

COVID-19 Procedures Manual

September 2020

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Revision History

Rev.	Date	Initials	Details
-	05/06/2020	SMD	First issue.
1	20/08/2020	SMD	Updates: Organisational Arrangements - Responsible Person; Section 2 Staff Travel addition Cycle Security, Rest Breaks, Meetings updated; Section 4 Movement at Work; Track & Trace Register added, subsections 8-9 added Section 5 Welfare Facilities Ground & First Floor Kitchen Procedures updated, addition W.C Facilities
2	25/08/2020	NBM	Updates: Section 1: Addition to Remote Working, Sentence removed from Face Coverings Section 6: Concerns paragraph removed.
3	10/09/2020	SMD	Section 2: Meetings updated Section 4: Movement at Work Updated Section 6: Visitors updated Section 7: Action In The Event Of A Worker Testing Positive For Coronavirus Added Appendix E: Updated

All revisions to be uploaded onto the company intranet and e-mail notifications sent to all members of staff.

Organisational Arrangements

Definitions

Company means Hadfield Cawkwell Davidson Ltd.

Responsible Person means any one of the Directors, Associate Directors, Senior Associates or, Practice Secretary.

Overall Responsibility

The Directors accept overall responsibility for all matters regarding health, safety and welfare.

Management Responsibility

Managers, which term includes all Directors, Senior Associates, Associate Directors and Associates are responsible for seeing that the COVID-19 policy is implemented within their own teams. Managers must monitor the workplace to check that safe conditions are maintained. Where risks are identified the manager must rectify these, so far as is reasonably practicable.

Management duties include the following:

- seeing that employees, contractors and visitors are aware of safety procedures
- establishing that all equipment and substances used are suitable for the task
- providing adequate training, information, instruction and supervision to ensure that work is conducted safely
- taking immediate and appropriate steps to investigate and rectify any risks to health and welfare arising from the work activity
- bringing to the prompt attention of a Director any health and welfare issue that requires their attention
- maintaining safe access to and egress from the workplace at all times promoting social distancing wherever possible
- Responding to Government advice on 'Track & Trace' and implementing necessary measures to comply with protocols.

Employee Responsibility

All employees must:

- see that you are familiar, understand and comply with the Company's Risk Assessment, policies and procedures for COVID-19;
- take reasonable care for their own health and welfare;
- consider the health and welfare of other persons who may be affected by their acts or omissions;
- work in accordance with information and training provided;
- refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and welfare reasons;
- report any concerns, lack of or defective equipment, or shortcomings in the existing health and welfare in the workplace, to a responsible person without delay;
- maintain social distancing at all times, or see that appropriate measures are taken to protect yourself and colleagues if this is not possible by the wearing of face coverings and regular washing of hands;

Information and Communication

We will see that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees. Documents will be available to all employees on the company intranet.

Statutory notices will be displayed throughout the workplace.

Organisational Structure

Overall Responsibility Directors – one Director will be nominated for specific responsibility

Drawing Offices and other Areas Responsibility for Health and Welfare matters as laid out in this policy statement in each drawing office rests with the senior staff member in that area.

Office COVID-19 Posters

The Company shall display appropriate notices throughout the building as reminders to staff, these include (but not limited to):-

- COVID-19 Compliance displayed at the building entrance;
- Hand Washing and techniques
- Social Distancing

1. General

Personal Responsibility

There is a great deal of information released to give guidance on COVID-19 measures to reduce the spread of the virus, however the first priority is for you to use common sense. The spread of the virus can be avoided by taking reasonable precautions and not acting recklessly or carelessly.

Everyone has a legal responsibility to act reasonably at all times and not to endanger themselves or others. Special consideration should be given to those individuals classed by the Government as; clinically extremely vulnerable where shielding measures will be introduced or, clinically vulnerable.

Clinically Extremely Vulnerable

People at high risk from coronavirus include people who:

- have had an organ transplant
- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

If you're at high risk from coronavirus, you should have received a letter from the NHS. Speak to your GP or hospital care team if you have not been contacted and think you should have been

These individuals will be required to provide a letter to the Administration Department, to be held on their individual file

If you're at high risk from coronavirus, you're advised to take extra steps to protect yourself. This includes not leaving your home for any reason (called shielding).

Clinically Vulnerable

People at moderate risk from coronavirus include people who:

- are 70 or older
- are pregnant
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes
- have chronic kidney disease
- have liver disease (such as hepatitis)

- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections
- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

If you're at moderate risk from coronavirus, it's very important you follow the advice on social distancing.

This means you should stay at home as much as possible. But you can go out to work (if you cannot work from home) and for things like getting food or exercising.

Unlike people at high risk, you will not get a letter from the NHS advising you to stay at home at all times.

Remote Working

It is the Company's priority to reduce unnecessary travel to the office or, sites during the periods of restricted movement implemented by either Government or, Local Authority and Public Health England. The Company has robust measures in place to allow staff to home work wherever possible.

Home working will be promoted by the Company to facilitate staff to manage childcare, self-isolation or caring for those family members in the same household as a result of the virus and to manage and reduce its spread in the workplace.

Notwithstanding the above, clearly there may be occasions when staff need to visit the office for briefings etc. in such cases these procedures should be followed.

Working Hours

It is important that staff do not work such hours as may prejudice their health and judgement and thus their own safety and the safety of others. This includes working from home or, in the office.

The Company working hours, as well as the rules for working overtime, are laid down in the Staff Manual. The Working Time Regulations 1998 (as amended 2007) lay down rules for the maximum hours which may be worked, and these are not to be exceeded except as provided in the regulations.

Staggered Working

To reduce the viral spread of the COVID-19 disease or any other similar disease, the Company, where possible, will stagger working in the office to maintain social distancing, this may include:

- Alternate Working Days;
- Shift Working;
- Team Working;
- Part-Time Working;

Or, any combination of the above to see that the spread of the virus is reduced and controlled.

Personal Protection Equipment

In addition to the requirements for our employees to carry PPE whilst attending Construction Sites, it is now necessary for the Company to consider additional Personal Protection Equipment during air-borne virus and bacterial spread in order to reduce the risk to our Team.

Hand Sanitiser – Supplies of hand sanitiser are available for use at the office. We are conscious that staff have been concerned as the dryness of hands following continued use of alcohol-based sanitisers. We have purchased alternative anti-bacterial gels to reduce this potential side effect, if you require.

Sanitising Stations are located at the office for your use and that of visitors. We also encourage staff to have their own dispensers at their desk, which may be refilled using supplies available at the office, to reduce the need for staff movement around the workplace.

Protective Gloves – Various types of protective gloves will be made available to staff whilst at the office. To safeguard supplies for the NHS and other Keyworkers, the type of gloves will not be surgical grade, but sufficient for the requirements whilst working. If staff suffer allergies to different types of fabric, this should be highlighted to the Practice Secretary in order for alternative products to be purchased.

Wherever possible, supplies will be provided to workers regularly away from the office however, it is your responsibility to see that you have protective gloves on your person to complete necessary tasks detailed in this Manual.

Anti-Bacterial Products – Supplies of wipes, sprays and cleaners will be maintained for your use within the office. It is your responsibility to obtain what you need for you to work efficiently each day. Stockpiling at desks only serves to reduce availability to other staff members at a time when such products may be in limited supply and is discouraged.

Face Coverings – There is little evidence to support the daily and continued use of face coverings within the office environment. Social distancing measures have been established for the gradual return to normal office working to reduce the need for coverings to be mandatory. We do however accept that this is a personal choice for our staff and should you feel more relaxed or, comfortable wearing a face covering we would not wish to prevent you from doing this.

Where face covering are required for Meetings or site visits, these will be available as required. It is your personal responsibility to notify the Admin Team if supplies require replenishing for Meeting Rooms or, for site visits.

2. Staff Travel

Policy Statement

This policy outlines the procedures which are to be adopted when any employee intends travel to work or, site during the course of their employment, where working from home during periods of restriction is not possible.

Travel To Work

Public Transport – Staff are encouraged to seek alternative means of travel during periods of restriction however, where unavoidable staff should use common sense and follow guidance provided by the Transportation Companies and should include:

- Wear face coverings when in confined spaces or, when on Public Transport (this is Mandatory from 15 June 2020) or where social distancing cannot be maintained;
- Carry with you at all times hand sanitiser and see that you regularly sanitise your hands during your journey;
- Wear protective gloves whenever entering public spaces such as stations, ticket offices, etc. or when you enter public transport, trains, buses, trams, etc.

Walking – Staff are encouraged to walk to work where it is reasonable for them to do so. This is not only better for your health and wellbeing but, also reduces the spread of the virus. Social distancing during your journey to work should be followed.

Cycling – Again, we do encourage staff to use cycling as an alternative means of travelling to work. As in the case of walking it is better for your health and wellbeing. Please be aware of your surrounding and compliance with the Highway Code and maintain social distancing.

The Company has and actively promotes its Cycle to Work Scheme, more information on which is available from the Practice Secretary.

The Company has provided an allocated cycle store at the office for the safe storage of your bicycle whilst you are at the premises, whilst also having limited stocks of cycle covers available for those unable to use the store during busy periods. It is your responsibility to secure your equipment the Company can not accept responsibility for any loss or damage caused.

Employees using the cycle facilities at the office are reminded to carry hand sanitiser and protective gloves, at all times. Upon arrival at the office, you are asked to sanitise your hands and/or wear gloves before positioning your cycle in the store, locking it or, placing the cover over the cycle; to reduce the transmission spread of any bacteria present. You are then asked to sanitise your hands again after completing the task and before entering the building.

Driving – Whether you own your own vehicle, receive an allowance from the Company towards your personal vehicle (Grey Fleet) or have a Company Car/Hire Car provided, you should explore the alternative travel to work options available to you and highlighted above, before choosing to use your vehicle. This will not only reduce congestion on the roads, harmful CO2 emissions and other pollutants but also improve your health and wellbeing generally.

Where alternative transportation is not a viable option, drivers should travel to work alone or, with a member of the same household. If it is necessary to carry a passenger (not from the same household), you are encouraged to limit this to one and they should be seated in the rear nearside (left) seat of the vehicle and each person should wear face coverings for the duration of the journey.

Drivers should at all times carry in their vehicle, hand sanitiser (taking care to remove this when vacating the vehicle on warmer days to avoid its effectiveness being reduced), protective gloves, face coverings, tissues and where possible anti-bacterial wipes for use as and when required.

It should become second nature for drivers to sanitise their hands and their cockpit upon entering the vehicle to reduce the possibility of viral transmission. This should include, but not limited to, cleaning the steering wheels, gear lever, buttons, handbrake, handles, etc using either anti-bacterial wipes or, tissues with hand sanitiser.

Drivers are kindly reminded to sanitise their hands before entering their place of work and/or wear protective gloves.

Travel for Business

In general terms the Company promotes the policy guidance listed under Travel to Work for Travel for Business with certain additional measures detailed below for your health and wellbeing.

Staff should allow more time for their journeys due to the requirements placed on all businesses and Local Authorities to maintain social distancing measures. This could increase time to use facilities, use public transport, check-in, etc.

Employees are encouraged to avoid public transport wherever possible and use alternative means, clearly this will not always be possible due to time, cost and local/regional restrictions.

Rest Breaks – Where you intend entering public spaces such as Motorway Services, public conveniences, local stores, etc. you are reminded to maintain social distancing at all times, wear face coverings and regularly wash your hands to reduce the spread of any bacteria. Wherever possible staff are encouraged to carry their own food and drink from home to reduce the need to purchase such items during their journey.

Vehicle Refuelling – Where refuelling / recharging of your vehicle is necessary you should see that protective gloves are worn before carrying out the procedure to reduce the risk of bacterial transmission. Upon completion of the task and the removal of gloves, you should sanitise or wash your hands before returning to the vehicle or, completing any other task.

Overnight Stays – Wherever possible we wish to avoid any unnecessary travel and overnight stays. Where this is unavoidable you should comply with the rules set in place by the hotel, maintaining social distancing during your stay and regularly washing your hands.

Flights – Travel arrangements may necessitate the use of aeroplanes. If alternative travel methods are not a feasible option, staff are reminded to follow all measures set in place by the Airline to protect yourself and others from the spread of the virus. This will likely include the wearing of gloves and face coverings for the duration of your flight. Carry with you food and drink to reduce the need to purchase in flight sustenance.

Site Visits

During periods of restriction set out by Government or Public Health England, staff are encouraged to refrain from site visits wherever possible. It is accepted that to comply with our duties and responsibilities to our Clients we have an obligation to visit sites at specified intervals or, where issues arise.

Conference calls / Video Conferences or, other means of communication should be considered before agreeing to, or arranging a site visit.

Where site visits are necessary, travel arrangements should be considered and reviewed in line with the Policy on Travel for Business. In advance of your visit you should seek a copy of the site Covid-19 Method Statement and Risk Assessment and familiarise yourself with the requirements set out for the site, whilst also considering the Company Policy and using common sense during your visit.

You are always required to:

- Locate the staff welfare and sanitisation stations for the site and see that you immediately attend these areas to wash your hands before embarking on your normal / usual duties;
- Wear face coverings where directed to do so, or where social distancing is restricted;
- Socially distant face to face discussions should only take place, wearing face coverings or, where you feel it appropriate for your wellbeing to do so;
- Maintain a record of the personnel that you have interacted with, should this be required for 'Track & Trace' requirements particularly where such interaction has been for a length of time, current guidance indicating periods of 15 minutes or longer;

Meetings

All personnel must seek to avoid group face to face meetings wherever possible during periods of restriction imposed by Government, Local Authorities or Public Health England. Following Government Measures issued on 09 September 2020, face to face Meetings are limited six people with appropriate social distancing maintained.

Employees should explore all available alternatives to avoid Meetings, by encouraging Clients, Contractors, Suppliers to use phone calls, digital communication such as Microsoft Teams, Zoom, Facetime etc.

Meeting at the office or, away are a last resort and should be limited in size to avoid large groups and to maintain satisfactory social distancing.

We actively encourage visitors and staff to wear face coverings during their meetings and see that adequate sanitisation services are present during the meeting.

Staff members should see that Meeting Room touchpoints are sanitised before and after use and sanitisation points provided should adequate for the duration of the Meeting.

We would wish to see that refreshments are restricted and where possible employees should carry their own to reduce transmission.

As part of our Policy, staff will be required to provide a copy of our Meetings Policy to visitors, in advance of their attendance at the office in order that they familiarise themselves with the procedures we have established for theirs and your protection.

3. Attending The Office

Policy Statement

We wish to provide a safe and healthy working environment. We recognise that this can be put at risk by those who fail to adhere to our policies and procedures. The Company has established a process for when restrictions have been put in place by Government, Local Authorities or Public Health England in order to safeguard our staff and reduce the transmission of virus or bacteria in the workplace.

It is important for staff to follow our procedures and use their common sense, if and when it is necessary to do so.

Gates – The main security gate at the entrance to the premises will usually already be open for staff attending the office. However, where it is necessary for this to be unlocked and opened, employees should follow the guidance detailed below:

- Sanitise your hands and / or put on protective gloves; (refer to the procedure for correctly putting on gloves)
- Wipe the padlock with an anti-bacterial wipe;
- Unlock the gate, re-attaching and locking the padlock to the gate once open;
- Wipe the padlock and gate where hands have been placed on any of the surfaces;
- Remove protective gloves and /or sanitise your hands again.

Entering The Building – Before entering the building;

- Staff should assess the building to identify whether other vehicles present indicate the attendance of others;
- Are any of the doors open for you and your team members; (refer to the Policy on Movement at Work)
- Approach the building using the appropriate entrance allocated for you and your team.

4. Movement At Work

Introduction

The Company is committed to protecting the staff and reducing wherever possible the risk of transmission of viral disease in the workplace.

The purpose of this policy is to:

- Review staff use and flow around the building;
- Reduce the risk to Reception Staff located at the Main Entrance;

General Principles

The outbreak of COVID-19 globally has had serious repercussions for businesses in progressing a strategy for returning staff to their usual place of work.

Normal working life has been significantly disrupted and the population as a whole are now concerned by returning to normal everyday life.

It is incumbent upon the Company to reduce the risk to Staff returning to the office environment and put in place measures to see that social distancing is maintained.

Following the Government announcement that the NHS Test & Trace App will be launched from 24 September 2020, we have registered the Business and now have a QR Code on display at the main entrance, both Meeting Rooms and on Reception. Please see that you have downloaded the App to your phone and scan the code on arrival at the office. Alternatively, a register is located on each floor which **must** be completed if you do not have the App. Until the Test & Trace App is formally launched please continue to complete the registers referred to. These are prepared based upon Department and/or Studio, if you attend the office for any reason, please mark your attendance on the sheet using your own pen against the relevant day. **It is important that this Register is completed by ALL STAFF, to maintain accurate records of attendance at the office for any given day.**

1. First To Enter

The first member of staff to arrive at work, should see that they put on a pair of protective gloves before unlocking the building.

- 1.1 Follow the normal procedure for disabling the burglar alarm in the porch area.
- 1.2 Enter the entry code for the inner door into the digital keypad using an implement such as a pen.
- 1.3 Open the inner door and place the door stop firmly in place, leaving the door ajar. (For the security of the building and yourself, only if you feel comfortable and safe to do so.)
- 1.4 Sanitise your hands at the hand sanitising station located on the right hand-side of the Reception corridor
- 1.5 Use an antibacterial wipe to clean the door handles, finger plates, digital keypad and any other area touched upon initial entry.
- 1.6 Proceed to the corridor door leading to the toilets, opening and setting the 'dorguard' in place. Then follow the remaining process applicable to your sector/floor.

2. Engineering Staff

- 2.1 The first member of the Engineering Team arriving for work, must follow the steps set out in Section 1 to enter the building.
- 2.2 Once in the building proceed down the staircase to the Basement at which point all fire doors with 'Dorguards' should be opened and set.
- 2.3 Security cross bars to all shutters should be removed and shutters opened, and the fire exit doors unlocked and opened.
- 2.4 Clean all cross bars, shutters, doors and any other area touched during arrival with anti-bacterial products.
- 2.5 Upon arrival at work, remaining staff members should proceed down the stone external staircase and enter the building through the relevant studio external door
- 2.6 Hand Sanitising Stations are located at each external entry point. Please see that you sanitise your hands upon entry.

3. First & Second Floor Architectural Staff

- 3.1. The first member of the First & Second Floor Team arriving for work, must follow the steps set out in Section 1 to enter the building.
- 3.2. Once in the building proceed to the disabled access door located between the Ground Floor Gents WC and Disabled Toilet/Shower. Release the pushbar and open the door.
- 3.3. Clean the pushbar handle and any other surface which has been touched with anti-bacterial products;
- 3.4. Progress to the first / second floor following the revised one-way route utilising the secondary staircase following the directional signs erected.
- 3.5. The first Team member for each floor should see that all fire doors with 'Dorguards' are opened and set.
- 3.6. Security cross bars to all shutters should be removed and shutters opened (where applicable).
- 3.7. All surfaces such as cross bars, handles, or any other surface touched should be cleaned with anti-bacterial products;
- 3.8. Upon arrival at work all remaining staff occupying these floors should proceed to the left-hand side of the building and enter via the open disabled door.
- 3.9. A hand sanitising station is located at the entry point. Please see that you sanitise your hand upon entry.
- 3.10. Staff should proceed to their respective floor following the one-way route using the secondary staircase.

4. Ground Floor Support & Architectural Staff

- 4.1 The first member of Staff arriving for work, must follow the steps set out in Section 1 to enter the building.
- 4.2 Once in the building proceed to the relevant studio and see that the door is opened and where fitted with 'Dorguards' this should be set.
- 4.3 Security crossbars to shutters should be removed and shutters opened to your studio only;
- 4.4 Clean all cross bars, shutters, doors and any other area touched during arrival with anti-bacterial products.
- 4.5 All staff should proceed to their given studio/area on the Ground Floor entering the building via the main entrance.
- 4.6 All remaining staff attending the office and located on the Ground Floor should sanitise their hands upon entry and follow the procedures 4.2 & 4.4 where they are the first to arrive for their studio.

5. Exiting The Building

Staff are required to maintain social distancing at all times and to reduce the risk of viral transmission.

Staff should use the point of entry allocated for their floor as the exit point for the building except in the case of emergency evacuation.

The last member of staff leaving their floor should see that they follow the procedures detailed above in reverse order, in brief:

- Lock all windows and exit doors;
- Replace Shutters and crossbars;
- Turn off Lights
- Clean and sanitise the surfaces touched.
- Exit via the relevant staircase;

6. Moving Around The Building

Wherever possible staff should remain with their relevant studio teams and restrict their movement around the building, utilising their desk phone or, by using email to make contact with colleagues.

Each floor is self-contained with facilities available to staff for their use and convenience. Staff are requested to refrain from unnecessary travel between floors, except where it is absolutely necessary.

Operation and use of Printer Equipment should be restricted and staff should follow the guidance provided at Section 7;

A one-way system has been established for manoeuvring between ground and first floors;

Downwards travel from the first floor to the ground floor is via the main central staircase only;

Upwards travel between the ground floor and first floor is via the secondary staircase only;

Travel between the first floor and second floor is restricted. Where necessary to do so, staff should proceed with caution and make others aware of their direction of travel. **'Coming Up / Coming Down'**

To maintain social distancing measures, if you are met on the staircase by another member of staff, the individual descending the stairs should retreat to the nearest social distancing marker.

Travel between the ground floor and basement is restricted. Where necessary to do so, staff should proceed with caution and make others aware of their direction of travel. **‘Coming Up / Coming Down’**

To maintain social distancing measures, if you are met on the staircase by another member of staff, the individual descending the stairs should retreat to the nearest social distancing marker.

7. Printers & Plotters

Printing apparatus is located in the basement Print Room and on the First Floor landing.

The plotter and drawing scanner are located in the basement Print Room

Wherever possible staff should refrain from using this equipment unless absolutely necessary.

By following the measures put in place and restricting staff to teams, we are limiting the potential spread of the disease in line with Government Guidance, staff are encouraged to stack print jobs to reduce the number of visits needed to print / plot and where possible, we encourage one person from each studio to collect any printing jobs queued for their team seeing that they sanitise their hands before collecting the prints for their studio.

Staff located on the First & Second Floor should only use the printer provided on the first floor landing. Where plotting and scanning are necessary we encourage staff to restrict their visits to the basement print room.

Architectural Staff and where possible, administration staff located on the ground floor should only use the printer located on the first floor landing following the established one-way system.

Where it is necessary to use the equipment located in the Basement Print Room, staff are encouraged to stack print jobs to reduce the frequency of movement to this location. Staff should see that they follow the procedure at Section 6.

Engineering Staff should see that they utilise the Print Room equipment located on their floor only.

Wherever possible only one member of staff should occupy the Print Room at any one time. However, social distancing marker points have been established in this area, for all items of equipment in order to provide space for co-workers to undertake other tasks if colleagues are present. Staff must remain on these markers and only exit if they can maintain social distancing. Alternatively, wait for your co-worker to leave, before exiting yourself.

In all instances, staff should see that they sanitise their hands after using the equipment as previously directed.

8. Workstations

Every member of staff is provided with a dedicated workstation. It is your responsibility to maintain the cleanliness of this space; above and below. Sharing/Hot Desking is prohibited.

There is currently no mandatory guidance on the continual use of face masks and as such you are not required to wear a face covering whilst operating at your desk, however, if you feel more comfortable it is your choice and we would refer you to Section 1 which covers the guidance on face coverings.

Upon initial return to office working and at regular intervals, staff are asked to clear any unnecessary material, paper, etc and sanitise their workstation for their own protection. We have suggested that staff maintain a hand sanitiser at their desk to reduce the need to use welfare facilities for hand washing. Sanitiser is held in stock to replenish your workstation bottles as required, please see the Practice Secretary who can assist.

9. Administration Office

Due to the proximity of the Administration Office to other welfare facilities, the office door will remain closed. Access to this area is to be restricted in order to maintain appropriate social distancing. As already indicated, if you need to speak with the Administration Team please utilise email or internal telephone extensions in order to reduce unnecessary travel within the building.

If, a visit to the office is necessary, please knock on the door and await clearance to enter in order to allow sufficient opportunity for administration staff to relocate to maintain social distancing.

5. Welfare Facilities

Kitchens

Kitchen facilities are provided on all levels of the building for staff use.

During periods of increased risk of viral transmission this procedure takes precedence and staff must observe the requirements set in place.

Wherever possible we would encourage staff to reduce their visits to the Kitchens and consider bringing their own refreshments to work, storing such items in a safe and secure location on, or under their workstation.

Staff are reminded that they are only to prepare refreshments for their sole use.

Before entering the facilities you should see that you wash / sanitise your hands and / or wear protective gloves. After using the Kitchen facilities please see that you wipe all surfaces, taps, handles, white goods etc. with anti-bacterial cleaner.

Please see that you wash / sanitise your hands once you have finished using the facilities.

Should you wish to use the facilities freely available to all staff, we must ask that you observe social distancing at all times. If the Kitchen is in use and you are unable to socially distance yourself from the other occupant, we ask that you retreat to an appropriate area and wait.

Basement – An appropriate marker has been highlighted to facilitate two people being present in this area;

Ground Floor – Due to the location of this facility access is restricted. We propose that (subject to review) if the facility is in use, the following procedure is implemented:

- the next person does pass the threshold and should retreat to the marked position under the main staircase, thereby identifying for others approaching that the Kitchen is in use by another.
- Once the Kitchen has been vacated the next occupant may then enter

If there is a party standing under the stairs in the waiting area when you are approaching, we must ask that you return to your workstation and await another opportunity.

General discussions must be kept at a minimum to avoid excessive waiting time for the Kitchen.

First Floor – (subject to review) Only one member of staff is to use the facility at any one time.

- the next person stands in the doorway until the occupant is ready to depart, thereby identifying for others approaching that the Kitchen is in use by another.
- A marker has been positioned in front of the larder cupboard. When the individual is ready to depart, they must stand on the marker facing the larder or wall.
- The next occupant may then enter and take a position on a second marker positioned in front of the sink;
- The first occupant is then free to depart

If there is a party standing at the doorway when you are approaching, we must ask that you return to your workstation and await another opportunity.

General discussions must be kept at a minimum to avoid excessive waiting time for the Kitchen.

Second Floor – Due to there being only one Studio at this level, we would encourage staff to make their colleagues aware of their intention to use the Kitchen thereby avoiding the need to provide waiting safe zones.

W.C. Facilities

Each floor has the provision of w.c. facilities for staff use. To reduce unnecessary travel between floors staff are required to use only the facilities provided for their level to reduce the possibility of bacterial / viral spread.

The only exception to the above is for Female Staff who have a dedicated facility on the Ground Floor for their sole use. As such this facility may be used by all female staff as required.

The Gents W.C. on the Ground Floor has a reduced occupancy level of two people. The use of the left hand urinal is to be suspended. Only the right hand Urinal and the W.C. cubicle may be used at any one time.

Following use of these facilities, where reasonable to do so, staff are kindly asked to sanitise touchpoints before exiting the area.

Hand washing techniques should be followed at all times, guidance for which is displayed in all areas and also referenced at Appendix D.

6. Visitors

Policy Statement

It is important that we provide our staff and visitors with a safe environment within which to work. During periods of restricted movement implemented by Government, Local Authority or, Public Health England it is imperative that we maintain procedures to continue to safeguard our Teams when visitors attend the premises, whether this is for operational reasons, facilities maintenance or, project reviews.

Arrangements For Your Visit

Wherever possible, we are encouraging virtual meetings, telephone conferences etc. We do however, appreciate that necessary visits to our premises will be required and we would ask all visitors to review the following procedures to see that your visit to Hadfield Cawkwell Davidson Limited is enjoyable and positive. Your health and wellbeing and that of our staff are paramount and if you have any concerns in advance, or during your visit, these should be addressed with us as soon as possible.

In line with recent Government Guidance, meetings are limited to six people or less.

To reduce viral transmission, refreshments may be unavailable during your visit. We are conscious as a Practice of the environmental impact our use of one-use plastics can create and for some years have refrained from the use of plastic cups. We wish your visit to be pleasurable and we do encourage you to bring your own refreshments or, receptacles which can be refilled where refreshment arrangements have been planned in advance.

On arrival at our premises, please approach via the main double doors situated centrally to the front elevation. Please see that you have sanitised your hands before opening the right-hand double door.

You will find a QR Poster on display, if you have the NHS Test & Trace App on your phone, please scan the code with your device. Additional posters are on display in the Meeting Rooms for your convenience. The inner door should already be open allowing you access to the Main Reception.

Please introduce yourself to our Reception Team and indicate who you are visiting, they will then announce your arrival to the relevant member of our team.

Whilst waiting, we would ask that you take the opportunity to use the hand sanitiser station provided on the right-hand side.

Please complete the Visitors Book using your own pen where possible, alternatively a pen will be available, however, we would ask that you sanitise your hands once again following use.

During your visit you will be accompanied at all times, whilst observing Social Distancing, in order to see that your health and welfare is protected.

If you need to take a comfort break, our Team will gladly direct you to the nearest facilities.

We would ask that at all times during your visit, you follow social distancing guidelines and if you are to be with us or, in a meeting for a period in excess of 15 minutes duration, we would ask parties present to wear face coverings and regularly wash your hands.

IMPORTANT NOTICE FOR ALL VISITORS

Please **sanitise** your hands
when entering this area



Please **help** to reduce the
spread of **infections**
Thank you

If you need to return to your vehicle during the course of your visit, please see that you sanitise your hands using the station at reception.

If you should have any concerns regarding our procedures, or indeed non-observance, which may have detracted from your visit, please address your concerns to a member of our Team or by emailing our Practice Secretary; Simon McDonald at simon.mcdonald@hcd.co.uk

6. Action In The Event Of A Worker Testing Positive For Coronavirus

Background

In light of Government concerns regarding a possible second spike in COVID-19 cases, we have revised and published our strategy to highlight the action which will be taken in the event of a member of staff testing Positive for Coronavirus.

The Government have recently updated, several publications which deals with symptoms and actions to be taken for individuals and businesses. Links are provided below for your ease;

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.hse.gov.uk/coronavirus/cleaning/index.htm>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

In addition, Appendix E is a useful quick reference guide for individuals should they have any concerns.

Building Operation

In the event of an individual displaying symptoms, or a confirmed case of COVID-19 is notified to us, whichever is the soonest, the office will be closed and any staff present sent home and asked to follow the Government guidance outlined above pending the completion of Building Cleansing.

Building Cleansing

Routine daily deep cleans continue at the office by our Cleaning Contractors in line with Health & Safety Executives guidance.

Staff are reminded that they should undertake periodic cleaning of their workspace in accordance with guidance detailed at Section 4 Subsection 8 Workstations.

In the event that an individual displays symptoms of COVID-19, additional steps will be implemented to undertake a full deep clean of the building in line with the Government publication, covid-19-decontamination-in-non-healthcare-settings

In the event that we experience an outbreak (more than one member of staff has symptoms of Coronavirus) the office will be closed and Public Health England informed. We will work with PHE England to assess the risks and take any action they deem appropriate prior to considering the re-opening of the building.

If a worker develops symptoms

A member of staff developing symptoms of Coronavirus or, who has a member of their household displaying symptoms, should not in any circumstances attend the office. They should notify a Director or, the Administration Team immediately and self-isolate for 10 days, following the Government Guidance set out in the links above.

Other staff members who may have come into 'Close Contact' with another team member who is symptomatic will be informed.

A close 'contact', as defined by the Government, is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others). This could be a person who:

- spends significant time in the same household
- is a sexual partner
- has had face-to-face contact (within one metre), including:
 - being coughed on
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute
- has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- has travelled in a small vehicle, or in a large vehicle or plane

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Close contacts at this stage would not need to self-isolate unless requested to do so by NHS Test and Trace or a public health professional, but they should:

- avoid contact with people at high, increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions
- take extra care in practising social distancing and good hygiene
- watch out for symptoms and self-isolate if they also show signs of coronavirus

If the test is positive

If the person with symptoms tests positive for COVID-19, the NHS Test and Trace service will notify their close contacts and instruct them to self-isolate.

This will occur by either a phone call, text message, email or letter. The period of self-isolation will be for up to 14 days, from the point of most recent contact with the person who has tested positive for coronavirus. When Test and Trace advises contacts to self-isolate, the service does not tell them the identity of the person who has tested positive.

7. Concerns

It is our hope that all employees will follow and abide by the policies and procedures set in place for dealing with the COVID-19 Outbreak or, any similar occurrence in the future.

Hadfield Cawkwell Davidson Limited take seriously any breach of its policies and procedures.

If you have any questions or concerns about anything in this policy you should not hesitate to contact the Directors.

APPENDICES

Appendix A - Risk Assessment

COVID-19 SPECIFIC RISK ASSESSMENT

Address of premises: Hadfield Cawkwell Davidson
Broomgrove Lodge
13 Broomgrove Road
Sheffield
S10 2LZ

Responsible Person¹: Paul Anderson
Jonathan Partridge
Leigh Brown
Nigel Morley

Person(s) consulted: Simon McDonald

Date of assessment: 05 May 2020

Date of previous assessment: Not Applicable

Recommended date for review²: May 2021

Assessment carried out by: Simon McDonald (Internal)

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EXECUTIVE SUMMARY

This risk assessment has been carried out to deal with the specific threat relating to the potential transmission of COVID-19 within the workplace. It does not address the risk of damage to property, business continuity or environmental damage.

The report has been designed to show the aspects that have been checked, whether they were satisfactory and what remedial action may be required to enable the responsible person to comply with fire safety legislation.

In undertaking this Risk Assessment the following areas were inspected:

Reception;
All offices;
Meeting Rooms;
Kitchens;
Toilets;
Server Room Print Room;
Escape & Circulation Routes.

Consideration has also been given to potentially vulnerable staff requiring shielding or additional protection.

Staff essential travel.

The Action Plan on Pages 3, 4 and 5 outlines the areas where further improvements are considered necessary.

RISK ASSESSMENT

Using the Risk Assessment Rating System contained on Page 14 of this Report, it is considered that the current level of risk for these premises is:

Trivial Tolerable Moderate Substantial Intolerable

It is considered that implementation of the recommendations made in the Action Plan on Pages 3, 4 and 5 will reduce potential spread of viral disease to:

Trivial Tolerable

ACTION PLAN

Significant Findings		Action Required	Action By	Priority	Date Completed
1	General Working	<p>Due to the continued requirement for social distancing, it is appropriate to maintain home working wherever possible. Staff should be reminded that this is the preferred option for promoting necessary social distancing.</p> <p>Where working at the office is deemed necessary shift patterns of working, staggered working and Team isolation will be considered as appropriate</p>	Directors	High	13 May 2020
2	Security Gate	<p>Protective Gloves should be worn by any personnel operating the gate & padlock and/or, anti-bacterial wipes used to clean the surfaces prior and after operation (a new wipe on each occurrence).</p> <p>Security and Cleaners should be made aware of the requirements</p>	Simon McDonald	High	
3	Building Entry / Exit	<p>Revised procedures should be established for staff, to reduce volume of footfall through the main entry doors.</p>	Simon McDonald	High	18 May 2020
4	Door Furniture, Keypad, Shutters & Window Furniture	<p>A revised procedure to be established, see attached Appendix to deal with routine daily operation.</p> <p>Frequent cleaning of hot spots should be undertaken to reduce the risk of transmission</p>	Simon McDonald	High	15 May 2020
5	Reception	<p>Where staff are at higher risk of contact with other personnel or, visitors protective screens should be provided for those members of staff.</p> <p>One hand sanitising station should be installed at the Reception with appropriate signage reminding personnel and visitors to clean their hands. This should be installed to the right hand</p>	Simon McDonald	Medium	18 May 2020

		side as close to the entry point but as far away from the receptionists as possible			
6	Staircase & Handrails	<p>A one-way route should be operated between the ground and first floor. The central main staircase should be allocated for downwards travel only, whilst the secondary stairwell is for to be used for upwards travel to the first floor, see revised procedures</p> <p>Visual directional signage should be established.</p> <p>The handrails must be cleaned daily by cleaning operatives using anti-bacterial cleaning products.</p>	Simon McDonald	High	18 May 2020
7	Staircase serving Second Floor & Basement	<p>Travel between first & second floor or, Ground and basement levels is to be one person at a time. Personnel should vocally confirm their direction of travel, to warn others.</p> <p>The half landing to the second floor is adequately sized to provide a social distancing marker to allow crossing on the stairs, where absolutely necessary, this to be marked on the floor with visual signage reminding staff of the requirement for social distancing. Where the marker is utilised, staff descending must stand in the far corner facing the wall whilst the other person ascends.</p>	Simon McDonald	High	18 May 2020
8	Toilets	<p>The ground floor gents toilet currently has a potential 3 person occupancy. This should be reduced and maintained to a maximum of two. Cubicle use and one urinal. Staff to be notified accordingly.</p> <p>Staff must be reminded to clean their hands regularly using the supplies provided in these areas. Updated signage to be displayed as a visual reminder.</p>	Simon McDonald	Medium	

		Supplies should be replenished as required and all surfaces cleaned daily			
9	Shower	<p>Signage should be displayed reminding staff to clean the shower area after use, leaving the area cleaned and sanitised for the next occupant, particular attention being given to cleansing the showerhead, dials, door and handles.</p> <p>Anti-bacterial products should be made available and regularly replenished.</p>	Simon McDonald	High	18 May 2020
10	Kitchens	<p>Staff are required to use their own cups and any cutlery or, plates must be cleaned immediately after use.</p> <p>Staff must only make a drink for themselves and no one else.</p> <p>Only one member of staff is permitted in the kitchen at any one time, whether adequate social distancing is viable or otherwise.</p> <p>Protective gloves must be worn upon entering the Kitchen to reduce the risk of transmission of bacteria.</p> <p>Kitchens must be cleaned daily by cleaning operatives and anti-bacterial wipes provided to clean surfaces, white goods, water dispensers, etc.</p> <p>Updated signage is required to remind staff of the need to regularly clean hands and to maintain social distancing</p>	Simon McDonald	Medium	
11	Studio's	<p>New studio layouts to be set out to reduce face to face working.</p> <p>In the event that this cannot be altered, screens should be installed to reduce the risk of transmission.</p>	Simon McDonald / IT	Medium (prior to full staff return)	

12	Light Switches:	<p>The switch and plate should be cleaned with anti-bacterial wipes after performing the switching operation to avoid products causing shock. Cleaners should be advised of this requirement if they are the first to enter an area.</p> <p>Personnel should see that that sanitise their hands immediately after following the established guide for hand cleaning. Signage to displayed reminding staff of the technic</p>	Simon McDonald	High	18 May 2020
13	Desks:	Equipment provided such as pens, rulers and the general working surface should be cleaned at the start of each working day.	Simon McDonald	Medium	
14	Computer Equipment, Telephones etc.	<p>Surfaces should be cleaned daily by the operative using the equipment, before turning on.</p> <p>The use of printers, copiers and other ancillary equipment should continue to be cleaned occasionally by IT Support and staff reminded to use hand sanitisers after each use.</p>	Simon McDonald /IT	Medium	

PRIORITY	TIMESCALE FOR ACTION
High	Issues that should be initiated as soon as possible but no later than 7 days or prior to staff returning to the workplace
Medium	Issues that should be initiated within 1 month (unless otherwise stated) from the workplace re-opening
Low	Issues that should be initiated within the recommended time scale

GENERAL INFORMATION

1.1 PREMISES INFORMATION

Number of floors:	4 – including basement and attic
Use of premises:	This building is occupied predominantly as offices on all floors.
Brief details of construction:	This building is a Grade II Listed property of predominantly stone walls with slate span roof on timber members with central lead covered flat roof veranda, a combination of timber and solid floors and wooden window frames.
Security:	Access to the premises is normally controlled during normal operating hours. The premises are protected by a monitored security alarm system outside of normal operating hours and a Security Guard visits the property twice nightly.

1.2 PERSONS AT RISK

Approximate number of employees in premises at any one time:	Prior to March 2020 the Maximum was in the region of 70
Approximate number of visitors in premises at any one time:	5
Approximate number of sleeping occupants:	None
Presence of disabled employees:	1 – reduced mobility, access to a fire exit on same level
High Risk Personnel	2 IT support staff are recorded to be at higher risk due to potentially working at different workstations to undertake remedial repairs. 1 extremely vulnerable contract staff member requiring shielding 6 vulnerable staff members
Persons in remote areas or Lone Workers:	None
Persons in neighbouring properties:	None

1.3 KNOWN PREVIOUS TRANSMISSION

Comments:	None have been formally recorded, although in January 2020 a number of staff suffered longstanding coughs and flu symptoms..
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CONTROL MEASURES

2.1 AREAS OF CONCERN AND MEASURES FOR ELIMINATION OR CONTROL	
General Working	<p>Due to the continued risk of viral transmission, normal office attendance should be avoided wherever possible.</p> <p>Due to the continued requirement for social distancing, it is appropriate to maintain home working wherever possible. Staff should be reminded that this is the preferred option for promoting necessary social distancing.</p> <p>Where working at the office is deemed necessary shift patterns of working, staggered working and Team isolation will be considered as appropriate.</p>
Security Gate:	<p>Metal Security Gate with padlock. Reduce risk to those opening and closing at start and end of day.</p> <p>Protective Gloves should be worn by any personnel operating the gate & padlock and/or, anti-bacterial wipes used to clean the surfaces prior and after operation (a new wipe on each occurrence).</p> <p>Security and Cleaners should be made aware of the requirements</p>
Building Entry / Exit	<p>Historically the main point of entry/exit for the workplace has been the main front doors. Alternative points exist; a disabled access with emergency push lock; back door leading to the ground floor Kitchen with security shutter; two basement access doors to Studios B1 & B2 both with emergency push lock mechanisms.</p> <p>Revised procedures should be established for staff, see Staff Movement At Work Policy to reduce volume of footfall through the main entry doors.</p>
Door Furniture, Keypad, Shutters & Window Furniture::	<p>Doors, windows and security shutters are constructed of timber with brass door furniture. Shutters have either wooden and steel crossbars or, solely steel throughout the building. The digital coded lock at the entrance, has plastic buttons. Bacteria is known to survive longer on metal surfaces, it may remain active for shorter periods on differing surfaces. Wear can be noted on these surfaces indicating potential transmission hot spots.</p> <p>A revised procedure to be established, see Staff Movement At Work Policy to deal with routine daily operation.</p> <p>Frequent cleaning of hot spots should be undertaken to reduce the risk of transmission.</p>
Reception	<p>The main reception is of reasonable size and height. Protective measures are needed for receptionists and sanitising stations should be reviewed.</p> <p>Where staff are at higher risk of contact with other personnel or, visitors protective screens should be provided for those members of staff.</p> <p>One hand sanitising station should be installed at the Reception with appropriate signage reminding personnel and visitors to clean their hands. This should be installed to the right hand side as close to the entry point but as far away from the receptionists as possible.</p>
Staircase & Handrails	<p>A main central staircase runs between the ground and first floor whilst a secondary staircase serves all floors. Wooden handrails are located to all staircases.</p> <p>A one-way system should be operated between the ground and first floor. The central main staircase should be allocated for downwards travel only, whilst the secondary stairwell is to be used for upwards travel to the first floor, see revised procedures</p> <p>Visual directional signage should be established.</p>

	<p>The handrails must be cleaned daily by cleaning operatives using anti-bacterial cleaning products.</p>
Staircase serving Second Floor & Basement	<p>Access to the basement and second floor is restricted and does not provide any secondary access.</p> <p>Travel between first & second floor or, Ground and basement levels is to be one person at a time. Personnel should vocally confirm their direction of travel, to warn others.</p> <p>The half landing to the second floor is adequately sized to provide a social distancing marker to allow crossing on the stairs, where absolutely necessary, this to be marked on the floor with visual signage reminding staff of the requirement for social distancing. Where the marker is utilised, staff descending must stand in the far corner facing the wall whilst the other person ascends.</p>
Toilets:	<p>Each floor has w.c. provisions with soap and hand sanitisers currently in place. The majority of toilets provision only one occupant which reduces the risk of transmission with adequate cleaning supplies provided.</p> <p>The ground floor gents toilet currently has a potential 3 person occupancy. This should be reduced and maintained to a maximum of two. Cubicle use and one urinal. Staff to be notified accordingly.</p> <p>Staff must be reminded to clean their hands regularly using the supplies provided in these areas. Updated signage to be displayed as a visual reminder. Supplies should be replenished as required and all surfaces cleaned daily.</p>
Shower	<p>A showering facility is provided within the ground floor disabled toilet. For individual staff use.</p> <p>Signage should be displayed reminding staff to clean the shower area after use, leaving the area cleaned and sanitised for the next occupant, particular attention being given to cleansing the showerhead, dials, door and handles.</p> <p>Anti-bacterial products should be made available and regularly replenished.</p>
Kitchens:	<p>Each floor has Kitchen facilities. Areas of risk include cutlery, handles, taps and bottles.</p> <p>Staff are required to use their own cups and any cutlery or, plates must be cleaned immediately after use.</p> <p>Staff must only make a drink for themselves and no one else.</p> <p>Only one member of staff is permitted in the kitchen at any one time., whether adequate social distancing is viable or otherwise.</p> <p>Protective gloves must be worn upon entering the Kitchen to reduce the risk of transmission of bacteria.</p> <p>Kitchens must be cleaned daily by cleaning operatives and anti-bacterial wipes provided to clean surfaces, white goods, water dispensers, etc.</p> <p>Updated signage is required to remind staff of the need to regularly clean hands and to maintain social distancing</p>
Studio's	<p>The current layout of some studio's is not conducive to Social Distancing.</p> <p>New studio layouts to be set out to reduce face to face working.</p> <p>In the event that this cannot be altered, screens should be installed to reduce the risk of transmission.</p>

Light Switches:	<p>Light switches are of a lower risk, generally being operated twice daily. (Turning on and turn off).</p> <p>The switch and plate should be cleaned with anti-bacterial wipes after performing the switching operation to avoid products causing shock. Cleaners should be advised of this requirement if they are the first to enter an area.</p> <p>Personnel should see that that sanitise their hands immediately after following the established guide for hand cleaning. Signage to displayed reminding staff of the technic</p>
Desks:	<p>Staff will maintain their workspace. No hot desking is permitted nor occasional use by others.</p> <p>Social distancing of staff will be required at all times.</p> <p>Equipment provided such as pens, rulers and the general working surface should be cleaned at the start of each working day.</p>
Computer Equipment, Telephones etc.	<p>Each workstation and all associated equipment including keyboards, mouse, telephone, monitors are for the sole use of the individual assigned to that workspace.</p> <p>Surfaces should be cleaned daily by the operative using the equipment, before turning on.</p> <p>The use of printers, copiers and other ancillary equipment should continue to be cleaned occasionally by IT Support and staff reminded to use hand sanitisers after each use.</p>
Other:	

PROTECTION MEASURES

3.1 OPERATIONAL MEASURES

Doors:	<p>The operation of doors should be minimised where possible. The use of doorguards should be maintained to all studios, reducing the need to open and close during a working day.</p> <p>Consideration should be given to rehanging the door between the ground floor hallway and corridor to the toilets and secondary staircase to allow for the door to open to the right. This would allow easier egress for those descending the stairs and also provision the use of a further doorguard to reduce daily operation.</p> <p>Measures must be maintained to clean hot spots to doors during the working day.</p>
Suitability of stairwells.:	<p>Directional signage is required to provide a visual reminder to personnel and visitors of the stairs to be used for ascending and descending.</p> <p>Where, access is restricted. Signage should be displayed reminding personnel to make audible warnings of their approach.</p> <p>Where possible, social distance waiting spot locations should be identified for personnel.</p>
Studios	<p>Due to the implementation of social distancing within the working environment, the previous occupancy levels for the building need to be reviewed. 2metre social distancing measures require implementation with protective screens installed if and when face to face workstations are in place.</p> <p>Where possible, a continuation of home working should be maintained and where necessary an assessment made of the suitability of home working environments should be implemented.</p> <p>Staggered working arrangements to be implemented in conjunction with home working.</p> <p>Protective screens to be installed where social distancing cannot be adequately maintained.</p>
Meeting Rooms	<p>Consideration should be given to the use of the current Meeting Rooms and their location. Whilst in the short-term visitors to the building is likely to be suspended, in the long-term visitors should be restricted to the ground floor thereby reducing transmission potential within the building.</p> <p>In the short term, the use of Meeting Rooms could be utilised for additional operational studios, where IT can support their use.</p> <p>Long term operational consideration should be given to isolating visitors to the ground floor areas only which may require the use of G1 as a Board Room and the first floor meeting room being reconfigured as a studio.</p>

Travel within the Building	<p>It is inevitable that personnel will need to travel through the building to take comfort breaks ETC.</p> <p>Staff are to be encouraged to keep travel within the building to a minimum and see that they maintain social distancing if they do need to make necessary excursions.</p> <p>Wherever possible during breaks staff should reduce interaction with colleagues or maintain social distancing where this is not possible.</p> <p>Wherever possible staff are encouraged to discuss business with their colleagues using internal phone calls whilst remaining at their workstation. Where this is not possible social distancing must be maintained.</p>
Breaks	<p>Normal break times should be addressed to reduce large volumes of personnel using common spaces at the same time.</p> <p>Lunch time intervals should be staggered to reduce the number of personnel entering / leaving the building at any one time.</p> <p>Staff should be encouraged to bring their lunch and drinks from home.</p> <p>Encourage staff to remain on-site and, when not possible, maintaining social distancing while off-site</p> <p>Staff should be encouraged to use the private grounds to relax and maintain their health and wellbeing whilst continuing to maintain social distancing.</p>
Contractor Activities:	<p>Contractors attending the office are required to sign in and are generally met and escorted by a member of staff.</p> <p>To reduce transmission of bacteria contractors should sign in with their own pens. Where this is not possible, the pen provided by us, must be cleaned with anti-bacterial products throughout the day and hand sanitiser provided for use after signing in.</p> <p>During activities within the building, Contractors will be required to follow their own Company protocols whilst adhering to social distancing requirements. Personnel may be asked to vacate an area, if necessary or wear protective face masks during works being undertaken. To reduce the potential of transmission</p>
3.2 MEETINGS	
Meetings	<p>Staff are encouraged to eliminate all meetings either in the office or, away from the office.</p> <p>Staff are encouraged to establish meetings utilising media such as Microsoft Teams, Zoom, Facetime, etc.</p> <p>Where meetings can not be avoided or arranged by alternative means, staff will be required to see that regular cleaning of hands is maintained and social distancing adhered to. A copy of the Company Risk Assessment should be made available to visitors in advance of the meeting by electronic means.</p> <p>Staff are encouraged to see that meeting away from their normal place of work are asked to provide in advance, their COVID-19 Risk Assessment and if they are concerned by any aspects regarding their visit, in advance or following the attendance they should advise the senior management at Hadfield Cawkwell Davidson Limited, in order that their concerns may be addressed.</p> <p>During Meetings all individuals are encouraged to use only their own equipment and avoid sharing</p>

	<p>See that the meeting environment is well ventilated and where possible conduct the meeting outdoors.</p> <p>Hand sanitisers should be made available for use by all attendees and all parties encouraged and reminded to use them.</p>
Travel	<p>Staff are actively encouraged to eliminate all non-essential travel.</p> <p>Where travel to meetings is required, Company Car drivers are encouraged to use their company vehicle at all times and avoid the use of public transport.</p> <p>None Company Car drivers should either arrange to use their own private vehicle, complying with the company's policy for such activities. Where this is not possible a hire car will be supplied by the Company. The driver will be required to follow the hire companies COVID-19 procedures but at minimum will be required to wear protective gloves, wipe the steering wheel, handles, handbrake and gear levers regularly with anti-bacterial wipes.</p> <p>Car sharing with other staff members is not acceptable. Staff are encouraged to use their own means of transport and retain social distancing when away from the vehicle.</p> <p>Where car sharing is unavoidable. Only one passenger could be permitted in a vehicle, seated in the rear nearside seat furthest away from the driver, with both occupants wearing face masks. The passenger will be required to wear protective gloves whilst in the vehicle and must sanitise their hands regularly and immediately following vehicle departure.</p>
3.3 HIGH RISK PERSONNEL	
IT Support	<p>Two members of staff are retained for the provision of IT Support and are classed as keyworkers for the business requiring access to the premises to alleviate any IT issues.</p> <p>Social distancing should be maintained at all times whilst in attendance at the business premises.</p> <p>Where work is required at another staff members workstation which can not be carried out remotely, a replacement keyboard and mouse should be installed alleviating cross transmission to these hardware items.</p> <p>Gloves should be worn at all times together with face covering to reduce bacterial transmission. Upon completion of work, the original hardware should be reconnected and the whole working area together with apparatus should be sanitised.</p>
Extremely Vulnerable:	<p>Personnel who are designated extremely vulnerable should be identified immediately as these individuals are at high risk of infection and should be shielding.</p> <p>These staff members MUST work from home at all times, until Government measures allow this to be relaxed.</p> <p>These individuals as a consequence of home working may feel isolated and excluded from the team. It is important for their mental wellbeing that other members of their team retain regular contact with them and involve them with the day to day work activities.</p>
Vulnerable:	<p>Personnel should be identified as soon as possible and a copy of their NHS or GP letter should be supplied to the Administration Team.</p> <p>These staff members are encouraged to continue to work from home at all times, until Government measures allow this to be relaxed.</p>

	<p>These individuals as a consequence of home working may feel isolated and excluded from the team. It is important for their mental wellbeing that other members of their team retain regular contact with them and involve them with the day to day work activities.</p>
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3.4 EXTERNAL FACTORS	
<p>Travel:</p>	<p>Staff attending the office will be required to commute to their place of work.</p> <p>Social distancing measures remain mandatory.</p> <p>Staff should be encouraged to use their own transport including private vehicle, bicycle, company car or by walking to work.</p> <p>Those using public transport will be required to comply with the rules in place by the Government until measures are relaxed.</p>
<p>Bacteria Control</p>	<p>Supplies of anti-bacterial products, PPE and hand sanitisers will be maintained where supplies permit, so as not to reduce or, prevent NHS and Keyworker supplies.</p>

SAFETY MANAGEMENT

4.1 ARRANGEMENTS FOR COVID-19 MANAGEMENT

Overall responsibility COVID-19 safety:	Simon McDonald and Stewart Mitchell
Co-ordinator:	Simon McDonald
Deputy Co-ordinator	Stewart Mitchell
Procedure for notification of Outbreak.:	Senior Management personnel to be made aware immediately of any staff member indicating symptoms or testing positive to virus. Isolate the working environment and inform those members of staff who have come into direct contact with the infected colleague. Notify Public Health England, or Government Body Task Force appointed. Follow the procedures set out in the Appendix to clean the area.
Communication of Risk Assessment	All employees, Security and Cleaning personnel to be supplied with a copy of the Risk Assessment. Copies to be retained on file and made available on the HCD Intranet, website and electronically dispatched to clients where necessary.
Employee training:	Ad hoc quiz questions used to promote ongoing knowledge.

4.3 INTERNAL MAINTENANCE & ROUTINE INSPECTIONS

Any recommendations made by competent persons in respect of statutory safety inspections should be followed accordingly.

RISK ASSESSMENT RATING SYSTEM

The following simple risk level estimator is loosely based on a more general health and safety risk level estimator of the type contained in BS 8800⁴:

		POTENTIAL CONSEQUENCES OF VIRAL OUTBREAK		
		LOW Limited risk to life safety	MEDIUM Possible risk to life safety	HIGH Significant risk to life safety
LIKELIHOOD OF A VIRAL OUTBREAK	UNLIKELY Very low source of transmission	Trivial Risk	Tolerable Risk	Moderate Risk
	POSSIBLE Presence of bacteria on materials possibly coming into contact with others	Tolerable Risk	Moderate Risk	Substantial Risk
	LIKELY Presence of bacteria which will come into contact with others	Moderate Risk	Substantial Risk	Intolerable Risk

Based on the information obtained and observations made during the assessment, it is considered that the likelihood of a transmission occurring is **LIKELY** and the potential consequences from this are **medium**.

Accordingly, it is considered that the risk is currently **SUBSTANTIAL**.

See the Action Plan on Pages 3 for further information.

RISK LEVEL	ACTION AND TIMESCALE
TRIVIAL	No action is required at this stage.
TOLERABLE	No major additional controls required. Ensure continued communication with relevant persons.
MODERATE	Further action required. Risk reduction measures should be implemented within a defined time period.
SUBSTANTIAL	Urgent action must be taken to reduce the risk.
INTOLERABLE	The building (or relevant area) should not be occupied until the risk is reduced.

⁴ Although the purpose of this section is to place the risk into context, the above approach to risk assessment is subjective, based on the personal opinion of the assessor, and is for guidance only.

Appendix B – Procedure for Putting on Protective Gloves

How to put on protective gloves

1. Wash your hands with soap and water or, hand sanitiser. Dry them well. ...
2. Using your non-dominant hand (the one you do not write with), pick up the glove for your other hand by the cuff. ...
3. Let the glove hang with the fingers pointing downward. ...
4. If the glove does not go on straight, wait to adjust it until you put on the other glove.

Appendix C – Procedure for putting on a Face Mask

How to put on a face mask

1. Clean your hands with soap and water or hand sanitiser before touching the mask.
2. Remove a mask and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top & front.
4. Follow the instructions below for the type of mask you are using.
 - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
 - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
 - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
5. Mould or pinch the edge to the shape of your nose.
6. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
7. Pull the bottom of the mask over your mouth and secure under the chin.

How to remove a face mask

1. Clean your hands with soap and water or hand sanitiser before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
 - *Face Mask with Ear Loops:* Hold both of the ear loops and gently lift and remove the mask.
 - *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
 - *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head.
2. Throw the mask in the bin. Clean your hands with soap and water or, hand sanitiser.

Appendix D: Hand Washing Technique



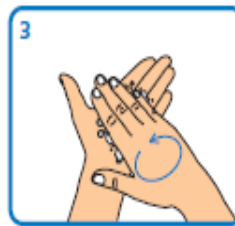
Hand-washing technique with soap and water



1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



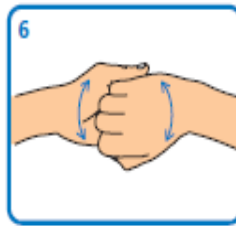
3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



5 Rub palm to palm with fingers interlaced



6 Rub with back of fingers to opposing palms with fingers interlocked



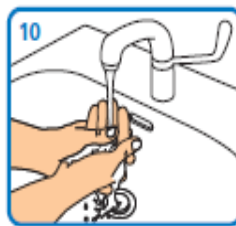
7 Rub each thumb clasped in opposite hand using a rotational movement



8 Rub tips of fingers in opposite palm in a circular motion



9 Rub each wrist with opposite hand



10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel

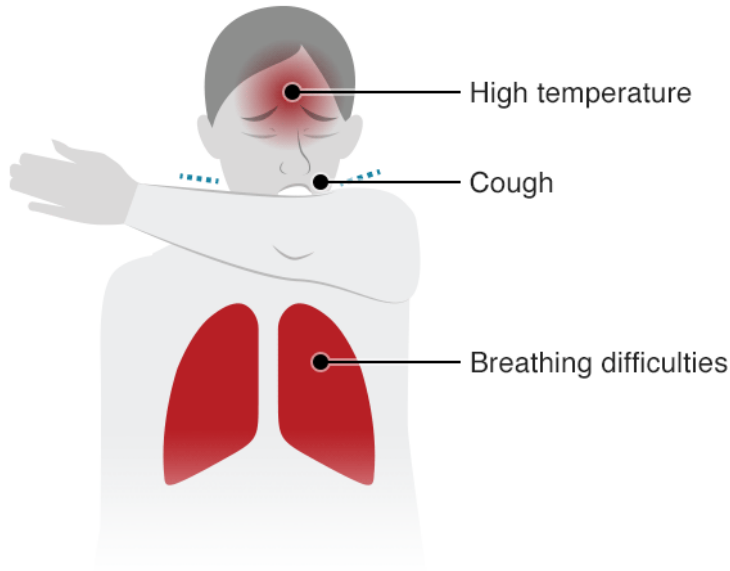


13 Hand washing should take 15–30 seconds



What are the coronavirus symptoms?

Coronavirus: Key symptoms



Source: NHS

BBC

Coronavirus infects the lungs. The two main symptoms are a fever or a dry cough. These can lead to breathing problems and shortness of breathe

The cough to look out for is a new, continuous cough. This means coughing a lot for more than an hour, or having three or more coughing episodes in 24 hours. If you usually have a cough, it may be worse than usual.

You have a fever if your temperature is above 37.8C. This can make you feel warm, cold or shivery.

The US Centres for Disease Control and Prevention has published an expanded list of symptoms which some people may develop:

- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

It takes **five days on average to start showing the symptoms**, but some people will get them much later. The World Health Organisation says the incubation period lasts up to 14 days.

If someone has coronavirus symptoms at work

If someone becomes unwell in the workplace with coronavirus symptoms, they should:

- tell their employer immediately and go home
- avoid touching anything
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible

If the unwell person lives alone, they must self-isolate for 7 days. If they live with others and is the first to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days.

If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.

You can get more advice or help:

- in England, by using the [NHS 111 coronavirus symptom checker](#) or calling 111
- in Scotland, by using the [NHS inform Scotland symptom checker](#)
- in Wales, by using the [NHS Direct Wales symptom checker](#)
- by calling 999, if someone is seriously ill or life is at risk

It's best for the unwell person to use their own mobile phone or computer to access these services.

If someone with coronavirus comes to work

If someone with coronavirus comes to work, the workplace does not necessarily have to close, but they should follow cleaning advice.

What you need to do

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people

- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Appendix E: Public Health England Easy Read Coronavirus





Public Health
England

Protecting and improving the nation's health

Coronavirus (COVID-19)

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

June 2020

	<p>COVID-19 is a new illness. Lots of people call it coronavirus</p> <p>It can affect your lungs and your breathing</p>
	<p>Symptoms of coronavirus are:</p> <ul style="list-style-type: none">• a high temperature• a new cough where you keep on coughing. This means coughing a lot for more than an hour or three or more episodes of coughing in a day• Losing or there being a change to your sense of smell or taste

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

What to do if you or someone you share your home with has coronavirus symptoms



GP Surgery



A&E Hospital



Pharmacy



If you have **any** coronavirus symptoms you should stay at home for **10 days**

Do not go to a GP surgery, pharmacy or hospital **unless** it is an emergency

In an emergency dial **999**

Book a test as soon as possible

To do this visit the **NHS website** or call **119**

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms



If you can, tell the people you have been close to over the last 2 days that you have coronavirus symptoms

Being close to could mean:

Being face to face with someone who is closer than 1 metre (3 feet) from you for **any length of time**



1 metre (3 feet)

This includes things like:

- talking to someone
- coughing on someone



Being within 1 to 2 metres (3 – 6 feet) of someone for **more than 15 minutes**



2 metres (6 feet)

This includes things like

- being in a car with them
- spending time at home with them doing things like cleaning



Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

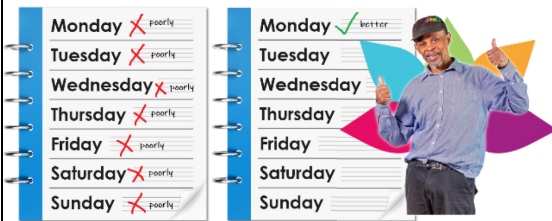
What will happen and what to do if your test shows you have coronavirus



If your test shows you have coronavirus, you will be contacted by text, email or phone and will be asked to provide information about the people you have been close to recently.



After 10 days if you still have a high temperature, you must stay home and away from people until you feel better.



After 10 days if you **only** have a cough and/or loss of sense of taste or smell you don't have to stay home and away from people any more



Everyone else you share your house with must still stay home because they might have caught the virus but not be showing symptoms yet



They must stay at home for **14 days** from the **first** day you felt poorly even if they feel well

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms



Monday ↑
Tuesday ↑
Wednesday ↑ Stay Home
Thursday ↑ Stay Home
Friday ↓
Saturday ↓
Sunday ↓

Monday ↑
Tuesday ↑
Wednesday ↑ Stay Home
Thursday ↑ Stay Home
Friday ↓
Saturday ↓
Sunday ↓

If someone you share your home with has signs of coronavirus you should stay at home for **14 days**

This is whether you have coronavirus symptoms or not

If you then start to have coronavirus symptoms yourself, you should stay at home and not meet up with other people for **10 days** from when your symptoms started



20 Seconds

Everyone should wash their hands for at least 20 seconds

✓ do this lots of times during the day

✓ use soap and water or hand sanitiser (gel)

✓ Always cough and sneeze into a tissue.

✓ Then throw the tissue away and wash your hands.

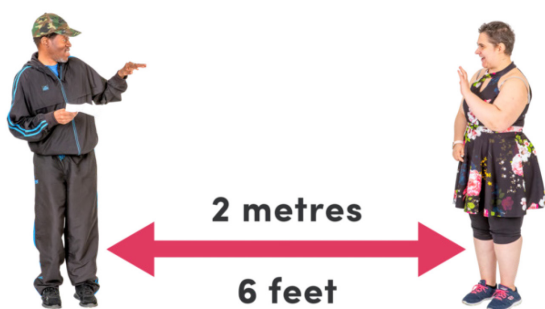
If you have coronavirus symptoms and live with somebody who is more likely to be very poorly from coronavirus



If you need to stay at home and you share your home with:

- someone who is aged 70 or older
- an adult under 70 who is told to get the flu jab for health reasons
- someone who is pregnant
- someone who is very overweight

they should go and stay somewhere else if possible. This is because they are **more likely to be very poorly** from coronavirus. Click [here](#) to read a full list of people more likely to get very poorly.



If that is not possible you should stay at least 2 metres (three steps) away from them as much as you can.



Think about wearing a face covering when you are in the same room as them. You can find out how to make and use a face covering by clicking [here](#).

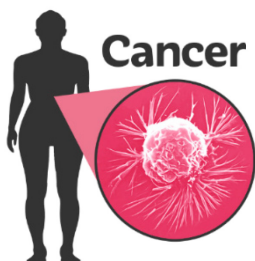
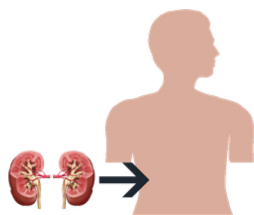
People who are most likely to be very poorly from coronavirus



A small number of people are **most likely to be very poorly** if they catch coronavirus.

They need to do extra things to stop themselves getting coronavirus. They should follow **shielding guidance** for people **most likely to be very poorly**.

Who are most likely to get very poorly from coronavirus?



All people who:

1. have had transplants – like kidney or liver transplants
2. are having treatments for some cancers
3. have long term lung disease
4. were born with conditions that make the body, blood and cells work differently – which might mean they are more likely to get infections

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms



5. taking drugs that reduce the body's responses for fighting infections



6. are pregnant with significant heart disease

Other things everyone should do to try to stop the virus spreading







There are things everyone should do try to do stop the virus spreading






1. Use a different bathroom if possible

If you use the same bathroom clean it each time after you use it. Wipe all surfaces you have touched using strong household cleaner (disinfectant)

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

	<p>2. Use different towels</p>
	<p>3. Do not share a bed, if possible</p>
	<p>4. Do not use the kitchen at the same time</p>
	<p>5. Clean surfaces that you often touch several times a day such as:</p> <ul style="list-style-type: none">• door handles• handrails• remote controls• table tops <p>Use household cleaner (detergent)</p>

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

	<p>6. Use a dishwasher. If this is not possible, wash and dry each person's things separately.</p> <p>Use a different sponge and tea towels for each person</p>
	<p>7. Do not shake dirty washing before putting it in the washing machine.</p> <p>If you do not have a washing machine, wait 3 days after your staying at home period ends before taking it to be washed</p>
	<p>8. Put rubbish such as tissues and disposable wiping cloths into rubbish bags that are tied shut</p> <p>Then put these bags inside a second bag.</p> <p>You should wait 3 days before you put them outside for the rubbish collection</p>

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms



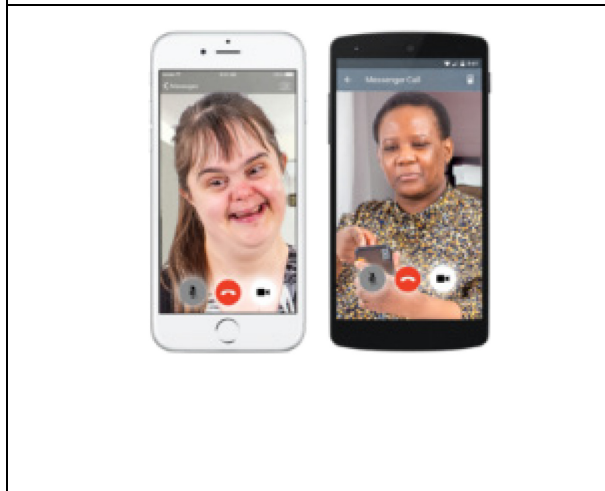
While you are staying at home arrange for food and medication to be delivered

Tell people delivering things to your home to leave them outside and let you know they are there

They must not come into your home



While you are staying at home do **not** use public transport or taxis








While you are staying at home do not allow social visits from friends and family.

Use the phone and social media to keep in touch



Essential carers can continue to visit

Stay at home: what to do if you or someone you share your home with has coronavirus symptoms

Working and getting paid	
	Work from home if you can
 	<p>If you cannot work from home, you do not need a note from your doctor to say you cannot work, but you should let your boss know that you need to stay at home.</p> <p>If your boss asks you for proof that you need to stay at home you can get a certificate to say you are staying at home from NHS 111 online.</p>
 	<ul style="list-style-type: none">• check with your boss if you will be paid while you are staying at home• if you are self-employed you can apply for universal credit (benefits)• If no-one in your family who lives with you is getting sick pay while staying at home, you can apply for universal credit (benefits)

The pictures in this summary are from Photosymbols: <https://www.photosymbols.com/> and <https://www.nsu.govt.nz/pregnancy-newborn-screening/newborn-metabolic-screening-programme-heel-prick-test>