

## Larkrise Farm

### Working Safely during COVID-19

<b>Objective</b>	<b>Considerations</b>	<b>Decisions and Control Measures</b>
<p><b>Section 1: Thinking about risk</b></p> <p>That all employers carry out a COVID-19 risk assessment.</p>	<p>COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and businesses should consider the risks of COVID-19. As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.</p> <p>You must make sure that the risk assessment for your business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. You should also consider the security implications of any decisions and control measures you intend to put in place, as any revisions could present new or altered security risks that may require mitigation. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you have fewer than five workers, or are self-employed, you don't have to write anything down as part of your risk assessment. Your risk assessment will help you decide whether you have done everything you need to.</p>	<p>This document will be the basis of the farm's Covid-19 risk assessment, it will be shared with all members of staff, stakeholders and made available on the farm's website.</p> <p>Procedure and training will be put in place through the risk assessment to ensure that a high level of hygiene and social distancing is maintained throughout the farm site by all.</p>

	<p>There are interactive tools available to support you from the Health and Safety Executive (HSE) at <a href="https://www.hse.gov.uk/risk/assessment.htm">https://www.hse.gov.uk/risk/assessment.htm</a>.</p> <p>Employers have a duty to consult their people on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that you take their health and safety seriously. You must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by workers. As an employer, you cannot decide who the representative will be.</p> <p>Where the enforcing authority, such as the HSE or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they are empowered to take a range of actions to improve control of workplace risks. <b>Where serious breaches are identified HSE and Local Authorities have a range of measures they can take to ensure compliance. These include sending letters, serving improvement notices and prohibition notices and in cases where significant breaches are identified then prosecutions can be brought.</b></p> <p>Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are re-</p>	
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<p><b>1.1 Managing Risk:</b> To reduce risk to the lowest reasonably practicable level by</p>	<p>quired to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the government and their sector bodies to protect their workers and the public. However, regulators are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.</p> <p>Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.</p> <p>Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means protecting the health and safety of your workers and visitors by working through these steps in order:</p> <ol style="list-style-type: none"> <li>1. Ensuring both workers and visitors who feel unwell stay at home and do not attend the premises. By law from the 28 September businesses may not require a self-isolating employee to come into work.</li> </ol>	<p>All those employed at the farm or attend are to follow the Government and NHS guidelines for self-isolating. <a href="https://www.nhs.uk/conditions/coronavirus-covid-">https://www.nhs.uk/conditions/coronavirus-covid-</a></p>
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<p>taking preventative measures, in order of priority.</p>	<ol style="list-style-type: none"> <li>2. In every workplace, increasing the frequency of handwashing and surface cleaning.</li> <li>3. Businesses and workplaces should make every reasonable effort to ensure their employees can work safely. From 1st August, this may be working from home, or within the workplace if COVID-19 Secure guidelines are followed closely. When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable).</li> <li>4. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations.</li> </ol> <p>Further mitigating actions include:</p> <ol style="list-style-type: none"> <li>a. Further increasing the frequency of hand washing and surface cleaning.</li> <li>b. Keeping the activity time involved as short as possible.</li> <li>c. Using screens or barriers to separate people from each other.</li> <li>d. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>e. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> </ol>	<p><a href="#">19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p>
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	<p>5. Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <p>6. You should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible.</p> <p>7. If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.</p> <p>8. If your building has been unoccupied for a period during any lockdowns, consider <a href="#">legionella risk and HSE advice</a>.</p>	
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	<p>It is also important that people from different households or support bubbles meeting in a single group remain socially distanced. <a href="#">Read further information on social contact rules, social distancing and the exemptions that exist.</a> These rules will not apply to workplaces or education settings, alongside other exemptions.</p> <p>The recommendations in the rest of this document are ones you must consider as you go through this process. You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions.</p> <p>If you are currently operating, you will already have carried out an assessment of the risks posed by COVID-19 in your workplace. Use this document to identify any further improvements you should make. You must review the measures you have put in place to make sure they are working. You should also review them if they may no longer be effective or if there are changes in the workplace that could lead to new risks.</p> <p>You must share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your website (and we would expect all businesses with over 50 workers to do so). We would expect all businesses to demonstrate to their workers and customers that they have properly assessed their risk and taken appropriate measures to mitigate this. You should do this by displaying a notification in a prominent place in your business and on your website, if you have one.</p>	
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<p><b>1.2 Sharing the results of your risk assessment</b></p>		
<p><b>Section 2: Who should go to work or attend the farm:</b></p> <p>Employers should ensure workplaces are safe whilst also enabling working from home.</p> <p>It is recognised that the nature of work in this environment will make it difficult for many workers to work remotely or from home.</p>	<p>Anyone who can work from home should do so. Anyone else who cannot work from home should go to their place of work. The risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely. Employers should consult with their employees to determine who needs to come into the workplace. Extra consideration should be given to those people at higher risk. When employers consider that workers should come into their place of work then this will need to be reflected in the COVID-19 workplace risk assessment and actions taken to manage the risks of transmission in line with this guidance.</p> <ol style="list-style-type: none"> <li>1. Considering the maximum number of people who can be safely accommodated on site.</li> <li>2. Monitoring the wellbeing of people who are working from home and helping them stay connected to those operating in an outdoor environment,</li> </ol>	<p>Those who are extremely clinically may attend the farm if the county is in tier one, two or three.</p> <p>School aged children will attend the farm in line with current guidelines.</p> <p>Volunteers may attend the farm in tier one and two.</p> <p>Those members of staff who have been identified to work from home will receive regular contact from the management team to give support.</p> <p>All members of staff if on furlough will regularly receive phone calls from the management team to give support, staff have also been made aware of the free confidential staff counselling helpline for them to access, staff have also set up a WhatsApp group called Work Lot were they regularly keep in touch.</p>

<p><b>2.1 Protecting people who are at higher risk:</b> To support those who are at a higher risk of infection and/or an adverse outcome if infected.</p> <p><b>Tiering and the clinically extremely vulnerable</b></p>	<p>especially if the majority of their colleagues are on-site.</p> <ol style="list-style-type: none"> <li>3. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>4. Providing equipment for staff working from home safely and effectively i.e. remote access to work systems.</li> </ol> <p>The Public Health England report '<a href="#">Disparities in the risk and outcomes of COVID-19</a>' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. <a href="#">Read the progress update reports</a>.The Public Health England report</p> <p>The higher-risk groups include those who:</p> <ul style="list-style-type: none"> <li>• are older males</li> <li>• have a high body mass index (BMI)</li> <li>• have health conditions such as diabetes</li> <li>• are from some Black, Asian or minority ethnicity (BAME) backgrounds.</li> </ul> <p>You should consider this in your risk assessment.</p> <p><a href="#">Advice to clinically extremely vulnerable individuals on attending work differs depending on which Tier their local area is in. See the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable</a>.</a></p>	<p>Staff or students who are classed as clinically extremely vulnerable will have an individual COVID risk assessment to determine whether the level of risk is acceptable for them to attend the farm which may mean they will be placed in an individual bubble. <b>Those who are extremely clinically may attend the farm if the county is in tier one, two or three.</b></p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>
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	<p>In Tier 1: Medium alert and Tier 2: High alert, clinically extremely vulnerable individuals are advised to work from home where possible but can still attend work if they cannot work from home.</p> <p>In Tier 3: Very High alert, clinically extremely vulnerable individuals are strongly advised to work from home, but can still attend work if they cannot work from home. Employers should consider whether clinically extremely vulnerable individuals can take on an alternative role or change their working patterns temporarily to avoid travelling during busy periods.</p> <p>In Tier 4: Stay at Home, clinically extremely vulnerable individuals are strongly advised to work from home. If you cannot work from home, then you should not attend work. Employers should consider whether clinically extremely vulnerable individuals can take an alternative role, or change their working patterns temporarily to enable them to work from home. Where that is not possible, employers should not require individuals to attend work, but have a conversation about alternative arrangements including consideration of the use of the <a href="#">Coronavirus Job Retention Scheme (furlough)</a>.</p> <ol style="list-style-type: none"> <li>1. Providing support for workers around mental health and wellbeing. This could include advice or telephone support.</li> </ol>	<p>Staff and Students who are classed as clinically vulnerable will have an individual COVID risk assessment to determine whether the level of risk is acceptable for them to attend the farm.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a></p> <p>Staff have been made aware of the free confidential staff counselling helpline for them to access, staff have also set up a WhatsApp group called Work Lot were they regularly keep in touch.</p>
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<p><b>2.2 People who need to self-isolate:</b></p> <p>To make sure individuals who are advised to stay at home under <a href="#">existing government guidance</a> to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a <a href="#">support bubble</a> with someone who has symptoms and those who are advised to self-isolate as part of <a href="#">NHS Test and Trace service</a>.</p>	<ol style="list-style-type: none"> <li>2. See current guidance for advice on who is in the <a href="#">clinically extremely vulnerable and clinically vulnerable groups</a>.</li> <li>1. Enabling workers to work from home while self-isolating if appropriate.</li> <li>2. By law employers must not knowingly require or encourage someone who is being required to self-isolate to come to work.</li> <li>3. See current guidance for employees and employers relating to statutory pay due to COVID-19. <a href="#">employees employers</a></li> <li>4. Ensuring any workers who have symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia - however mild, should self-isolate for at least 10 days from when the symptoms started. Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. This only applies to those who begin their isolation on or after 30 July.</li> <li>5. <b>Ensuring any workers who are contacts of individuals who test positive for COVID-19 self-isolate for a period of 10 days. Contacts will need to self-isolate for 10 days from the day after contact with the individual who tested positive has taken place.</b></li> <li>6. See the <a href="#">guidance for people who have symptoms and those who live with others who have symptoms</a>.</li> </ol>	<p>Members of staff will be made aware of the government guidance for self-isolating and if appropriate will be supported to work from home if not they will be placed on statutory sick.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>If members of staff or students are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus they are to <b>self-isolate for 10 days</b> they will not be permitted to attend the farm, staff will be placed on statutory sick.</p> <p>Contact details will be taken each day of those who attend or visit the farm, these details will be kept for a period of 21 days.</p> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></p> <p>All members of staff and users of the farm are to follow the Covid-19 flow table for the actions to be taken by them and the farm concerning a situation with Covid-19.</p>
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<p><b>2.3 Equality in the workplace:</b> To make sure that nobody is discriminated against.</p> <p>In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.</p> <p>It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, race or ethnicity.</p> <p>Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.</p>	<p>7. Ensuring any workers who have been contacted by NHS Test and Trace follows the requirement to self-isolate. See the <a href="#">guidance for those who have been in contact with, but do not live with, a person who has tested positive for COVID-19.</a></p> <ol style="list-style-type: none"> <li>1. Understanding and taking into account the particular circumstances of those with different protected characteristics.</li> <li>2. Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.</li> <li>3. Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equality's legislation.</li> <li>4. Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.</li> <li>5. Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.</li> </ol>	<p>The farm will continue to follow the Equality Policy already in place to ensure all are treated equally.</p> <p>Where adjustments have been or will be made to the working practices due to COVID-19, the management team will communicate these changes to members of staff and assess whether the changes are appropriate and do not put them at further risk.</p>
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<p><b>Section 3: Social distancing at the farm:</b> Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including arriving at and departing from work, while in work and when travelling between sites.</p>	<ol style="list-style-type: none"> <li>1. You must maintain social distancing in the workplace wherever possible.</li> <li>2. <b>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.</b> <p>Mitigating actions include:</p> <ol style="list-style-type: none"> <li>a. Further increasing the frequency of hand washing and surface cleaning.</li> <li>b. Keeping the activity involved as short as possible.</li> <li>c. Using screens or barriers to separate people from each other.</li> <li>d. Using back-to-back or side-to-side working (rather than face-to-face whenever possible).</li> <li>e. Reducing the number of people each person has contact with by using fixed teams or partnering, (so each person works with only a few others).</li> </ol> </li> <li>3. Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff.</li> <li>4. Social distancing applies to all parts of the farm, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens, and similar settings. These are often the</li> </ol>	<p>To ensure those on the farm maintain/aid social distancing the following will apply:</p> <ul style="list-style-type: none"> <li>• Markings on the floor showing 2 metre distancing.</li> <li>• Directional floor arrows showing the flow of people traffic, see the farms floorplan.</li> <li>• Work zones with small workgroups (bubbles) will be identified.</li> <li>• The workday will be broken into 3 work sessions to reduce the time workgroups are working together (early am, late am and pm)</li> <li>• Activities will only take place if social distancing can be achieved.</li> <li>• Bubbles will keep 2 metres away from other bubbles.</li> <li>• Aim for activities to be done outside were possible.</li> </ul>
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<p><b>3.1 Coming to and leaving the farm/site:</b> To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.</p> <p><b>3.2 Moving around buildings and the site:</b></p>	<p>most challenging areas to maintain social distancing and <b>workers should be specifically reminded.</b></p> <ol style="list-style-type: none"> <li>1. Staggering arrival and departure times at the farm to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</li> <li>2. Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.</li> <li>3. Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty. Reducing congestion, for example, by having more entry points to the workplace.</li> <li>4. Reducing congestion, for example, by having more entry points to the workplace.</li> <li>5. Using markings and introducing one-way flow at entry and exit points.</li> <li>6. Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.</li> <li>7. Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.</li> <li>8. See <a href="#">government guidance on travelling to and from work</a>.</li> <li>1. Reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of</li> </ol>	<p>The management team are to stagger staff arrival time to reduce crowding at the main entrance. Students are to arrive between 9.00 to 9.30am the management team are to produce a detailed rota for arrival and departure for individual staff and students.</p> <p>Students arriving by taxis provided by Passenger Transport are to follow the guidance given by them when travelling in the taxi.</p> <p>Staff on arrival are to park to the front of the farm and use the main entrance, once in the building wash hands. Departure from the farm will be the reverse.</p> <p>Students on arrival are to be dropped off to the area to the right of the main gate , they will be greeted by a member of staff and taken through the two side gates to the wash station in the yard to wash hands then into the main barn to the changing area at the far end of the barn. The departure from the farm will be the reverse.</p>
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<p>To maintain social distancing wherever possible, while people travel through the workplace.</p>	<p>telephones where permitted, and cleaning them between use.</p> <ol style="list-style-type: none"> <li>2. Reducing job rotation and equipment rotation, for example, single tasks for the day.</li> <li>3. Implementing one-way systems where possible on walkways around the workplace.</li> <li>4. Using signage such as ground markings or being creative with other objects to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), to allow controlled flows of people moving throughout the site.</li> <li>5. Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles.</li> <li>6. Separating sites into working zones to keep different groups of workers physically separated as much as practical.</li> <li>7. Planning site access and 'area of safety' points to enable social distancing.</li> <li>8. Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.</li> <li>9. Managing use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.</li> </ol>	<p>To ensure those on the farm maintain/aid social distancing the following will apply:</p> <ul style="list-style-type: none"> <li>• Markings on the floor showing 2 metre distancing.</li> <li>• Directional floor arrows showing the flow of people traffic, see the farm floor plan.</li> <li>• Work zones with small workgroups (bubbles) will be identified.</li> <li>• The workday will be broken into 3 work sessions to reduce the time workgroups are working together (early am, late am, and pm)</li> <li>• Bubbles will keep 2 metres away from other bubbles.</li> </ul>
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<p><b>3.3 Making the main workplace safe for people who work statically:</b> To maintain social distancing between people who work in one place.</p> <p>It is recognised that in outdoor workplaces it might be rare to have a fixed or static place of work. However, there may be some situations where this is the case.</p> <p>For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.</p> <p>If it is not possible to ensure workstations comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), then</p>	<ol style="list-style-type: none"> <li>1. Reviewing layouts to allow people to work further apart from each other.</li> <li>2. <b>Avoiding people working face to face. For example, by working side-by-side or facing away from each other.</b></li> <li>3. <b>Using screens to create a physical barrier between people.</b></li> <li>4. Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.</li> </ol>	<p>Only two members of staff are to use the Accounts Office, Education Office, Reception Office and the Barn Office at one time, where possible with the doors and windows open for added ventilation. If someone needs to see a member of staff in a particular office this should be done from the door, if confidential then move to the portacabin where you will be able to achieve social distance. If that is not possible then entrance to the office is permitted but only for short periods of time and try to keep apart. See Annex A: Safe System of Work for Offices.</p> <p>Only one member of staff is to use the kitchen and two members of staff to use the staffroom at anyone times.</p>
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<p>businesses should consider whether that activity needs to continue for the business to operate, and if so take all mitigating actions possible to reduce the risk of transmission.</p> <p><b>3.4 Meetings:</b> To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p> <p><b>3.5 Common areas:</b> To maintain social distancing while using common areas.</p>	<ol style="list-style-type: none"> <li>1. Using remote working tools to avoid in-person meetings.</li> <li>2. Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</li> <li>3. Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.</li> <li>4. Providing hand sanitiser in meeting rooms.</li> <li>5. Holding meetings outdoors or in well-ventilated rooms whenever possible.</li> <li>6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.</li> </ol> <ol style="list-style-type: none"> <li>1. Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms</li> <li>2. Using safe outdoor areas for breaks.</li> </ol>	<p>If there is need for a face to face meeting of more than two people, the meeting is to take place outside in the yard if possible, if not the barn area is permitted remembering to keep 2 metres apart.</p> <p>Breaks where possible, will be taken outside limiting two people to a bench, see Annex C: Safe System of Work for the Staffroom, also see Annex B: Safe System of Work for the Kitchen.</p>
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<p><b>3.6 Accidents, security and other incidents:</b> To prioritise safety during incidents.</p> <p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures</p>	<ol style="list-style-type: none"> <li>3. Creating additional space by using other parts of the workplace freed up by remote working.</li> <li>4. Providing packaged meals or similar to avoid fully opening staff canteens, where possible.</li> <li>5. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>6. Encouraging workers to remain on-site during working hours and, when not possible, maintaining social distancing while off-site.</li> <li>7. Considering use of social distance marking for common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.</li> </ol> <ol style="list-style-type: none"> <li>1. Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.</li> <li>2. Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.</li> <li>3. Following <a href="#">government guidance on managing security risks</a>.</li> </ol>	<p>Students and staff are to provide their own meals which should be eaten on site</p> <p>Staff are asked to remain on site during breaks.</p> <p>Normal procedures are to be followed remembering to involve the minimum amount of people as safe to do so, try to keep apart where possible, after the incident following the sanitation control measures.</p> <p>Added to the first aid equipment will be a Covid-19 pack which will contain:</p> <ul style="list-style-type: none"> <li>• Gloves</li> <li>• Face Covering</li> <li>• Face shields</li> <li>• Disposable bags</li> </ul> <p>Fire evacuation drills are to be suspended until further notice, staff and students are to be reminded of the evacuation drill and location of the assembly area.</p>
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<p>immediately afterwards including washing hands.</p>		
<p><b>Section 4: Managing customers, visitors, and contractors:</b></p> <p><b>4.1 Manage contacts:</b> To minimise the number of unnecessary visits to the farm site.</p> <p><b>4.2 Providing and explaining available guidance:</b> To make sure people understand what they need to do to maintain safety.</p>	<ol style="list-style-type: none"> <li>1. Where farm site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>2. Encouraging visits via remote connection/working where this is an option.</li> <li>3. Limiting the number of visitors at any one time.</li> <li>4. Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.</li> <li>5. Maintaining a record of all visitors.</li> <li>6. Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the site.</li> </ol> <ol style="list-style-type: none"> <li>1. <b>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.</b></li> <li>2. Establishing host responsibilities relating to COVID19 and providing any necessary training for people who act as hosts for visitors.</li> <li>3. Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</li> <li>4. <b>Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses, including with landlords and other tenants.</b></li> </ol>	<p>The farm will remain closed to the general public EAL, RDA and Farm Club, only visits by appointment will be permitted.</p> <p>Those who are taking an appointment are to explain the procedures we have in place.</p> <p>To limit numbers on site, deliveries are to be arranged when students are not on site.</p> <p>A sign at the main entrance to explaining the farm is closed to the general public, deliveries are to be left outside the main entrance in the blue box, unless it is delivery of food stock then this is to be taken straight to barn/storage area, these types of deliveries are to be arranged after students have arrived and before they leave at the end of the day.</p>

	<ol style="list-style-type: none"> <li>5. Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification.</li> <li>6. Ensuring information provided to visitors, such as advice on the location or size of queues, does not compromise their safety.</li> </ol>	
<p><b>Section 5: Cleaning the farm site</b></p> <p><b>5.1 Before reopening:</b> To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <p><b>5.2 Keeping your workplace clean:</b> To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	<ol style="list-style-type: none"> <li>1. Conducting a risk assessment for all sites, or part of sites, that have been closed, before restarting work.</li> <li>2. Carrying out cleaning procedures and providing hand sanitiser, before restarting work.</li> </ol> <ol style="list-style-type: none"> <li>1. Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</li> <li>2. Frequent cleaning of objects and surfaces that are touched regularly, including buckets, site equipment and control panels, and making sure there are adequate disposal arrangements for cleaning products.</li> <li>3. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</li> <li>4. Sanitisation of all hand tools, controls, machinery and equipment after use.</li> <li>5. If you are cleaning after a known or suspected case of COVID-19 then you should refer to the <a href="#">specific guidance</a>.</li> <li>6. Providing extra non recycling bins for workers and visitors to dispose of single use face coverings</li> </ol>	<p>Before students were permitted back on site the contracted cleaner conducted a deep clean in the communal areas focusing on frequently touched surfaces:</p> <ul style="list-style-type: none"> <li>• Desktops and all work surfaces</li> <li>• Doorknobs and door handles</li> <li>• Light switches and dimmer switches</li> <li>• Computer monitors, keyboards, mice</li> <li>• Tablets and laptops</li> <li>• Telephone equipment</li> <li>• All chair rests and arms</li> <li>• Canteen tables and chairs, crockery, trays and cutlery</li> <li>• Sinks, taps and kitchen areas</li> <li>• Toilets, including all surfaces</li> </ul> <p>Cleaning in non-healthcare settings.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Staff and students are required to frequently wipe their work areas down and keep work zones clear of rubbish.</p>

<p><b>5.3 Hygiene – handwashing, sanitation facilities and toilets:</b> To help everyone keep good hygiene through the working day.</p>	<p>and PPE. You should refer to <a href="#">guidance for information on how to dispose of personal or business waste</a>, including face coverings and PPE.</p> <ol style="list-style-type: none"> <li>1. Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site.</li> <li>2. Using 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.</li> <li>3. Providing regular reminders and signage to maintain hygiene standards.</li> <li>4. Providing hand sanitisers in multiple locations in addition to washrooms.</li> <li>5. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>6. Enhancing cleaning for busy areas.</li> <li>7. Special care should be taken for cleaning of portable toilets.</li> </ol>	<p>Increase the cleaning hours of the contracted cleaner so the farm is cleaned every working day once the students have finished for the day, focusing on frequently touched surfaces.</p> <p>Provide a non-recycling bin for disposable face coverings and gloves.</p> <p>As part of the cleaning process after a known or suspected case of Covid-19 the farm will consider whether there is a need for fogging to take place.</p> <p>Increase to six wash stations for hand washing to be located in the classroom, main barn, West Ashton Meadow and the yard, plus six sanitiser units in the field areas.</p> <p>Staff and students are to wash their hands-on arrival at the farm and frequently throughout the day for a period of 20 seconds each time, staff will also be provided with a personal hand sanitiser</p> <p>All are encouraged to catch coughs and sneezes with disposable tissues then throw used tissues away and then wash hands, if they don't have a tissue then use their sleeve.</p> <p>Toilets are to be wiped down after each use and cleaned by the cleaner in the evening.</p>
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<p><b>5.4 Changing rooms and showers:</b> To minimise the risk of transmission in changing rooms and showers.</p> <p><b>5.5 Handling equipment, materials, waste, and onsite vehicles:</b> To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.</p>	<ol style="list-style-type: none"> <li>8. Providing more waste facilities and more frequent rubbish collection.</li> <li>9. Providing hand drying facilities – either paper towels or electrical dryers.</li> <li>10. Keeping the facilities well ventilated, for example by fixing doors open where appropriate.</li> </ol> <ol style="list-style-type: none"> <li>1. Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.</li> <li>2. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.</li> </ol> <ol style="list-style-type: none"> <li>1. Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.</li> <li>2. Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.</li> <li>3. Regular cleaning of vehicles that workers may take home.</li> <li>4. Regular cleaning of reusable delivery boxes.</li> </ol>	<p>The barn door leading to the yard, office doors the doors leading to the classroom and barn on the main site are to be kept opened if possible, for added ventilation.</p> <p>Each bubble has been allocated their own changing/storage areas to achieve Social Distancing; lockers are to be left open.</p> <p>All tools are to be wiped down before and after use, where possible allocate staff and students with their own tools throughout the week which should be coloured coded.</p> <p>Only the farm manager is to use the farm vehicle which is to be wiped down after before and after each use.</p>
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	<p>A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.</p> <p>Face coverings are mandatory on public transport and will be mandatory in a number of indoor premises.</p> <p>People are also encouraged to wear face coverings in enclosed public spaces where there are people they do not normally meet. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and before and after taking them off.</p> <p><a href="#">Find further detail on when and where to wear face coverings.</a></p> <p>Some people don't have to wear a face covering including for <a href="#">health, age or equality reasons</a>.</p> <p>Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p>	<ul style="list-style-type: none"> <li>• Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> </ul> <ul style="list-style-type: none"> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> <li>• Practise social distancing wherever possible.</li> </ul> <p>Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.</p>	
<p><b>Section 7 Managing your workforce:</b></p> <p><b>7.1 Shift patterns and outbreaks</b></p> <p><b>7.1.1 Shift patterns and working groups</b> To change the way work is organised to create distinct groups and reduce the number of contact each worker has.</p>	<ol style="list-style-type: none"> <li>1. As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.</li> <li>2. Identifying areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and finding ways to remove direct contact, for example, by using drop-off points or transfer zones.</li> <li>3. For those workers who are required to travel and stay away from home in onsite accommodation, creating fixed groups of workers so that where</li> </ol>	<p>Where possible staff and students are to be put in the same small workgroups/bubbles throughout the day/week, if anyone in a particular workgroup/bubble show signs of the main symptoms of COVID-19 the entire workgroup/bubble are to self-isolate.</p> <p>Tools are to be allocated to each workgroup/bubble for them to use throughout the week, so they have control of the cleaning of the tools.</p>

<p><b>7.1.2 Supporting NHS Test and Trace</b></p> <p><b>7.1.3 Outbreaks in the workplace</b> To provide guidance in an event of a COVID-19 outbreak in the workplace.</p>	<p>contact is unavoidable, this happens between the same people.</p> <p>4. Minimising worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers.</p> <p>You should assist the test and trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. <a href="#">Check what data you need to collect and how it should be managed.</a></p> <p>1. As part of your risk assessment, you should ensure you have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams.</p> <p>2. <b>If there are more than 5 cases of COVID-19 associated with your workplace within 14 days, you should contact your local PHE health protection team to report the suspected outbreak. <a href="#">Find your local PHE health protection team.</a></b></p> <p>3. If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You should therefore ensure all employment records are up to date. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with</p>	<p>Each day records are to be kept with contact details of all those that attend the farm site.</p> <p>If a member of staff or student develops symptoms during the working day the following actions are to be taken: The person displaying symptoms</p> <ul style="list-style-type: none"> <li>• Staff/student is moved to isolation room (at present the portacabin, the management team will allocate further areas if multiple cases)</li> <li>• Supervision in full PPE</li> <li>• Parent is contacted and student taken home – parent to transport.</li> <li>• Person isolates for 10 days</li> </ul> <p>Staff and students from symptomatic persons bubble:</p> <ul style="list-style-type: none"> <li>• Stay in current work area maintaining social distancing</li> <li>• Arrangements made for students and then staff to go home</li> <li>• Work area fully cleaned and closed if possible, for 72 hours</li> </ul>
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<p><b>7.2 Work-related travel:</b>  <b>7.2.1 Cars, accommodation, and visits</b>  To avoid unnecessary work travel and keep people safe when they do need to travel between locations.</p> <p><b>7.2.2 Deliveries to other sites</b>  To help workers delivering to other sites such as markets or customers' premises to maintain</p>	<p>communications to staff, and reinforce prevention messages.</p> <ol style="list-style-type: none"> <li>1. Walking or cycling where possible. Where not possible, you can use public transport or drive. You must wear a face covering when using public transport.</li> <li>2. Minimising the number of people outside of your household, or <a href="#">support bubble</a>, travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.</li> <li>3. Cleaning shared vehicles between shifts or on handover.</li> <li>4. Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.</li> </ol> <ol style="list-style-type: none"> <li>1. Putting in place procedures to minimise person-to-person contact during deliveries to other sites.</li> <li>2. Maintaining consistent pairing where two-person deliveries are required.</li> </ol>	<p>All members of staff and users of the farm are to follow the Covid-19 flow table for the actions to be taken by them and the farm concerning a situation with Covid-19.</p> <p>The single point of contact at the farm (SPOC) is the Farm Manager who is to follow procedures for an outbreak of COVID-19 at the farm.</p> <p>Students using transport provided by Passenger Transport or their support network are to follow the guidelines issued by those organisations.</p> <p>There will be no off-site visits.</p> <p>All payments are to be done through invoicing/online banking.</p>
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<p>social distancing and hygiene practices.</p> <p><b>7.3 Communications and training:</b></p> <p><b>7.3.1 Returning to work</b> To make sure all workers understand COVID-19 related safety procedures.</p> <p><b>7.3.2 Ongoing communications and signage:</b> To make sure all workers on site are kept up to date with how safety measures are being implemented or updated.</p>	<ol style="list-style-type: none"> <li>3. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.</li> <li>1. Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</li> <li>2. Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.</li> <li>3. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</li> <li>1. Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>2. Awareness and focus on the importance of mental health at times of uncertainty. The government has published <a href="https://www.gov.uk/government/publications/covid-19-guidance-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></li> <li>3. Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first</li> </ol>	<p>Online training is provided regarding COVID-19.</p> <p>On return to work the Staff are to receive training before the farm reopens, the aim will be highlighting the new procedures in place and the importance of social distancing, good hygiene, face coverings, taking temperatures and action required if someone shows symptoms of COVID-19.</p> <p>Remind members of staff there is a free confidential staff counselling helpline for them to access.</p>
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<p><b>7.4 Staff canteens and restaurants</b> To keep the workplace clean and prevent transmission.</p>	<p>language and those with protected characteristics such as visual impairments.</p> <ol style="list-style-type: none"> <li>4. Using visual communications, for example, whiteboards or signage, to explain safe working practices around the working site to reduce the need for face-to-face communications.</li> <li>5. Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.</li> </ol> <p>Staff canteens and restaurants that are open to the public should follow the <a href="#">guidance for restaurants, pubs, bars and takeaway services</a>. They must maintain records of staff, customers and visitors to support NHS Test and Trace.</p> <p>Staff canteens and restaurants that are open to staff only will usually need to take the steps below.</p> <ol style="list-style-type: none"> <li>1. Hand washing facilities or hand sanitiser must be available at the entrance to canteens and their use should be supervised.</li> <li>2. Break times should be staggered to ensure no overcrowding, so that staff can adhere to social distancing rules.</li> <li>3. Queue points on the floor should be clearly marked to ensure social distancing is possible.</li> <li>4. There should not be any sharing of food and drink by staff who do not share a household.</li> </ol>	<p>Separate break/lunch areas for each bubble are to be identified, staff and students are to bring their own food, hygiene COVID-19 procedures are to be followed.</p> <p>Staff are to follow the procedure for the use of the staff room.</p>
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	<ol style="list-style-type: none"> <li>5. Minimise self-serving options for food and drink. As far as possible, food served and/or displayed should be individually wrapped to minimise contact and avoid spread of infection.</li> <li>6. Increase the frequency of cleaning, especially hand touch surfaces, such as table tops, drinks levers, key-pads, grab-rails, elevator buttons, light switches, door handles, and any surface or item which is designed to be, or has a high likelihood of being touched.</li> <li>7. Plates, cutlery and glasses should be handwashed in hot soapy water or washed with detergent in a dishwasher rated for disinfection.</li> <li>8. Canteens and restaurants should be thoroughly cleaned after each group of staff use them.</li> <li>9. All doors and windows should remain open wherever possible to allow greater ventilation and prevent touching of window handles (subject to appropriate fly screening).</li> <li>10. A system to reduce the use of cash for food or to facilitate the exclusive use of debit cards and contactless payment should be considered.</li> <li>11. Where possible, cohorts of workers should be matched to zoned canteen areas.</li> </ol>	
<p><b>Section 8. Inbound and outbound goods:</b> To maintain social distancing and avoid surface transmission when goods enter and leave the site especially in high volume</p>	<ol style="list-style-type: none"> <li>1. Revising pick-up and drop-off collection points, procedures, signage and markings.</li> <li>2. Minimising unnecessary contact at gatehouse security, yard and warehouse, for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.</li> </ol>	<p>All parcels are to be left in the bin at the front of the main door, larger deliveries i.e. hay, straw etc are to be delivered to the main storage barns.</p> <p>Deliveries where possible are to be delivered when students are not on site.</p>

<p>situations, for example, builders' yards or despatch areas</p>	<ol style="list-style-type: none"> <li>3. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> <li>4. Where possible and safe, having single workers load or unload vehicles.</li> <li>5. Where possible, using the same pairs of people for loads where more than one is needed.</li> <li>6. Enabling drivers to access welfare facilities when required, consistent with other guidance.</li> <li>7. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-a ways.</li> </ol>	
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## Where to obtain further guidance

**COVID-19: what you need to do**

<https://www.gov.uk/coronavirus>

**Support for businesses and employers during coronavirus (COVID-19)**

<https://www.gov.uk/coronavirus/business-support>

**General guidance for employees during coronavirus (COVID-19)**

<https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19>

**COVID-19: HSE guidance on gloves**

<https://www.hse.gov.uk/skin/employ/gloves.htm>

**COVID-19: HSE guidance on mask fittings**

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

**COVID-19: Department of Health & Social Care guidance on masks**

[Personal protective equipment \(PPE\) strategy: stabilise and build resilience - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/personal-protective-equipment-ppe-strategy-stabilise-and-build-resilience)

## Appendix Definitions

Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.
Support Bubbles	The term 'support bubble' refers to single adult households, where adults live alone or with dependent children only, expanding their support network so that it includes one other household of any size. Further guidance on this can be found here: <a href="https://www.gov.uk/guidance/meeting-people-from-outside-your-household">https://www.gov.uk/guidance/meeting-people-from-outside-your-household</a>
Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a>

## Safe System of Work for Offices

- Upon entering main building staff should use the hand Sanitiser by the entrance door
- Please leave a 2 m distance between you and the person entering before you
- No loitering around other member of staff's desks at any time
- Be aware of any distance markings on the floor
- Be aware of the 2-metre ruling For Social distancing
- Clean your working surface with disinfectant cloths at the start of each day.
- Control your area around your desk reminding other staff of the 2-metre ruling
- If you touch any other equipment or objects other than on your desk area, please refresh your hands with your sanitizer
- Remember the advice from the government concerning the illness
- The main symptoms of coronavirus are:
  - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 10 days

## Safe System of Work for the Staff Room

- The staff room caters for 2 persons seated.
- Only make tea / coffee for yourself and not for other people
- Only use the areas not marked with yellow and black tape
- Do not put any bags on the tables if they are going to block the view of the tape
- Wipe your area down (Table and Chair) after usage
- Wash up your dishes dry them and return to the cupboards. Any dishes left on the draining area will be thrown away
- After washing please use the hand sanitizer
- Leave the Staff Room as you would like to find it
- Report any shortages of cleaning equipment to the office
- Remember the 2-metre ruling and respect other people's space
- Always follow the Social distancing Rules
- Report to the Management Team if you observe or become aware of any poor hygiene practices or conditions
- The main symptoms of coronavirus are:
  - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 10 days

Safe System of Work  
For the Kitchen  
During Covid-19 Outbreak

- Only 1 person in the kitchen at any one time.
- Only make tea / coffee for yourself and not for other people.
- Only prepare your own food.
- Only store and touch your own food in the fridge.
- Only use paper towels.
- Clean the surfaces of the kitchen after use and wash all cups and cutlery and return them into cupboards.
- Report to the management team if you observe or aware of any poor hygiene practices or conditions.
- Report any shortages of cleaning equipment to the office.
  
- Remember the advice from the government concerning the illness
  
- The main symptoms of coronavirus are:
  - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
  - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
  - If you have symptoms do not leave your home for at least 10 days and not 10 working days
  - Anyone you live with should not leave your home for 10 days