

Barrow BID Becoming COVID Secure -more than a mask!

Presented by

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The Roadmap out of COVID - Stage 2

Reopening businesses safely

- ▶ From the 12th April 2021 some sections of the indoor economy such as all retail & personal care businesses can re-open. More outdoor settings can also reopen which includes outdoor hospitality
- ▶ As before the January Lockdown these businesses will need to ensure that they are COVID Secure & that Social Contact rules are applied
- ▶ There is going to be more focus on businesses, as to whether they are COVID secure than before. With planned 'spot check' inspections which could result in potential fines



Health and Safety at Work Act & the role of the HSE (Health and Safety Executive)

- ▶ The HASAWA sets out the following:
 - ▶ As an employer you must ensure, so far as is reasonably practicable, the health, safety and welfare at work of employees, visitors, contractors and members of the public
 - ▶ A breach of the HASAWA could result in fines, criminal prosecution and damage to your business reputation
- ▶ The HSE is a non-departmental public body with Crown status and is accountable to the Secretary of State for Work and Pensions. HSE's primary function is to secure the health, safety and welfare of people at work and protect others from risks to health and safety from work activity.
- ▶ The HSE raises awareness in workplaces by influencing and engaging. They carry out targeted inspections and investigations. Taking enforcement action to prevent harm and hold those who break the law to account.
- ▶ As of 2020 HSE Inspectors have been trained to complete COVID Compliance Spot Checks on businesses to ensure that they are COVID Secure.
- ▶ If a business is found to not be COVID Secure, the inspector can issue notices (Improvement or Prohibition). Failure to act on these notices can result in a possible penalty/fine.
- ▶ Other Inspections - Local Authorities (Councils) can also perform inspections using Environmental Health and other specialised inspectors. They can also call on HSE inspectors for further support

Importance of a Risk Assessment

- ▶ All businesses should have a COVID Risk Assessment which details the hazards, and what controls have been put in place to protect people from those hazards
- ▶ HASAWA states if you employ more than 5 people, the Risk Assessment should be written. However HSE guidance for COVID is advising that these Risk Assessments should be written, even if under 5 staff
- ▶ You should share the results of your risk assessment with your workforce
- ▶ Gov.uk advises publishing your risk assessment results on your business website if you have one
- ▶ A HSE Inspector will ask to see your Risk Assessment and will walk the findings with you and check your declared controls



What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Contractors Drivers coming to your business Drivers going out for your business Visitors	<p>Follow our guidance on cleaning, hygiene and hand sanitiser</p> <ul style="list-style-type: none"> - Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: <ul style="list-style-type: none"> ➢ how many wash stations are needed ➢ where wash stations need to be located You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers - You should talk to managers at any sites your drivers are visiting to ensure they are provided with hand washing facilities 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls - Put signs up to remind people to wash their hands - Provide information to your workers about when and where they need to wash their hands - Identify if and where additional hand washing facilities may be needed - If people can't wash hands, provide information about how and when to use hand sanitiser - Identify how you are going to replenish hand washing/sanitising facilities - Make sure people are <i>checking their skin for rashes</i> 		

Templates are available on the HSE website:

[Risk assessment - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](#)

Specific requirements for Businesses

- ▶ Gov.uk have released guides for all business sectors: [Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)
- ▶ There are Eight steps that are generic across all business sectors;
 1. Complete a COVID-19 risk assessment - This must be shared with all your staff
 2. Clean more often - Increase how often you clean surfaces, especially those that are being touched a lot. Provide soap in hand washing facilities and hand sanitiser, and ask staff, customers and visitors to wash their hands frequently
 3. Remind your customers and staff to wear face coverings - any indoor space or where required to do so by law. Some exemptions apply
 4. Make sure everyone is social distancing - Make it easy for everyone to do so by putting up signs or introducing a one way system that your staff and customers can follow
 5. Consider ventilation - Read advice on air conditioning and ventilation from the HSE ([Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/covid19/ventilation))
 6. Take part in NHS Test and Trace
 7. Turn people with coronavirus symptoms away
 8. Consider the mental health and wellbeing aspects of COVID-19 for yourself and others. Guidance is available here - [Guidance for the public on the mental health and wellbeing aspects of coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-mental-health-wellbeing)

Specific requirements for Businesses

- extra guidance for individual business sectors

Shops and branches

Includes Food retailers, Chemists, Fashion shops, Charity shops, hardware/homeware stores, car dealerships, photography studios etc.

- ▶ Ensure staff wear face coverings - By law, staff in retail settings must wear face coverings when in customer facing areas, unless they have an exemption
- ▶ Reduce crowding - Consider how many people can be in the space while remaining socially distant. Use floor markings to manage queues
- ▶ Help your staff maintain social distancing - Consider using barriers to separate staff and customers, introduce back-to-back or side-to-side working, and have staff work in the same team each day
- ▶ Communicate and train - Make sure all staff and customers are kept up to date with how safety measures are being used and updated

Restaurants, pubs, bars and takeaway services

Includes Pubs, Restaurants, Cafes, Food to go, Beer Gardens, mobile catering etc.

- ▶ Keep groups apart - Space out tables, consider using barriers between groups. It is also required by law to manage the number of customers in the venue
- ▶ Manage food and drink service safely - Avoid situations where customers need to collect their own cutlery and condiments. Avoid contact between staff and customers
- ▶ Lower music and other background noise - Prevent shouting, singing and dancing in the venue by making sure music and broadcasts are played at a low volume

Specific requirements for Businesses

- extra guidance for individual business sectors

Close contact services

Includes hairdressing, barbers, beauty & nail bars, tattoo studios, wellness business, sports & massage therapy, dress fitters etc.

- ▶ Wear a visor and mask - Practitioners are advised to wear both a clear visor or goggles and a Type II face mask to keep their clients safe. Provide training on how to wear face masks safely
- ▶ Keep clients apart - Consider how many people can be in the space while remaining socially distant. Rearrange waiting areas so that clients can stay apart. Use floor markings to manage queues
- ▶ Help and maintain social distancing - Consider using barriers between workstations, introduce back-to-back or side-to-side working, and have staff work in the same team each day
- ▶ Communicate and train - Make sure all staff and customers are kept up to date with how safety measures are being used and updated
- ▶ Keep music and other background noise to a minimum - to prevent people from speaking loudly or shouting

Office and contact centres

Includes Offices, Contact Centres, Operations Rooms

- ▶ Work from home unless it is unreasonable for you to do so - Office workers who can work from home should do so
- ▶ Arrange work spaces to keep staff apart - Consider using barriers to separate people and introduce back-to-back or side-to-side working
- ▶ Reduce face-to-face meetings - Encourage calls or video conferences to avoid in-person meetings with external contacts, or colleagues outside someone's immediate team, wherever possible
- ▶ Reduce crowding - Consider how many people can be in each space while remaining socially distant. Reduce the maximum occupancy for lifts e.g. a 2 person lift, should now only carry 1 person
- ▶ Communicate and train - Make sure all staff and visitors are kept up to date with the safety measures

Specific requirements for Businesses

Once guidance has been followed and safety measures put in place you can download and display a COVID Secure certificate -

[Staying COVID-19 Secure notice - GOV.UK \(www.gov.uk\)](#)

Staying COVID-19 Secure
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 safely from a COVID-19 Secure workplace or work from home
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer _____ Employer representative signature

Employer _____ Employer name Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1547)

Barrow BID will once again, supply levy paying businesses with support packs. If you would like a pack please email, manager@barrowbid.co.uk for more information.



Thinking outside the COVID box

As well as ensuring your business is COVID secure, you will also need to ensure that other safety requirements are up to date, especially if your business has not been open at all during lockdown.

- Fire - Ensure that your Fire Risk Assessment is up to date, especially if you are making any changes to entrances/exits due to COVID Controls. If your building has been closed, complete a full perimeter check and ensure that all fire exits open and close. If you have a fire alarm system & extinguishers, are all tests and checks up to date?
- Legionella - If your building has been closed, run all taps so that pipework is flushed out. If you have an older building/pipework you may want to seek a professional check. HSE have guidance here: [Legionella risks during the coronavirus pandemic - HSE news](#)
- COSHH (Control of Substances Hazardous to Health) - With extra cleaning products/hand sanitiser on site you must ensure that your COSHH inventories are up to date and that you have a safety data card for each product. When completing your COVID Risk Assessment allow for potential allergies to sanitiser & cleaning products
- PPE - As well as Face Masks and Visors, consider other PPE that may be required such as gloves for staff performing cleaning tasks etc.

Staff returning to work

- ▶ Making your staff aware of all the safety measures that have been put in place is key & all findings from your risk assessment must be shared with them
- ▶ Bear in mind that Staff may be nervous about returning to work, especially if they have been furloughed for a long period. Many will have experienced challenging domestic situations, such as juggling childcare or caring for a vulnerable relative, and financial worries if their family has had a reduction in income. Some will have experienced illness, or bereavement. Some members of staff may have concerns about travelling and socially distancing on public transport - or it may not be as readily available. Some may be struggling with the significant change that society has seen, and the familiar workplace routines could feel very different
- ▶ Consider a reintroduction to the workplace, before the official return date. That way staff can familiarise themselves with their work surroundings and ensure they understand the safety controls in place
- ▶ MIND have some good resources available for those struggling with the thought of returning to work: [Coronavirus - how to cope with going into work | Mind](#)

What to do if an Inspector calls

- ▶ You may receive a call or an unannounced visit from an Inspector. You should participate in the spot check as failure to do so could lead to enforcement action
- ▶ Officers that visit premises will be carrying identification from their business and a letter of authorisation from the HSE
- ▶ During the visit - The inspector will look at how you keep your workers and anyone who may be affected by your work, healthy and safe. They may also:
 - ▶ Give advice;
 - ▶ Ask you about your workers and what they do;
 - ▶ Look at possible health risks arising from the work you are doing;
 - ▶ Look at any machinery or other equipment that you have;
 - ▶ Ask to see records or other documents; and
 - ▶ Take photographs

What to do if an Inspector calls

- ▶ What if there's something wrong?
 - ▶ The inspector may take action if they find you're breaking the law during the visit.
 - ▶ They may also ask you to stop a dangerous activity in your workplace immediately
 - ▶ After the inspector has finished looking round your workplace, they might:
 - ▶ Offer advice (either verbal or in writing);
 - ▶ Give you a notification or contravention;
 - ▶ Give you an improvement notice;
 - ▶ Give you a prohibition notice; or
 - ▶ Prosecute you for breaching health and safety laws

During the inspection remain calm, provide documents requested and answer questions to the best of your ability. Act on any advice given and if any notices are issued

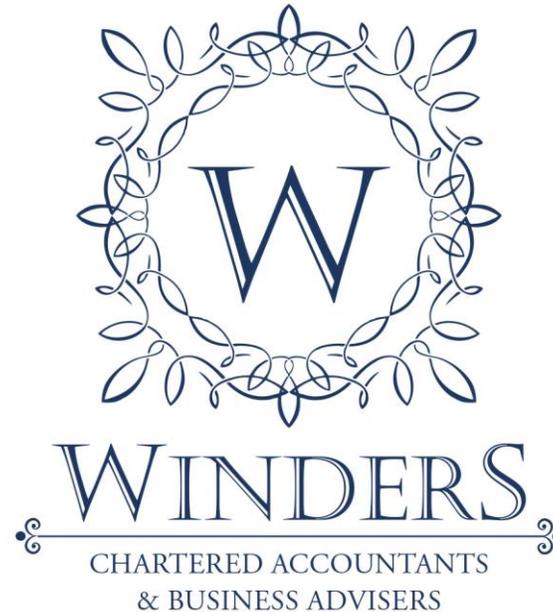
Help available

- ▶ At Winders we can help provide Health and Safety support. Please contact us:
 - ▶ 01229 820390
 - ▶ Info@winders.co.uk
 - ▶ www.winders.co.uk

Guidance is also available:

www.gov.uk

[HSE: Information about health and safety at work](#)



Any Questions?

