

COVID-19 KEY MESSAGES FOR BUSINESSES CURRENTLY OPERATING AS WELL AS THOSE EMERGING FROM LOCKDOWN

(A) EASING OF RESTRICTIONS AND RELEVANT REGULATIONS

The current roadmap for the easing of restrictions can be found at:

[COVID-19 Response - Spring 2021 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/roadmaps/covid-19-response-spring-2021)

This reflects the legislation, *the Health Protection (Coronavirus, Restrictions)(Steps)(England) Regulations 2021*, which came into force on 29th March 2021:

<https://www.legislation.gov.uk/ukxi/2021/364/contents/made>

(B) RISK ASSESSMENT

(i) General Guidance

Health and Safety at Work etc Act 1974 and Associated Regulations

As an employer/self-employed person you must protect people from harm. This includes taking reasonable steps to protect yourself and others from Coronavirus. This is called a COVID-19 risk assessment and it will help you manage risk and protect people. You must:

- Identify what work activity or situations might cause transmission of the virus;
- Think about who could be at risk;
- Decide how likely it is that someone could be exposed;
- Act to remove the activity or situation, or if this isn't possible, control the risk.

If you have fewer than five employees, you don't have to write anything down, but it might help if you do. Below is an example COVID-19 risk assessment, together with a risk assessment template.

General information on making your workplace COVID secure during the Coronavirus pandemic can be found on the Health and Safety Executive's website at: [Coronavirus: latest information and advice - HSE news](https://www.hse.gov.uk/coronavirus/)

General advice on risk assessment during the Coronavirus (Covid-19) pandemic can be found at [Risk assessment - Working safely during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/risk/)

(ii) Specific Guidance

Your risk assessment must be tailored to your workplace and in addition to reflecting the above guidance, should take into account the sector specific guidance found at:

[Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

The following are key considerations when undertaking a risk assessment and identifying appropriate measures to take:

- **C (Clean) Clean more often** – this includes increasing the frequency of cleaning of those objects and surfaces such as doors/handles, counters as well as toilet facilities. Use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Provide hand sanitiser in multiple locations in your premises (in addition to washrooms) for staff/visitors and customers. Avoid the use of shared objects where possible; ensure staff have their own work equipment;
- **O (Operate a strict policy) Remind your customers to wear face coverings** in any indoor space or where required to do so by law, unless they have a medical exemption. You must take all reasonable steps to ensure customers are aware they are required to wear a face covering – such as displaying a notice. See link to notices below. **Turn people with Coronavirus symptoms away** – if a customer/member of staff has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating. You must effectively manage cases or suspected cases of COVID-19 within your workplace to prevent spread and ensure contact tracing is thorough. Close contacts of cases must isolate for 10 days from their last contact with the case. NOTE: A negative test does not override the need to isolate;
- **V (Ventilate) - Consider ventilation** – adequate ventilation reduces how much virus is in the air. Increase ventilation through opening doors and windows to naturally ventilate the premises and running fresh air ventilation systems at all times;
- **I (Inform) Keep staff and customers/visitors informed and reassured through Information, instruction, training** – ensure that staff are clear on the controls in place and the correct use of face coverings (see link below) but ensure you communicate and reassure them. Ensure your own employees are following the rules. Well placed, clear signage will reassure customers and help them to comply;
- **D (Distance) Make sure everyone is social distancing** – by restricting the number of persons in your premises and providing floor markings within the premises to assist with social distancing at receptions and whilst queueing etc. Look to introduce one way systems where possible;

(C) OTHER MATTERS TO CONSIDER

To identify all appropriate controls within your business ensure you have considered fully the sector specific guidance and make sure you consider the safe use of all parts of your premises, including canteens, toilets, changing rooms and locker areas

etc. In addition, if your premises has been closed for some time, there may be other matters for you to consider such as: -

- the risk of Legionella within your hot and cold water systems. [Legionella risks during the coronavirus pandemic - HSE news](#);

- the thorough examination of lifting equipment or servicing of work equipment may be overdue – make sure equipment is safe to use and your business is compliant;

- If your premises has a suspended fibrous plaster ceiling, when was it last inspected and is it safe?

- If you have coin operated children's rides on your premises – are they still safe. If they have been repositioned could they cause entrapment?

Sources of information/Guidance

1. COVID - 19 Posters

[Wakefield First | Business Support and Economic Inward Investment](#)

2. HSE Example of a COVID-19 Risk Assessment

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>



ExampleCovid19RiskAssessment.pdf

3. HSE Risk Assessment Template

[Risk assessment: Template and examples - HSE](#)



risk-assessment-template.odt

4. [COVID-19 Vaccination - Wakefield Council](#)

5. [NHS Test and Trace in the workplace - GOV.UK \(www.gov.uk\)](#)

6. For further advice/support for managing cases of COVID-19, contact healthprotection@wakefield.gov.uk

7. [Guidance Note 20 – Suspended Fibrous Plaster Ceilings - Association of British Theatre Technicians \(abtt.org.uk\)](#)