broadcasts at level that makes it hard to have normal conversations.</p>	
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	<p>This is because there is potentially an increased transmission risk, especially from aerosol transmission.</p> <p>8. If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.</p> <p>In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.</p> <p>9. If your building has been unoccupied for a period during any lockdowns, consider legionella risk and HSE advice.</p> <p>You must consider the rest of the recommendations below as you go through this process.</p> <p>Singing, shouting and aerobic activities generate higher levels of aerosol and increase the risk of transmission further. You should consider these factors when ensuring you have adequate ventilation in the workplace. Lowering background noise, including music, reduces the need for people to sit close or shout. This can</p>	
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	<p>reduce the risk of airborne virus emissions and transmission.</p> <p>You could also consider any advice that has been produced specifically for your sector. For example, by trades associations or trades unions.</p> <p>If you're currently operating, you will already have carried out a COVID-19 risk assessment.</p> <p>You should use this document to identify any further improvements you should make.</p> <p>You must review the measures you have put in place to make sure they are working. You should also review them if they may no longer be effective or there are changes in the workplace that could lead to new risks.</p> <p>You should share the results of your risk assessment with your workforce.</p> <p>If possible, you should consider publishing the results on your website. We would expect all businesses with over 50 workers to do so.</p>	
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	<p>All businesses should show their workers and clients they have:</p> <ul style="list-style-type: none"> • properly assessed their risk • taken appropriate measures to mitigate this <p>You should do this by displaying a notification:</p> <ul style="list-style-type: none"> • in a prominent place in your business • on your website if you have one <p>To show you have followed this guidance, sign and display the notice below.</p>	
<p>Section 2: Who should go to work or attend the farm: Employers should ensure workplaces are safe whilst also enabling working from home. It is recognised that the nature of work in this environment will make it difficult for many workers to work remotely or from home.</p>	<p>Anyone who can work from home should do so. Anyone else who cannot work from home should go to their place of work. However, employers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment.</p> <p>The risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed</p>	<p>Those who are extremely clinically vulnerable may attend the farm if they have been advised they no longer need to shield.</p> <p>Adult students can attend the farm in line with current guidelines.</p> <p>School aged students may attend the farm in line with current guidelines.</p>

<p>2.1 Protecting people who are at higher risk: To support those who are at a higher risk of infection and/or an adverse outcome if infected.</p>	<p>closely. Employers should consult with their employees to determine who needs to come into the workplace. Extra consideration should be given to those people at higher risk.</p> <p>If you consider that workers should come into the workplace, you should reflect this in your risk assessment and take actions to manage transmission risks in line with this guidance.</p> <ol style="list-style-type: none"> 1. Considering the maximum number of people who can be safely accommodated on site. 2. Monitoring the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment, especially if the majority of their colleagues are on-site. 3. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 4. Providing equipment for people to work from home safely and effectively for example, remote 	<p>Volunteers may attend the farm when in restricted numbers of 5 per week i.e. one a day.</p> <p>Members of staff who have been identified to work from home will receive regular contact from the management team to give support.</p> <p>All members of staff if on furlough will regularly receive phone calls from the management team to give support, staff have also been made aware of the free confidential staff counselling helpline for them to access, staff have also set up a WhatsApp group called Work Lot were they regularly keep in touch.</p> <p>Staff or students who are classed as clinically extremely vulnerable will have</p>
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<p>2.2 People who need to self-isolate: To stop people physically coming to work, when government guidance advises them to stay at home.</p>	<p>access to work systems. Account for different types of needs, including the needs of people with disabilities.</p> <p>There are some groups who are at higher risk of severe illness from COVID-19. They may be advised to take extra precautions to protect themselves. See guidance on who is at higher risk and protecting people who are clinically extremely vulnerable. As an employer, you should make sure suitable arrangements are in place so that they can work safely. Government advice is that clinically extremely vulnerable people no longer need to shield, and should follow the general COVID-19 restrictions which apply to everyone.</p> <p>We advise clinically extremely vulnerable individuals to work from home where possible. They can still attend work if they cannot work from home. Employers should consider whether clinically extremely vulnerable individuals can take on an alternative role or change their working patterns temporarily to avoid travelling during busy periods.</p> <ol style="list-style-type: none"> 1. See current guidance on protecting people who are clinically extremely vulnerable and protecting vulnerable 	<p>an individual COVID risk assessment to determine whether the level of risk is acceptable for them to attend the farm which may mean they will be placed in an individual bubble. Those who are extremely clinically may attend the farm if they are not shielding.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staff and Students who are classed as clinically vulnerable will have an individual COVID risk assessment to determine whether the level of risk is acceptable for them to attend the farm. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <p>Staff have been made aware of the free confidential staff counselling helpline for them to access, staff have also set up a</p>
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	<p>workers during the COVID-19 pandemic. Put measures in place to ensure the workplace is COVID-secure.</p> <ol style="list-style-type: none"> 2. Provide support to staff who are clinically extremely vulnerable, and consider options for altering work arrangements temporarily (if needed) so they can avoid travelling during busy periods. 3. Provide support for workers around mental health and wellbeing. This could include advice or telephone support. <p>This includes people who:</p> <ul style="list-style-type: none"> • have COVID-19 symptoms • live in a household or are in a support bubble with someone who has symptoms • are required to self-isolate as part of NHS Test and Trace <ol style="list-style-type: none"> 1. Enabling workers to work from home while self-isolating if appropriate. It's illegal to knowingly require or encourage someone who is being required to self-isolate to come to work. 2. See current guidance for employees and employers relating to statutory 	<p>WhatsApp group called Work Lot were they regularly keep in touch.</p> <p>Members of staff will be made aware of the government guidance for self-isolating and if appropriate will be supported to work from home if not they will be placed on statutory sick. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>If members of staff or students are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus they are to self-isolate for 10 days they will not be permitted to attend the farm, staff will be placed on statutory sick. Contact details will be taken each day of those who attend or visit the farm, these details will be kept for a period of 21 days. https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p>
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	<p>pay due to COVID-19. employees and employers</p> <p>3. Ensure any workers who have symptoms of COVID-19 self-isolate immediately and continue for the next 10 full days. This means that if, for example, their symptoms started at any time on the 15th of the month their isolation period ends at 11:59pm on the 25th.</p> <p>These symptoms are:</p> <ul style="list-style-type: none">– a high temperature– a new, continuous cough– a loss or change to their sense of smell or taste <p>Workers who have tested positive for COVID-19 must self-isolate immediately and continue for the next 10 full days.</p> <p>Workers that test positive but have no symptoms must also self-isolate in this way. Sometimes workers develop symptoms during their isolation period. In these cases, they must restart their 10-day self-isolation period from the day after they develop symptoms. See the guidance for people who live in</p>	<p>All members of staff and users of the farm are to follow the Covid-19 flow table for the actions to be taken by them and the farm concerning a situation with Covid-19.</p>
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<p>2.3 Equality in the workplace: To make sure that nobody is discriminated against.</p> <p>In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.</p> <p>It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, race or ethnicity. https://www.gov.uk/discrimination-your-rights</p> <p>Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers. https://www.gov.uk/government/publication/s/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>	<p>households with possible or confirmed COVID-19 infections.</p> <ol style="list-style-type: none"> 4. Ensure any workers who are contacts of individuals who test positive for COVID-19 self-isolate for a period of 10 days. Contacts must self-isolate immediately and continue for the next 10 full days. 5. Ensure any workers who have been informed by NHS Test and Trace that they are a close contact of a person who has had a positive test result for COVID-19 follow the requirement to self-isolate. See the guidance for those who have been in contact with, but do not live with, a person who has tested positive for COVID-19. <ol style="list-style-type: none"> 1. Understanding and taking into account the particular circumstances of those with different protected characteristics. 2. Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them. 3. Considering whether you need to put in place any particular measures or adjustments to take account of your 	<p>The farm will continue to follow the Equality Policy already in place to ensure all are treated equally.</p> <p>Where adjustments have been or will be made to the working practices due to COVID-19, the management team will communicate these changes to members of staff and assess whether the changes are appropriate and do not put them at further risk.</p>
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	<p>duties under the equality’s legislation.</p> <ol style="list-style-type: none"> 4. Making reasonable adjustments to avoid disabled workers being put at a disadvantage. 5. Assess the health and safety risks for new or expectant mothers. 6. Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments. 	
<p>Section 3: Social distancing at the farm: Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including arriving at and departing from work, while in work and when travelling between sites.</p>	<p>You should maintain social distancing in the workplace wherever possible, taking account of those with protected characteristics as social distancing may not be possible or will be more challenging for workers with certain disabilities, such as individuals in wheelchairs or with visual impairments. Employers should discuss with disabled workers what reasonable adjustments can be made to the workplace so they can work safely.</p> <p>If you can, redesign business activities that cannot currently meet social distance guidelines.</p>	<p>To ensure those on the farm maintain/aid social distancing the following will apply:</p> <ul style="list-style-type: none"> • Markings on the floor showing 2 metre distancing. • Directional floor arrows showing the flow of people traffic, see the farms floorplan. • Work zones with small workgroups (bubbles) will be identified. • The workday will be broken into 3 work sessions to reduce the time workgroups are working together (early am, late am and pm) • Activities will only take place if social distancing can be achieved. • Bubbles will keep 2 metres away from other bubbles.

<p>3.1 Coming to and leaving the farm/site: To maintain social distancing on arrival and departure, and to make sure people can wash their hands.</p>	<p>You can also:</p> <ul style="list-style-type: none">• Further increasing the frequency of hand washing and surface cleaning.• Keeping the activity involved as short as possible.• Using screens or barriers to separate people from each other.• Using back-to-back or side-to-side working (rather than face-to-face whenever possible).• Reducing the number of people each person has contact with by using fixed teams or partnering, (so each person works with only a few others). <p>If you cannot redesign an activity to meet social distancing guidelines, consider whether that activity needs to continue for the business to operate. If it does, take all the mitigating actions possible to reduce the risk of transmission between staff.</p> <p>Social distancing applies to all parts of your business, not just the place where people spend most of their time. For example, it also covers entrances and exits, break rooms and canteens and similar settings.</p>	<ul style="list-style-type: none">• Aim for activities to be done outside where possible.
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<p>3.2 Moving around buildings and the site:</p>	<p>These are often the most challenging areas to maintain social distancing and you should remind workers specifically.</p> <ol style="list-style-type: none"> 1. Staggering arrival and departure times at the farm to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. 2. Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible. 3. Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty. 4. Reducing congestion, for example, by having more entry points to the workplace. 5. Using markings and introducing one-way flow at entry and exit points. 6. Providing handwashing facilities (or hand sanitiser where not possible) at entry and exit points and not using touch-based security devices such as keypads where possible. 7. Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. 	<p>The management team are to stagger staff arrival time to reduce crowding at the main entrance. Students are to arrive between 9.00 to 9.30am the management team are to produce a detailed rota for arrival and departure for individual staff and students.</p> <p>Students arriving by taxis provided by Passenger Transport are to follow the guidance given by them when travelling in the taxi.</p> <p>Staff on arrival are to park to the front of the farm and use the main entrance, once in the building wash hands. Departure from the farm will be the reverse.</p> <p>Students on arrival are to be dropped off to the area to the right of the main gate , they will be greeted by a member of staff and taken through the two side gates to the wash station in the yard to wash hands then into the main barn to the changing area at the far end of the barn. The departure from the farm will be the reverse.</p>
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<p>To maintain social distancing wherever possible, while people travel through the workplace.</p>	<p>For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.</p> <p>8. See government guidance on travelling to and from work and getting help with daily activities outside your home during coronavirus.</p> <ol style="list-style-type: none">1. Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning them between use.2. Reducing job rotation and equipment rotation, for example, single tasks for the day.3. Implementing one-way systems where possible on walkways around the workplace.4. Using signage such as ground markings or being creative with other objects to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), to allow controlled flows of people moving throughout the site.	<p>To ensure those on the farm maintain/aid social distancing the following will apply:</p> <ul style="list-style-type: none">• Markings on the floor showing 2 metre distancing.• Directional floor arrows showing the flow of people traffic, see the farm floor plan.• Work zones with small workgroups (bubbles) will be identified.• The workday will be broken into 3 work sessions to reduce the time workgroups are working together (early am, late am, and pm)• Bubbles will keep 2 metres away from other bubbles.
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<p>3.3 Making the main workplace safe for people who work statically: To make sure people socially distance when they are at their work stations, wherever possible.</p> <p>It is recognised that in outdoor workplaces it might be rare to have a fixed or static place of work. However, there may be some situations where this is the case.</p> <p>For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.</p> <p>When working areas cannot be made to comply with social distancing guidelines:</p>	<ol style="list-style-type: none"> 5. Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles. 6. Separating sites into working zones to keep different groups of workers physically separated as much as practical. 7. Planning site access and ‘area of safety’ points to enable social distancing. 8. Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. 9. Managing use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing. <ol style="list-style-type: none"> 1. Reviewing layouts to allow people to work further apart from each other. 2. Avoiding people working face to face. For example, by working side-by-side or facing away from each other. 	<p>Only two members of staff are to use the Accounts Office, Education Office, Reception Office and the Barn Office at one time, where possible with the doors and windows open for added ventilation. If someone needs to see a member of staff in a particular office this should be done from the door, if confidential then move to the portacabin where you will be able to achieve social distance. If that is not possible then entrance to the office is permitted but only for short periods of time and try to keep apart. See Annex A: Safe System of Work for Offices.</p> <p>Only one member of staff is to use the kitchen and two members of staff to use the staffroom at any one time.</p>
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<p>3.5 Common areas: To maintain social distancing while using common areas.</p>	<ol style="list-style-type: none"> 3. Avoiding transmission during meetings, for example, avoid sharing pens and or other objects. 4. Providing hand sanitiser in meeting rooms. 5. Holding meetings outdoors whenever possible, or in rooms where there is good ventilation through open doors, windows and vents, mechanical ventilation (such as air conditioning) or a combination of both. 6. Airing rooms between meetings, opening all doors and windows fully as possible to maximise the ventilation in the room. 7. Use floor signage to help people maintain social distancing in areas where you hold regular meetings. <ol style="list-style-type: none"> 1. Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms. 2. Using safe outdoor areas for breaks. 	<p>Breaks where possible, will be taken outside limiting two people to a bench, see Annex C: Safe System of Work for the Staffroom, also see Annex B: Safe System of Work for the Kitchen. Students and staff are to provide their own meals which should be eaten on site.</p> <p>Staff are encouraged to remain on site during working hours, including breaks due to the location of the farm, and when not possible, to maintain social distancing when off-site.</p>
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<p>3.6 Accidents, security and other incidents: To prioritise safety during incidents.</p> <p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	<ol style="list-style-type: none"> 3. Creating additional space by using other parts of the workplace freed up by remote working. 4. Providing packaged meals or similar to avoid fully opening staff canteens, were possible. 5. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. 6. Encouraging workers to remain on-site during working hours and, when not possible, maintaining social distancing while off-site. 7. Considering use of social distance marking for common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form. <ol style="list-style-type: none"> 1. Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible. 2. Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered 	<p>Normal procedures are to be followed remembering to involve the minimum amount of people as safe to do so, try to keep apart where possible, after the incident following the sanitation control measures.</p> <p>Full PPE is to be worn when treating someone and procedures to be followed when disposing of any waste.</p> <p>Added to the first aid equipment will be a Covid-19 pack which will contain:</p> <ul style="list-style-type: none"> • Gloves • Face Covering • Face shields • Disposable bags <p>Fire evacuation drills are to be suspended until further notice, staff and students are to be reminded of the evacuation drill and location of the assembly area.</p>
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	<p>security risks which may need mitigations.</p> <p>3. Following government guidance on managing security risks.</p>	
<p>Section 4: Managing customers, visitors, and contractors:</p> <p>4.1 Manage contacts: To minimise the number of unnecessary visits to the farm site.</p> <p>4.2 Providing and explaining available guidance: To make sure people understand what they need to do to maintain safety.</p>	<ol style="list-style-type: none"> 1. Where farm site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. 2. Encouraging visits via remote connection/working where this is an option. 3. Limiting the number of visitors at any one time. 4. See if you can reschedule schedules for essential services and contractor visits. Do this to reduce people overlapping and interacting. 5. Maintaining a record of all visitors. 6. Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the site. <ol style="list-style-type: none"> 1. Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired. 	<p>The farm will remain closed to the general public EAL and Farm Club. Other visits from contractors, RDA Quiet Corner students and donations of equipment etc, will be permitted by appointment only.</p> <p>Those who are taking an appointment are to explain the procedures we have in place.</p> <p>To limit numbers on site, deliveries are to be arranged when students are not on site.</p> <p>A sign at the main entrance to explaining the farm is closed to the general public, deliveries are to be left outside the main entrance in the blue box, unless it is delivery of food stock then this is to be taken straight to barn/storage area, these types of deliveries are to be</p>

	<ol style="list-style-type: none"> 2. Establishing host responsibilities relating to COVID19 and providing any necessary training for people who act as hosts for visitors. 3. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. 4. Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses, including with landlords and other tenants. 5. Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification. 6. Ensuring information provided to visitors, such as advice on the location or size of queues, does not compromise their safety. 	<p>arranged after students have arrived and before they leave at the end of the day.</p>
<p>Section 5: Cleaning the farm site 5.1 Before reopening: To make sure that any site or location that has been closed or partially operated is clean and ready to restart.</p> <p>5.2 Keeping your workplace clean: To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	<ol style="list-style-type: none"> 1. Conducting a risk assessment for all sites, or part of sites, that have been closed, before restarting work. 2. Carrying out cleaning procedures and providing hand sanitiser, before restarting work. <ol style="list-style-type: none"> 1. Clean work areas and equipment between uses, using your usual cleaning products. 	<p>Before students were permitted back on site the contracted cleaner conducted a deep clean in the communal areas focusing on frequently touched surfaces:</p> <ul style="list-style-type: none"> • Desktops and all work surfaces • Doorknobs and door handles • Light switches and dimmer switches

	<ol style="list-style-type: none"> 2. Frequent cleaning of objects and surfaces that are touched regularly, including buckets, site equipment and control panels, and making sure there are adequate disposal arrangements for cleaning products. 3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. 4. Sanitisation of all hand tools, controls, machinery and equipment after use. 5. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. 6. Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to guidance for information on how to dispose of personal or business waste, including face coverings and PPE. 	<ul style="list-style-type: none"> • Computer monitors, keyboards, mice • Tablets and laptops • Telephone equipment • All chair rests and arms • Canteen tables and chairs, crockery, trays and cutlery • Sinks, taps and kitchen areas • Toilets, including all surfaces <p>Cleaning in non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Staff and students are required to frequently wipe their work areas down and keep work zones clear of rubbish.</p> <p>Increase the cleaning hours of the contracted cleaner so the farm is cleaned every working day once the students have finished for the day, focusing on frequently touched surfaces.</p> <p>Provide a non-recycling bin for disposable face coverings and gloves.</p>
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<p>5.3 Hygiene – handwashing, sanitation facilities and toilets: To help everyone keep good hygiene through the working day.</p>	<ol style="list-style-type: none"> 1. Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site. 2. Using 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 tissue is not available. 3. Providing regular reminders and signage to maintain hygiene standards. 4. Providing hand sanitisers in multiple locations in addition to washrooms, considering the needs of people with disabilities. 5. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. 6. Enhancing cleaning for busy areas. 7. Special care should be taken for cleaning of portable toilets. 8. Providing more waste facilities and more frequent rubbish collection. 	<p>As part of the cleaning process after a known or suspected case of Covid-19 the farm will consider whether there is a need for fogging to take place.</p> <p>Increase to six wash stations for hand washing to be located in the classroom, main barn, West Ashton Meadow and the yard, plus six sanitiser units in the field areas.</p> <p>Staff and students are to wash their hands-on arrival at the farm and frequently throughout the day for a period of 20 seconds each time, staff will also be provided with a personal hand sanitiser</p> <p>All are encouraged to catch coughs and sneezes with disposable tissues then throw used tissues away and then wash hands, if they don't have a tissue then use their sleeve.</p> <p>Toilets are to be wiped down after each use and cleaned by the cleaner in the evening.</p>
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	<ol style="list-style-type: none"> 2. Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical. 3. Regular cleaning of vehicles that workers may take home. 4. Regular cleaning of reusable delivery boxes. 	<p>The farm vehicle may be used by authorised and trained staff at the farm and is to be wiped down before, and after each use.</p>
<p>Section 6: Personal protective equipment (PPE) and face coverings</p> <p>6.1 Personal Protective Equipment (PPE)</p>	<p>Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p>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.</p> <p>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a</p>	<p>Normal PPE is to be worn when the risk assessment states it is needed.</p>

<p>6.1 Face coverings</p>	<p>suspected or confirmed case of COVID-19.</p> <p>Unless you're in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that PPE has an extremely limited role in providing extra protection.</p> <p>If your risk assessment does show that PPE is required, you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.</p> <p>A face covering is something which safely covers your mouth and nose. It's not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.</p> <p>Face coverings are not a replacement for the other ways of managing risk. These ways include:</p> <ul style="list-style-type: none"> • minimising time spent in contact 	<p>Face coverings are to be worn in communal areas which includes the main barn building, classroom Ashton Meadows barn and the portacabin; face coverings are also to be worn where social distancing is not possible. Members of staff or students may also wear face coverings outside if they choose to but need to follow the following guidelines:</p> <ul style="list-style-type: none"> • Wash 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.
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	<ul style="list-style-type: none">• using fixed teams and partnering for close-up work• increasing hand and surface washing <p>These measures remain the best ways of managing risk in the workplace. We would not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.</p> <p>People may wear a face visor or shield in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles.</p> <p>People are also encouraged to wear face coverings in enclosed public spaces, where there are people they do not normally meet.</p> <p>It's important to use face coverings properly. If you choose to wear one, you should wash your hands before putting them on and before and after taking them off.</p>	<ul style="list-style-type: none">• 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 the waste bin provided.
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	<p>Find more information on when and where to wear face coverings. Some people don't have to wear a face covering including for health, age or equality reasons.</p> <p>You should support your workers in using face coverings safely if they choose to wear one. You should tell them to:</p> <ul style="list-style-type: none">• 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.• 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.	
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	<p>Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.</p>	
<p>Section 7 Managing your workforce:</p> <p>7.1 Shift patterns and outbreaks</p> <p>7.1.1 Shift patterns and working groups. To change the way work is organised to create distinct groups and reduce the number of contact each worker has.</p> <p>7.1.2 Supporting NHS Test and Trace</p>	<ol style="list-style-type: none"> 1. Manage unavoidable contact so it happens between the same people, as far as possible. Where people are split into teams or shifts groups fix these teams or shift groups. 2. Identifying areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and finding ways to remove direct contact, for example, by using drop-off points or transfer zones. 3. Taking into account the particular circumstances of those with different protected characteristics, including disability, maternity and religion, and how they may be impacted by shift patterns and measures to reduce people flow. 4. For those workers who are required to travel and stay away from home in onsite accommodation, creating fixed groups of workers so that where contact is unavoidable, this happens between the same people. 	<p>Where possible staff and students are to be put in the same small workgroups/bubbles throughout the day/week, if anyone in a particular workgroup/bubble show signs of the main symptoms of COVID-19 the entire workgroup/bubble are to self-isolate.</p> <p>Tools are to be cleaned after each use by the workgroup/bubble.</p>

<p>7.1.3 Outbreaks in the workplace To provide guidance in an event of a COVID-19 outbreak in the workplace.</p>	<p>5. Minimising worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers.</p> <p>You should assist the test and trace service by keeping a temporary record of;</p> <ul style="list-style-type: none"> • All staff and students working on your premises. • Staff shifts times on a given day. • Staff contact details. <p>You should keep this data for 21 days and give this data to NHS Test and Trace if they ask for it. You efforts could help contain clusters or outbreaks. Check what data you need to collect and how it should be managed.</p> <p>1. Make sure your risk assessment includes an updated plan in case of an outbreak. Where possible, your plan should nominate a single point of contact (SPOC). The SPOC should lead on contacting local Public Health teams</p>	<p>Each day records are to be kept with contact details of all those that attend the farm site.</p> <p>If a member of staff or student develops symptoms during the working day the following actions are to be taken: The person displaying symptoms.</p> <ul style="list-style-type: none"> • Staff/student is moved to isolation room (at present the portacabin, the management team will allocate further areas if multiple cases) • Supervision in full PPE
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<p>7.2 Work-related travel: 7.2.1 Cars, accommodation, and visits To avoid unnecessary work travel and keep people safe when they do need to travel between locations.</p>	<p>2. Contact your local PHE health protection team if you have had an outbreak and need further guidance. Find your local PHE health protection team.</p> <p>3. If the local PHE health protection team declares an outbreak, you will be asked to:</p> <ul style="list-style-type: none"> • record details of symptomatic staff • assist with identifying contacts. <p>You should therefore ensure all employment records are up to date.</p> <p>You will be provided with information about the outbreak management process. This will help you to:</p> <ul style="list-style-type: none"> • implement control measures. • assist with communications to staff. • reinforce prevention messages. <p>1. Walking or cycling where possible. Where not possible, you can use public transport or drive. You must wear a face covering when using public transport.</p>	<ul style="list-style-type: none"> • Parent is contacted and student taken home – parent to transport. • Person isolates for 10 days. <p>Staff and students from symptomatic person's bubble:</p> <ul style="list-style-type: none"> • Stay in current work area maintaining social distance. • Arrangements made for students and then staff to go home. • Work area fully cleaned and closed if possible, for 72 hours. <p>All members of staff and users of the farm are to follow the Covid-19 flow table for the actions to be taken by them and the farm concerning a situation with Covid-19.</p> <p>The single point of contact at the farm (SPOC) is the Farm Manager who is to follow procedures for an outbreak of COVID-19 at the farm.</p> <p>Students using transport provided by Passenger Transport or their support network are to follow the guidelines issued by those organisations.</p>
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<p>7.2.2 Deliveries to other sites To help workers delivering to other sites such as markets or customers' premises to maintain social distancing and hygiene practices.</p> <p>7.3 Communications and training: 7.3.1 Returning to work To make sure all workers understand COVID-19 related safety procedures.</p> <p>7.3.2 Ongoing communications and signage: To make sure all workers on site are kept up to date with how safety measures are being implemented or updated.</p>	<ol style="list-style-type: none"> 2. Minimising the number of people outside of your household, or support bubble, travelling together in any one vehicle, using fixed travel partners. 3. Providing adequate ventilation by switching on ventilation systems that draw in fresh air or opening windows (partially if it is cold) and avoiding sitting face -to-face. For more information https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/ventilation-in-vehicles.htm 4. cleaning shared vehicles between shifts or on handover. 5. Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines. <ol style="list-style-type: none"> 1. Putting in place procedures to minimise person-to-person contact during deliveries to other sites. 2. Maintaining consistent pairing where two-person deliveries are required. 3. Minimising contact during payments and exchange of documentation, for example, by using electronic 	<p>Staff are asked not to vehicle share unless they are part of your bubble.</p> <p>Off-site visits are permitted as agreed with the Trustees and will have relevant risk assessments.</p> <p>All payments are to be done through invoicing/online banking.</p> <p>Online training is provided regarding COVID-19.</p>
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<p>7.4 Staff canteens and restaurants To keep the workplace clean and prevent transmission.</p>	<p>payment methods and electronically signed and exchanged documents.</p> <ol style="list-style-type: none"> 1. Providing clear, consistent, and regular communication to improve understanding and consistency of ways of working. 2. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements. 3. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work. <ol style="list-style-type: none"> 1. Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. 2. Awareness and focus on the importance of mental health at times of uncertainty. The government has published 	<p>On return to work the Staff are to receive training before the farm reopens, the aim will be highlighting the new procedures in place and the importance of social distancing, good hygiene, face coverings, taking temperatures and action required if someone shows symptoms of COVID-19.</p> <p>Remind members of staff there is a free confidential staff counselling helpline for them to access.</p>
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	<p>https://www.gov.uk/government/publications/covid-19-guidance-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <ol style="list-style-type: none"> 3. Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments. 4. Using visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications. 5. Communicating approaches and operational procedures to suppliers, customers, or trade bodies to help their adoption and to share experience. <p>Staff canteens and restaurants that are open to the public should follow the guidance for restaurants, pubs, bars and takeaway services. They must maintain records of staff, customers and visitors to support NHS Test and Trace.</p>	<p>Separate break/lunch areas for each bubble are to be identified, staff and students are to bring their own food, hygiene COVID-19 procedures are to be followed.</p> <p>Staff are to follow the procedure for the use of the staff room.</p>
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	<p>Staff canteens and restaurants that are open to staff only will usually need to take the steps below.</p> <ol style="list-style-type: none">1. Hand washing facilities or hand sanitiser must be available at the entrance to canteens and their use should be supervised.2. Break times should be staggered to ensure no overcrowding, so that staff can adhere to social distancing rules.3. Queue points on the floor should be clearly marked to ensure social distancing is possible.4. There should not be any sharing of food and drink by staff who do not share a household.5. Minimise self-serving options for food and drink. As far as possible, food served and/or displayed should be individually wrapped to minimise contact and avoid spread of infection.6. Increase the frequency of cleaning, especially hand touch surfaces, such as table tops, drinks levers, keypads, grab-rails, elevator buttons, light switches, door handles, and any surface or item which is designed to be, or has a high likelihood of being touched.	
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	<ol style="list-style-type: none"> 7. Plates, cutlery and glasses should be handwashed in hot soapy water or washed with detergent in a dishwasher rated for disinfection. 8. Canteens and restaurants should be thoroughly cleaned after each group of staff use them. 9. Provide adequate ventilation by opening doors, windows and vents or by mechanical ventilation through fans and ducts, or a combination of both. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm 10. A system to reduce the use of cash for food or to facilitate the exclusive use of debit cards and contactless payment should be considered. 11. Where possible, cohorts of workers should be matched to zoned canteen areas. 	
<p>Section 8. Inbound and outbound goods: To maintain social distancing and avoid surface transmission when goods enter and leave the site especially in high volume situations, for example, builders' yards or despatch areas</p>	<ol style="list-style-type: none"> 1. Revising pick-up and drop-off collection points, procedures, signage and markings. 2. Minimising unnecessary contact at gatehouse security, yard and warehouse, for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. 	<p>All parcels are to be left in the bin at the front of the main door, larger deliveries i.e. hay, straw etc are to be delivered to the main storage barns.</p> <p>Deliveries where possible are to be delivered when students are not on site.</p>

	<ol style="list-style-type: none"> 3. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. 4. Where possible and safe, having single workers load or unload vehicles. 5. Where possible, using the same pairs of people for loads where more than one is needed. 6. Enabling drivers to access welfare facilities when required, consistent with other guidance. 7. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-a ways. 	
<p>Section 9. Test and Vaccinations:</p> <p>9.1 Accessing testing</p>	<p>It's important that you continue to put measures in place to reduce the risk of COVID-19 transmission, including:</p> <ul style="list-style-type: none"> • maintaining social distancing, • frequent cleaning, • good hygiene • adequate ventilation 	<p>All members of staff will receive a PCR test every Thursday, which will be managed by Ashley and Suzanne.</p> <p>The test will be proved by the local Authority and ordered by Suzanne.</p> <p>Volunteers and staff will be issued with a Covid flow test kit comprising 7 tests. Staff/volunteers will self -test before arrival at the farm, register the result on the .gov website using the UON: 50032234 and show the 'negative' result</p>

	<p>This is important even if your workers have:</p> <ul style="list-style-type: none">• Received a recent negative test result.• Had the vaccine (either 1 or 2 doses) <p>Where you are providing testing on-site, you should ensure that workplace testing is carried out in a safe manner and in an appropriate setting where control measures are in place to manage the risk of COVID-19 transmission during the testing process. These include:</p> <ul style="list-style-type: none">• maintaining social distancing• frequent cleaning• good hygiene• adequate ventilation. <p>You should also ensure that an appropriate setting is available for individuals to wait in while their test is processed.</p> <p>Anyone with coronavirus symptoms can https://www.gov.uk/get-coronavirus-test</p>	<p>on the test strip to Wendy, Ashley, Suzanne or Amanda on arrival at the farm. Volunteers will record the result in their test booklet held in the volunteer contract record in the Education office or Wendy's Barn Office (RDA/Farm volunteers). Staff will record the result in their test booklet held in the reception office.</p>
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	<p>If you registered your business for free test kits before 12 April 2021, you can order free rapid lateral flow tests to test employees with no COVID-19 symptoms until 19 July 2021.</p> <p>If you did not register, you can pay an approved provider to provide tests or run a test site. Read guidance on getting COVID-19 tests for your employees.</p> <p>Employees who do not have symptoms of COVID-19 can access testing free of charge at home or at a test site. Read guidance on accessing tests if you do not have symptoms of COVID-19.</p> <p>Regular testing, alongside control measures to reduce the risk of COVID-19 transmission, will have a key role to play in the future. Regular testing could help identify more positive cases of COVID-19 in the workplace.</p> <p>Read further guidance on your options for workplace testing, or call 119 for more information.</p>	
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Where to obtain further guidance

COVID-19: what you need to do

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

Support for businesses and employers during coronavirus (COVID-19)

<https://www.gov.uk/coronavirus/business-support>

General guidance for employees during coronavirus (COVID-19)

<https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19>

COVID-19: HSE guidance on gloves

<https://www.hse.gov.uk/skin/employ/gloves.htm>

COVID-19: HSE guidance on mask fittings

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

COVID-19: Department of Health & Social Care guidance on masks

[Personal protective equipment \(PPE\) strategy: stabilise and build resilience - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/personal-protective-equipment-ppe-strategy-stabilise-and-build-resilience)

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Appendix Definitions

Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.
Support Bubbles	The term 'support bubble' refers to single adult households, where adults live alone or with dependent children only, expanding their support network so that it includes one other household of any size. Further guidance on this can be found here: https://www.gov.uk/guidance/meeting-people-from-outside-your-household
Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing

Safe System of Work for Offices

- Upon entering main building staff should use the hand Sanitiser by the entrance door
- Please leave a 2 m distance between you and the person entering before you
- No loitering around other member of staff's desks at any time
- Be aware of any distance markings on the floor
- Be aware of the 2-metre ruling For Social distancing
- Clean your working surface with disinfectant cloths at the start of each day.
- Control your area around your desk reminding other staff of the 2-metre ruling
- If you touch any other equipment or objects other than on your desk area, please refresh your hands with your sanitizer
- Remember the advice from the government concerning the illness
- The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - If you have symptoms do not leave your home for at least 10 days and not 10 working days
 - Anyone you live with should not leave your home for 14 days

Safe System of Work for the Staff Room

- The staff room caters for 1 person seated.
- Only make tea / coffee for yourself and not for other people
- Only use the areas not marked with yellow and black tape
- Do not put any bags on the tables if they are going to block the view of the tape
- Wipe your area down (Table and Chair) after usage
- Wash up your dishes dry them and return to the cupboards. Any dishes left on the draining area will be thrown away
- After washing please use the hand sanitizer
- Leave the Staff Room as you would like to find it
- Report any shortages of cleaning equipment to the office
- Remember the 2-metre ruling and respect other people's space
- Always follow the Social distancing Rules
- Report to the Management Team if you observe or become aware of any poor hygiene practices or conditions
- The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - If you have symptoms do not leave your home for at least 10 days and not 10 working days

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- Anyone you live with should not leave your home for 14 days

Annex C

Safe System of Work For the Kitchen During Covid-19 Outbreak

- Only 1 person in the kitchen at any one time.
- Only make tea / coffee for yourself and not for other people.
- Only prepare your own food.
- Only store and touch your own food in the fridge.
- Only use paper towels.
- Clean the surfaces of the kitchen after use and wash all cups and cutlery and return them into cupboards.
- Report to the management team if you observe or aware of any poor hygiene practices or conditions.
- Report any shortages of cleaning equipment to the office.
- Remember the advice from the government concerning the illness
- The main symptoms of coronavirus are:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - If you have symptoms do not leave your home for at least 10 days and not 10 working days
 - Anyone you live with should not leave your home for 14 days