

STAYING COVID-19 SECURE

NAVIGATE A SAFE RETURN TO WORK

Introduction

The Covid-19 pandemic has introduced a range of challenges for businesses with many restrictions on normal operations. Now, as the focus begins to return to work, there are new challenges to face.

In order for your business to safely reopen requires numerous important considerations. Your senior management team and employees must be prepared to implement your updated policies and procedures and introduce improved best practise measures covering: - hygiene, safety, maintenance, regulatory inspections, are just some of the technical and demanding issues that you are required to manage.

James Hallam Risk Management (JHRM) are able to provide industry specific expertise to help you along this journey. Our unique risk management service will enable your company to get back to business safely and in the knowledge that you are complying with legislative and industry specific best practise.

JHRM will work with your management team to assess your Covid-19 readiness to reopen your premises, with confidence that you can sign and display the UK Governments Covid-19 Secure Declaration onsite and publicise on your website.

We recognise that reopening your business and remaining Covid-19 Secure is complicated and can be difficult to maintain as the situation is constantly changing. In some cases there are local government regulations to comply with and JHRM will evolve our risk management services as required to ensure compliance.

We will work with your management team to help you through these unprecedented times!

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

Five Steps To Achieve Safer Working Together Covid-19 Secure Premises.

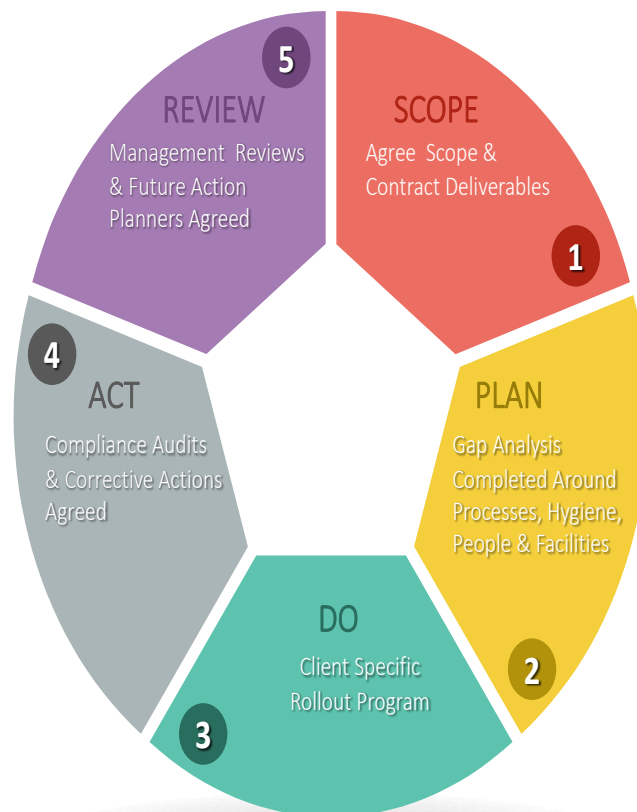
JHRM's team of experienced risk managers will work with your management team to ensure you reach the Covid-19 Secure standard.

Upon successful completion, JHRM Risk Managers will recommend that senior management team sign and prominently display the UK Government Covid-19 Secure Declaration, with recommendations to maintain regular reviews to ensure ongoing compliance.

This will provide assurance to stakeholders, employees, contractors and ultimately your customers that your business is safe!

THE COVID-19 SECURE PREMISES

5 STEP RISK ASSESMENT PROCESS



NAVIGATING A SAFE RETURN TO WORK

5 Steps Co-vid Secure Risk Assessment Process

Step 5- Upon successful completion of steps 1-4, JHRM Risk Manager will recommend that senior management authorise/sign and prominently display UK Government Covid-19 Secure Premises statement. It is recommended that the senior management team complete regularly reviews to maintain compliance

Step 4- On completion of gap analysis and site inspections , JHRM Risk Managers will determine a compliance rating and corrective actions, with relevant guidance to ensure your business meets either legal compliance or UK government best practise.



Step 1- An experienced JHRM Risk Manager will oversee the project and will complete a meeting with your senior management team to ensure we cover the following points:

- Define the scope including priority areas and specific sites to be included.
- Agree auditing and sampling criteria.
- Agree project support templates.\
- Agree conditions of project deliverables.

Step 2- Gap analysis audit completed to establish your company readiness for establishing a Safe Return To Work.

Audit will review some of the following: policy checks, hygiene and cleaning risk assessments, social distance procedures, PPE requirements, regulatory inspections, maintenance procedures, employee and task specific risk assessments.

Step 3 – Site sampling of your sites and premises completed, taking into account regional specific transmission risks such as geography, company risk profile, size of company, number of employees, use of contractors, others and public interaction

UK Government Covid-19 Secure Premises Statement

The UK Government has issued Covid-19 “Secure” guidance on working safely across various industry sectors, which are, at present, able to open and where employees cannot work from home. The guidelines outline practical steps for employers to take, including carrying out Covid-19 risk assessments, in consultation with employees and trade unions.

Included within these guides are a notice which employers can review, authorise and display in the workplace to show employees, customers and other visitors, that they have followed this guidance.

<https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure.pdf>

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About Us

James Hallam Risk Management remain open during these unprecedented times, we provide advice to business small and large across the length and breadth of the UK. Whilst we are large enough to provide extensive range of risk management related services, we are small enough to provide a friendly and personal service that meets your company specific needs.

Please feel free to contact us to discuss the contents of this guidance document or discuss any other business risk management support or advice you may require.

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