

WORKING SAFELY AT BLUE SKIES HOLDINGS DURING THE COVID 19 PANDEMIC



GUIDANCE ON HOW TO STAY SAFE AT SPRING HILL FARM

1 Purpose

- 1.1 This document sets out guidance on how to work safely during the COVID 19 pandemic. It gives practical considerations of how this can be applied in the workplace.

2 Scope

- 2.1 This guidance is written for people who work at or visit the Blue Skies Holdings office at Spring Hill Farm Pitsford.

3 Responsibility

- 3.1 It is the responsibility of everyone to work safely to minimise the risk of becoming infected and to minimise this risk for others. The responsibilities for specific actions are shown in the risk assessments below.

4 Policy

- 4.1 No one is obliged to work in an unsafe work environment. COVID-19 is transmitted from small droplets that are created when infected persons sneeze or cough. These can be directly transmitted to another person or onto a surface and then transferred if a person touches this surface, and then their eyes, mouth or nose. The specific actions we have taken against this hazard and the specific actions we need to take for people to return to working safely at the Pitsford office are shown in the risk assessments below. We are continuing to monitor government guidance and will update this guidance as appropriate. This policy is shown on our website www.blueskies.com.

4.2 List of Risk Assessments in this document

- Entrance and Exit
- Moving around
- Workstations
- Meetings
- Common areas
- Managing visitors
- Hygiene
- PPE
- People management

- 4.3 In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

- 4.4 People involved in the provision of assistance to others read the Spring Hill first aid protocol and pay attention to sanitation measures immediately afterwards including washing hands.

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ENTRANCE AND EXIT RISK ASSESSMENT

Date assessment carried out: 19 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who work in the Blue Skies Pitsford office and people who visit the office	<ol style="list-style-type: none"> 1. People work from home if possible 2. Visits to the office are discouraged 3. Visitors maintain social distance 4. Hand washing information is available 5. Hand sanitisation points installed 6. Request parcels are left outside 7. Keyless entry 	<ol style="list-style-type: none"> 1. Write visitor protocol 2. Show visitor protocol on both entrance doors 3. Review cleaning regime for frequently touched surfaces 4. Install hand sanitisers at entrances 5. Record time, duration of visit, names and contact details of people with whom interacted 	Stephan Morris Katherine Wilson Susan Brightwell John Oldham Katherine Wilson	19/06/20 26/06/20 26/06/20 26/06/20 26/06/20 As necessary	

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MOVING AROUND RISK ASSESSMENT

Date assessment carried out: 19 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who work in the Blue Skies Pitsford office	<ol style="list-style-type: none"> 1. People work from home if possible 2. Hand washing information is available 3. Hand sanitisation points installed 4. Social distancing maintained when moving around 	<ol style="list-style-type: none"> 1. Review cleaning regime for frequently touched surfaces 2. Review content and placement of information posters 3. Restriction of movement where possible 4. Use of telephones for internal communication 5. Excluding fire doors, leave doors open where possible to reduce touching 6. Write drink making protocol 7. Show drink making protocol on both kitchen doors 	Susan Brightwell Katherine Wilson People in the office People in the office People in the office Stephan Morris Katherine Wilson	26/06/20 26/06/20 As necessary As necessary As necessary 19/06/20 26/06/20	

WORKING SAFELY AT BLUE SKIES HOLDINGS DURING THE COVID 19 PANDEMIC

WORKSTATIONS RISK ASSESSMENT

Date assessment carried out: 19 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who work in the Blue Skies Pitsford office	<ol style="list-style-type: none"> 1. People work from home if possible 2. Hand washing information is available 3. Hand sanitisation points installed 4. Spacing workstations two meters apart 	<ol style="list-style-type: none"> 1. Review cleaning regime for frequently touched surfaces 2. Change workstation orientation to avoid people sitting opposite each other within two meters 3. Consider purchase of desktop screens if two-meter separation not achievable 4. Consider shift working if two-meter separation not achievable 5. Identify vulnerable people and those who live with vulnerable people and place in the safest positions. 6. Provide mental health support as necessary https://www.acas.org.uk/coronavirus-mental-health/supporting-staff-mental-health 7. Consider use of other screens where necessary 8. Workstations are not shared in space nor time 	Susan Brightwell John Oldham John Oldham Hugh Pile Susan Brightwell Susan Brightwell People in the office People in the office	26/06/20 26/06/20 As necessary 26/06/20 26/06/20 As necessary As necessary	

WORKING SAFELY AT BLUE SKIES HOLDINGS DURING THE COVID 19 PANDEMIC

MEETINGS RISK ASSESSMENT

Date assessment carried out: 19 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who go to meetings in the Blue Skies Pitsford office	<ol style="list-style-type: none"> 1. People work from home if possible 2. Hand washing information is available 3. Hand sanitisation points installed 	<ol style="list-style-type: none"> 1. Use remote working tools to avoid meetings where possible 2. Person calling the meeting cleans the room before and after use 3. Wash hands before and after meetings 4. Provide hand sanitiser in meeting rooms 5. Restrict meetings to the people necessary 6. Hold meetings outside where possible, or in the Pomegranate room 7. Maintain two meters social distance, mark which positions can be used and remove excess chairs 8. Keep meetings as short as possible 9. Food and beverages in meetings are the responsibility of individuals 	People in the office People in the office People in the office John Oldham People in the office People in the office People in the office People in the office People in the office	As necessary As necessary As necessary 26/06/20 As necessary As necessary As necessary As necessary As necessary	

WORKING SAFELY AT BLUE SKIES HOLDINGS DURING THE COVID 19 PANDEMIC

COMMON AREAS RISK ASSESSMENT

Date assessment carried out: 26 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who share common areas in the Blue Skies Pitsford office	<ol style="list-style-type: none"> 1. People work from home if possible 2. Hand washing information is available 3. Hand sanitisation points installed 	<ol style="list-style-type: none"> 1. Take breaks outside if possible 2. Review cleaning regime for common areas 3. Clean common areas if necessary before and after use 4. Mark which positions can be used and/or block positions that can't be used 5. Phase lunch breaks if two-meter separation not achievable 6. Encourage food to be brought from home and eaten at desk 7. Place notice restricting multiple access to kitchen 8. Consider use of cardboard or Perspex separation screens at the tables 9. Consider use of disposable eating and drinking utensils or bring from home 10. Consider installation of foot-operated toilet doors 	People in the office Susan Brightwell People in the office John Oldham People in the office People in the office Katherine Wilson People in the office People in the office No action	As necessary 26/06/20 As necessary 26/06/20 As necessary As necessary 26/06/20 As necessary As necessary	

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VISITOR MANAGEMENT RISK ASSESSMENT

Date assessment carried out: 27 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who work in the Blue Skies Pitsford office and people who visit the office	<ol style="list-style-type: none"> 1. People work from home if possible 2. Visits to the office are discouraged, and only by appointment if necessary 3. Visits are arranged not to coincide 4. Visitors maintain social distance 5. Hand washing information is available 6. Hand sanitisation points installed 	<ol style="list-style-type: none"> 1. Meet outside if possible 2. Show visitor protocol on both entrance doors 3. Install hand sanitisers at entrances 4. Record time, duration of visit, and names of people with whom interacted 5. Send visit protocol to potential visitors 	People in the office Katherine Wilson John Oldham Katherine Wilson Visit host	As necessary 26/06/20 26/06/20 As necessary As necessary	

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HYGIENE RISK ASSESSMENT

Date assessment carried out: 27 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who work in the Blue Skies Pitsford office and people who visit the office	<ol style="list-style-type: none"> 1. People work from home if possible 2. Hand washing information is available 3. Hand sanitisation points installed 4. Office is cleaned thrice a week 5. Enhanced and frequent waste disposal 6. Liquid soap available for handwashing 	<ol style="list-style-type: none"> 1. Review office cleaning frequency, methodology and materials 2. Review cleaning regime for frequently touched surfaces 3. Install hand sanitisers at entrances 4. People clean their workspaces and restrict presence of personal items 5. Review requirement for items that are frequently touched such as whiteboards and marker pens 6. Refer to specific guidance if cleaning after a known or suspected case of COVID-19 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 7. Review content and placement of information posters 8. Remove towel rolls in toilets and replace with paper towel dispensers 9. Consider general provision of antiseptic wipes and their safe disposal 10. Leave windows open when possible 	<p>Susan Brightwell</p> <p>Susan Brightwell</p> <p>John Oldham People in the office</p> <p>Katherine Wilson</p> <p>Stephan Morris</p> <p>Katherine Wilson</p> <p>John Oldham</p> <p>John Oldham</p> <p>People in the office</p>	<p>19/06/20</p> <p>19/06/20</p> <p>26/06/20 As necessary</p> <p>26/06/20</p> <p>As necessary</p> <p>26/06/20</p> <p>26/06/20</p> <p>26/06/20</p> <p>As necessary</p>	

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PPE RISK ASSESSMENT

Date assessment carried out: 27 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who work in the Blue Skies Pitsford office	<ol style="list-style-type: none"> 1. People work from home if possible 2. Maintain social distancing 3. Government advice in the document <i>Working safely during COVID-19 in offices and contact centres. Guidance for employers, employees and the self-employed. 11 May 2020</i> is to work from home and stay 2 meters away from each other in the workplace. "When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial." 	<ol style="list-style-type: none"> 1. Make face coverings available for people if they wish to use them 2. People using face coverings wash hands when putting it on or removing it 3. Reusable face coverings can be sanitised when washed at 60°C 4. Take disposable PPE home for disposal (bags are provided) 	<p>John Oldham</p> <p>People in the office</p> <p>People in the office</p> <p>People in the office (John Oldham)</p>	<p>26/06/20</p> <p>As necessary</p> <p>Daily</p> <p>Daily</p>	

WORKING SAFELY AT BLUE SKIES HOLDINGS DURING THE COVID 19 PANDEMIC

PEOPLE MANAGEMENT RISK ASSESSMENT

Date assessment carried out: 27 May 2020

Assessment carried out by: S. Morris

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	By when is the action needed?	Done
People may become infected with the COVID 19 virus	People who work in the Blue Skies Pitsford office or travel on behalf of the business	<ol style="list-style-type: none"> 1. People work from home if possible 2. Effective communication with people about the risks and control measures for COVID-19 	<ol style="list-style-type: none"> 1. Heads of Department review the people in teams and the contact that exists between teams 2. Review any physical transfers of items that take place in the office 3. Minimise travel for work and minimise the number of people sharing vehicles 4. Clean shared vehicles before and after use 5. Accommodation used for work purposes must employ social distancing 6. Visits to other places of work should be minimised. Government hygiene and social distancing measures should be employed 7. Consider providing thermometers and asking people to self-test before travelling to head office 8. People are encouraged and supported to follow self-isolation if necessary under the NHS Test and Trace system 	Heads of departments People in the office People in the office People in the office People in the office People in the office No action People in the office	26/06/20 As necessary As necessary As necessary As necessary As necessary As necessary	

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References

1. Working safely during COVID-19 in offices and contact centres. Guidance for employers, employees and the self-employed. 11 May 2020. HM Government
2. Safely Back to Work. A Practical Guide. April 2020. Randstad, The Adecco Group, Manpower Group
3. COVID-19 Control in Offices. Shield Safety. May 2020
4. Department for Environment, Food and Rural Affairs Covid-19 response Covid-19: Frequently asked questions to complement government guidance on face coverings. May 2020
5. NHS Test and Trace. Guidance for Employers and Businesses. May 2020

5 Records

5.3 Records of COVID 19 events are archived by the Pitsford Human Resources Manager or delegate.

6 Appendices

6.3 COVID 19 Poster. Downloadable from [here](#).

Changes from Version 2

1. *Responsibilities added*
2. *Due dates added*
3. *Further actions revised*