



NOTICE OF A MEETING OF THE PARISH COUNCIL

PUBLIC AND PRESS ARE WELCOME

A meeting of the **Staffing Committee, Frampton Cotterell Parish Council** to be held on **Thursday 13th August 2020 at 2pm** at the Brockridge Centre, Woodend Road.

A handwritten signature in black ink, appearing to be 'A Durn'.

A Durn
Parish Clerk

7th July 2020

A G E N D A

1. To receive apologies for absence
2. To receive any Declarations of Interest and any requests for Dispensation
3. To approve the Minutes of the Staffing Committee meeting on 16th December 2020
4. To receive the Chair's report
5. To receive an update on Health and Safety and agree actions:
 - a. Meeting with Health and Safety contractor
 - b. Risk assessments for staff, discuss the return to work at the office
6. To discuss the Terms of Reference and dates for meetings and agree actions
7. To discuss the review of HR policies and agree actions

8. **EXEMPT ITEMS:** Prior to consideration of the following agenda items, councillors are invited to pass the following resolution:

Pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972), the Press and Public be excluded from the meeting for the following items of business

9. To review the Stress Risk Assessment and agree actions
10. To discuss the contract and recruitment for a Property Amenities Officer and agree actions
11. To receive a Staffing Report and agree actions

FRAMPTON COTTERELL PARISH COUNCIL

MINUTES OF AN EXTRA ORDINARY MEETING OF STAFFING COMMITTEE HELD MONDAY 16th DECEMBER 2019 AT 3.00pm AT THE BROCKERIDGE CENTRE, WOODEND ROAD, FRAMPTON COTTERELL

PRESENT: S Walters (Chair), L Williams, P Hockey, E Pennell, A Allan, S Tubey

APOLOGIES: None

IN ATTENDANCE: A Durn (Interim Clerk)

S.19.94 To receive and accept apologies for absence

There were no apologies received.

S.19.95 EXEMPT ITEMS Prior to consideration of the following agenda items, councilors are invited to pass the following resolution: Pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by S100 of the Local Government Act 1972, the Press and Public be excluded from the meeting for the following items of business on the grounds that its consideration would involve the disclosure of exempt information as defined in Part 1.

It was RESOLVED to agree to exclude the Press and public.

S.19.96 To receive an insurance assessment report and agree actions

There was a lengthy discussion on the actions taken to date and proposed.

It was RESOLVED that the councillors mentioned in the report to respond on a point by point basis and that all responses to be sent to the Clerk, and for the Clerk to be the contact point and communications conduit for the Council.

Meeting closed at 4.07pm

**Frampton Cotterell Staffing Committee meeting 13th August 2020
Agenda Item 5 - Health & Safety Update**

Health and Safety Audit

The Parish Council appointed Outsource Safety to be their Health and Safety consultant and Competent Person. The first meeting will be held with the Council's dedicated consultant and the Office in August 2020. He will be carrying out a Health and Safety Audit, General and Fire Assessments, and interviewing the staff and visiting sites. A report will be brought to Full Council with an action plan for monitoring and review.

Staff Risk Assessments and Return to Work in the Office

Attached are the risk assessments signed off by the Parish Council at its meeting on 30th July 2020. The Staffing Committee to review the assessments from a staffing perspective.

Appendix F

Sample COVID-19 Risk Assessment for re-opening Village and Community Halls – July 2020

This sample document can be used as a guide to help produce your own COVID-19 risk assessment for your hall. You should consider adapting it to suit your own premises as appropriate. You should also look at your hall's usual risk assessment and check whether Covid-19 has changed any part of it.

The COVID-19 Risk Assessment should be carried out in consultation with any employees (HSE guidance). It is advised that any self-employed or volunteer cleaners or caretakers are also consulted, and that your draft is provided to key voluntary organisations which regularly use the hall so that any points they raise can be taken on board before it is issued to them as a document to be observed as part of the Special Conditions of Hire.

A key part of the risk assessment will be identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk than a galley style kitchenette or a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. Where 2m social distancing is not possible 1m plus mitigation measures is acceptable. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and ACRE cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
<p>Staff, contractors and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception office.</p>	<p>Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person’s medical condition must be kept confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

		Talk with staff, trustees and volunteers regularly to see if arrangements are working.	
Car Park/paths/ patio/exterior areas	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.	Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.	Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.
Entrance hall/lobby/corridors	Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.	Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall	Hand sanitiser needs to be checked daily. Provide more bins, in entrance hall, each meeting room. Empty regularly.
Main Hall	Door handles, light switches, window catches, tables, chair backs and arms.	Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers	

	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public.</p> <p>Provide hand sanitiser.</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves.. Avoid anyone else touching them unless wearing plastic gloves.</p> <p>Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs.</p> <p>Ask those moving them to wear plastic gloves.</p>	

<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc.</p>	<p>Consider closing, only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.</p>
<p>Kitchen</p>	<p>Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</p>	<p>Cleaning materials to be made available in clearly identified location, eg a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing kitchen if not required or restricting access.</p>

	Cooker/Microwave	Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Consider encouraging hirers to bring their own Food and Drink for the time being.	
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.

Boiler Room	Door handle, light switch Social distancing not possible	Public access unlikely. Cleaner to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	
Changing Rooms	Outdoor toilets can be opened but it is not compulsory.	If opening changing rooms or outdoor toilets, establish frequency of cleaning and provide signage	See Government Guidance for councils on opening public toilets
Events	Handling cash and tickets Too many people arrive	Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments/donations to be handled by one individual wearing gloves.	See National Rural Touring Forum guidance, Section 2.6
Playground, Play equipment and Outdoor gym equipment	Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives. If remain closed children	Sun and rain reduce the risk by reducing the period over which the virus remains active. If re-opened mitigate through erecting advisory notices in accordance with	See Appendix I for sample notice, adjust to suit.

	<p>have been/are likely to ignore notices/climb fences creating danger to themselves. Unstaffed, therefore not possible to clean, enforce social distancing or cleaning by users or parents. If unfenced, not possible to prevent access: Tape will be removed/ignored.</p>	<p>Government guidance on re-opening Playgrounds. See Government Guidance for managing playgrounds and outdoor gyms for other suggested measures.</p>	
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COVID-19 Risk Assessment for The Brockeridge Centre, Woodend Road, July 2020

This COVID-19 Risk Assessment should be observed as part of the **'Special Conditions of Hire'**.

A key part of the risk assessment is to identifying "pinch points" where people cannot maintain social distancing of 2 metres. Transient passing at a closer distance is less of a risk than remaining in a more confined space so, for example, a narrow corridor is less of a risk a toilet area with limited circulation space between cubicles, basins and door, where people remain for longer. For areas which present a problem people may need to be asked to arrange a waiting system or adjust signage e.g. engaged/vacant.

Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities. (Links to some key documents are provided in the reference section)
3. This document is not intended to be comprehensive and FCPC cannot be held responsible for any errors or omissions, factual or otherwise, arising from reliance on it. It is not a substitute for independent professional and/or legal advice.

The potential mitigations are in three categories colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Notes.
<p>Staff, contractors Hirers and volunteers – Identify what work activity or situations might cause transmission of the virus and likelihood staff could be exposed.</p>	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.</p>	<p>Stay at home guidance if unwell.</p> <p>All Centre users provided with hand sanitizer and cleaning products. Contractors provide their own.</p> <p>All centre users advised to wash outer clothes after cleaning duties.</p> <p>Staff given PHE guidance and PPE for use in the event deep cleaning is required.</p>	<p>Centre users may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberised and glued surfaces can become damaged by use of spray disinfectant too frequently.</p>
<p>Staff, contractors, Hirers and volunteers– think about who could be at risk and likelihood staff/volunteers could be exposed.</p>	<p>Centre users who are either extremely vulnerable or over 70.</p> <p>Staff, contractors or hirers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>Users of the Centre in the vulnerable category are advised not to attend the building for the time being. Users of the Centre must provide track and trace details.</p> <p>Discuss situation with staff, contractors/hirers to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception office.</p> <p>Talk with Council staff, and Centre users regularly to see if arrangements are working.</p>	<p>Centre users will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises.</p> <p>Details of a person’s medical condition must be kept confidential, unless the effected person agrees it can be shared.</p> <p>It is important people know they can raise concerns.</p>

<p>Car Park/paths/ patio/exterior areas</p>	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2metre waiting area outside all potential entrances with tape to encourage care when queueing to enter. Cleaner asked to check area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves. Banner advising 2 metre distance erected in car park.</p>
<p>Entrance hall/lobby/corridors</p>	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage. Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by hall</p>	<p>One-way system introduced. Stagger booking times of hirers. Hand sanitiser and cleaning products to be checked daily. Direction for room hired posted on entrance door. Provide bins in each meeting room. Empty regularly.</p>
<p>Café area</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers</p>	<p>Cleaning products provided for cleaning of the room by hirer at the end of a session. Each day the building will be cleaned by FCPC staff.</p>

	<p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection Screen. Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>before use or by hall cleaning staff.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p>	<p>Chairs with soft fabric removed from use</p> <p>Blinds opened by using plastic cords.</p> <p>Provide hand sanitiser.</p> <p>Users of the Café exit by the café fire door.</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>All upholstered chairs removed.</p>	<p>Upholstered chairs stored in areas not accessible to public.</p>

<p>Small meeting room and Youth Room</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use or by hall cleaner. Wipe shared copier etc.</p>	<p>It room closed as 2 metre distancing impossible. Youth Room and Café used together as one space when possible overflow for activities when more attend than expected. Cleaning products will be provided for all Centre users</p>
<p>Office</p>	<p>Social distancing more difficult in smaller areas Door and window handles Light switches Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend no more than 2 staff in the main office at one time and 1 member of staff in the reception area. Surfaces and equipment to be cleaned by each day. Perspex screen between the top of reception door and public.</p>	<p>Only two members of staff can be in the office at one time and will use the door in that office to exit and not exit through the reception door, which will be used by the member of staff in the reception office. If a third member of staff needs to attend the office, they will work in a unused room with a laptop. Each office will have cleaning products provided. Perspex screen to be installed for reception.</p>

Kitchen	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler	Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.	Visitors to the centre will not use the kitchen. Staff will socially distance and clean areas used. Cleaning products supplied.
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	Cooker/Microwave	Consider encouraging hirers to bring their own Food and Drink for the time being.	Hirers will be told they can bring their own refreshment for own consumption. Wrappers must be disposed of in litter bags.
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	FCPC cleaner cleans equipment required before use. Hirers requirement of equipment must be arranged on booking.	FCPC staff to organise layout of equipment. Hirer to clean equipment at end of use. FCPC staff to store equipment.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours. signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels and toilet paper are regularly replenished. Staff to regularly check for restocking. Staff will use the lady's toilet. Disabled people and Female visitors will use the disabled toilet, male toilets remain the same.

Boiler Room

Door handle, light switch
Social distancing not possible

**Public access unlikely.
Cleaner to decide frequency of cleaning.**

Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	FCPC staff to check all rooms are cleaned and to make sure regularly used surfaces are cleaned before and after hire e.g. tables, sinks, door and toilet handles.	FCPC will provide cleaning sprays and disposable clothes for all users. Cleaning check sheet to be completed. FCPC cleaner will clean once a day and record on check sheet.
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system.	One-way system implemented. Main entrance in only. Hirer of rooms will use Fire exit in that room when leaving Centre.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Hirers to consider the use of masks or face coverings. User to empty any bins used into external bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels	Hand sanitiser in entrance lobby and at all exit points.
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	Notify all users from track and trace list. Seat infected person in vacant room Notify cleaner.

<p>Playground, Play equipment and Outdoor gym equipment</p>	<p>Covid-19 Risk Assessment required if re-opened. People at risk: clinically vulnerable children or adults, older relatives.</p>	<p>Sun and rain reduce the risk by reducing the period over which the virus remains active.</p>	<p>Advisory notices clearly displayed.</p>
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HM Government

Working safely during COVID-19 in offices and contact centres

COVID-19 secure guidance for employers, employees and the self-employed

23 July 2020





Document updates

Published 11 May 2020

Last updated 23 July 2020

Date	Version	Update	Section
14 June 2020	2.0	Updated guidance on the need to self isolate if advised by the government's Test and trace service	3.2 People who need to self-isolate
14 June 2020	2.0	Guidance on test and trace for workers and the need to keep a record of staff shift patterns	7.1 Shift Patterns and Outbreaks
14 June 2020	2.0	Guidance for workers travelling to and from work	4.1 Coming to work and leaving work
14 June 2020	2.0	Guidance on considering the security implication of any implemented risk mitigations	1. Thinking about risk 4.6 Accidents, security, and other incidents
24 June 2020	3.0	Guidance on support bubbles and the need to self-isolate if anyone in your support bubble has COVID-19 symptoms	3.2 People who need to self-isolate
24 June 2020	3.0	Updated guidance on social distancing to reflect 2m, or 1m with risk mitigation where 2m is not viable is acceptable.	1.1 Managing Risk Throughout
3 July 2020	4.0	Updated to include link to DHSC guidance on Test and Trace	7.1 Shift Patterns and Outbreaks
3 July 2020	4.0	Updated to discourage shouting/loud music	1.1. Managing Risk
3 July 2020	4.0	Updated to include guidance in the event of a local lockdown	1. Thinking about risk
3 July 2020	4.0	Update to the COVID-19 secure poster to reflect 2m, or 1m with risk mitigation where 2m is not viable is acceptable.	1.2 Sharing the results of your risk assessment Webpage
3 July 2020	4.0	Included guidance in the event of a COVID-19 outbreak as section 7.1.2	7.1 Team working and outbreaks
10 July 2020	5.0	Include guidance on mass gathering in the workplace.	1.1 Managing Risk



Document updates (continued)

Published 11 May 2020

Last updated 23 July 2020

Date	Version	Update	Section
23 July 2020	6.0	Updated guidance on mass gatherings in the workplace	1.1 Managing Risk
23 July 2020	6.0	Updated guidance on working from home	2. Who should go to work Staying COVID-19 Secure in 2020 Poster
23 July 2020	6.0	Updated guidance on ventilation and mitigating against the transmission of COVID-19	2.2 Ventilation
23 July 2020	6.0	Include guidance on disposing of personal or business waste, including face coverings and PPE.	5.2 Keeping your workplace clean
23 July 2020	6.0	Updated guidance on face coverings and where to wear them.	6.1 Face Coverings
23 July 2020	6.0	Updated guidance on the use of public transport for work related travel	7.2 Work-related travel



Introduction

What do we mean by 'offices and contact centres'?

Indoor environments such as offices, contact centres, operations rooms and similar workplaces.

The UK is currently experiencing a public health emergency as a result of the COVID-19 pandemic. It is critical that employers, employees and the self-employed take steps to keep everyone safe. This document is to help employers, employees and the self-employed in the UK understand how to work safely during this pandemic, ensuring as many people as possible comply with social distancing guidelines (2m apart, or 1m with risk mitigation where 2m is not viable, is acceptable). We hope it gives you freedom within a practical framework to think about what you need to do to continue, or restart, operations during the COVID-19 pandemic. We understand how important it is that you can work safely and support your workers' and visitors' health and wellbeing during the COVID-19 pandemic and not contribute to the spread of the virus. We know that most office workers are not currently in the workplace, we hope this document will help those who are already working because they cannot work from home, as well as help other people think about how to prepare for when office working returns. The government is clear that workers should not be forced into an unsafe workplace and the health and safety of workers and visitors, and public health, should not be put at risk.

We know many people are also keen to return to or contribute to volunteering. Organisations have a duty of care to volunteers to ensure as far as reasonably practicable they are not exposed to risks to their health and safety. This guidance around working safely during COVID-19 should ensure that volunteers are afforded the same level of protection to their health and safety as others, such as workers and visitors.

This document has been prepared by the Department for Business, Energy and Industrial Strategy (BEIS) with input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

Public health is devolved in Northern Ireland, Scotland and Wales; this guidance should be considered alongside local public health and safety requirements and legislation in Northern Ireland, Scotland and Wales. For advice to businesses in other parts of the UK please see guidance set by the Northern Ireland Executive, the Scottish Government, and the Welsh Government.

We expect that this document will be updated over time. This version is up to date as of 23 July 2020. You can check for updates at www.gov.uk/workingsafely. If you have any feedback for us, please email safer.workplaces@beis.gov.uk.

This document is one of a set of documents about how to work safely in different types of workplace. This one is designed to be relevant for people who work in or run offices, contact centres and similar indoor environments.



How to use this guidance

This document sets out guidance on how to open workplaces safely while minimising the risk of spreading COVID-19. It gives practical considerations of how this can be applied in the workplace.

Each business will need to translate this into the specific actions it needs to take, depending on the nature of their business, including the size and type of business, how it is organised, operated, managed and regulated. They will also need to monitor these measures to make sure they continue to protect visitors and workers.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities and it is important that as a business or an employer you continue to comply with your existing obligations, including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, take into account agency workers, contractors and other people, as well as your employees.

To help you decide which actions to take, you must carry out an appropriate COVID-19 risk assessment, just as you would for other health and safety related hazards. This risk assessment must be done in consultation with unions or workers.



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1. Thinking about risk

Objective: That all employers carry out a COVID-19 risk assessment.

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and visitors. 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.

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. There are interactive tools available to support you from the Health and Safety Executive (HSE) at <https://www.hse.gov.uk/risk/assessment.htm>.

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.

At its most effective, full involvement of your workers creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving. As is normal practice, workers should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer.

Employers and workers should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take.

How to raise a concern:

- Contact your employee representative.
- Contact your trade union if you have one.
- Use the HSE form available at <https://www.hse.gov.uk/contact/concerns.htm>.
- Contact HSE by phone on 0300 790 6787.



1. Thinking about risk (continued)

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. For example, this would cover employers not taking appropriate action to ensure social distancing, where possible.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law. The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices can constitute a criminal offence, with serious fines and even imprisonment for up to two years. There is also a wider system of enforcement, which includes specific obligations and conditions for licensed premises.

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.

Employers must follow all instructions from authorities in the event of new local restrictions.



1.1 Managing risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

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:

- Ensuring both workers and visitors who feel unwell stay at home and do not attend the premise.
- In every workplace, increasing the frequency of handwashing and surface cleaning.
- 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 is acceptable).
- 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.
- Further mitigating actions include:
 - Further increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - 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).
- 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.



1.1 Managing risk (continued)

- 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.
- Finally, 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.

It is against the law to gather in groups of more than 30 people in private homes (including gardens and other outdoor spaces). Businesses following COVID-19 Secure guidelines can host groups of more than 30 people indoors. Events in public outdoor spaces that are organised by businesses, charitable or political organisations, and public bodies, can host more than 30 people provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 Secure guidance and including completion of a risk assessment. Any other gathering in an outdoor space must not be any larger than 30 people.

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.

If you have not already done so, you should carry out an assessment of the risks posed by COVID-19 in your workplace as soon as possible. If you are currently operating, you are likely to have gone through a lot of this thinking already. We recommend that you 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.



1.2 Sharing the results of your risk assessment

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 employers 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. Below you will find a notice you should sign and display in your workplace to show you have followed this guidance.

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 safely from a [COVID-19 Secure workplace](#) or work from home
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of employer _____ Employer representative signature _____

Employer _____ Employer name _____ Date _____

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



2. Who should go to work

Objective:

Employers should ensure workplaces are safe whilst also enabling working from home.

In order to keep the virus under control, it is important that people work safely. Working from home remains one way to do this. However, 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, from the 1st August, can come into the workplace safely taking account of a person's use of public transport, childcare responsibilities, protected characteristics, and other individual circumstances. Extra consideration should be given to those people at higher risk. When it is decided that workers should come into their place of work then this will need to be reflected in the COVID-19 risk assessment and actions taken to manage the risks of transmission in line with this guidance. It is vital employers engage with workers to ensure they feel safe returning to work, and they should not force anyone into an unsafe workplace.

Steps that will usually be needed:

- Considering the maximum number of people who can be safely accommodated on site.
- Planning for a phased return to work for people safely and effectively.
- Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.
- Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
- Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.



2.1 Protecting people who are at higher risk

Objective: To protect clinically extremely vulnerable and clinically vulnerable individuals.

- Clinically extremely vulnerable individuals (see definition in Appendix) have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low.
- Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.
- If clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). If they cannot maintain social distancing, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

Steps that will usually be needed:

- Providing support for workers around mental health and wellbeing. This could include advice or telephone support.
- See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.

2.2 People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home under [existing government guidance](#) 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 [support bubble](#) with someone who has symptoms and those who are advised to self-isolate as part of the government's [test and trace](#) service.

Steps that will usually be needed:

- Enabling workers to work from home while self-isolating if appropriate.
- See current guidance for [employees](#) and [employers](#) relating to statutory sick pay due to COVID-19.
- See [current guidance](#) for people who have symptoms and those who live with others who have symptoms.



2.3 Ventilation

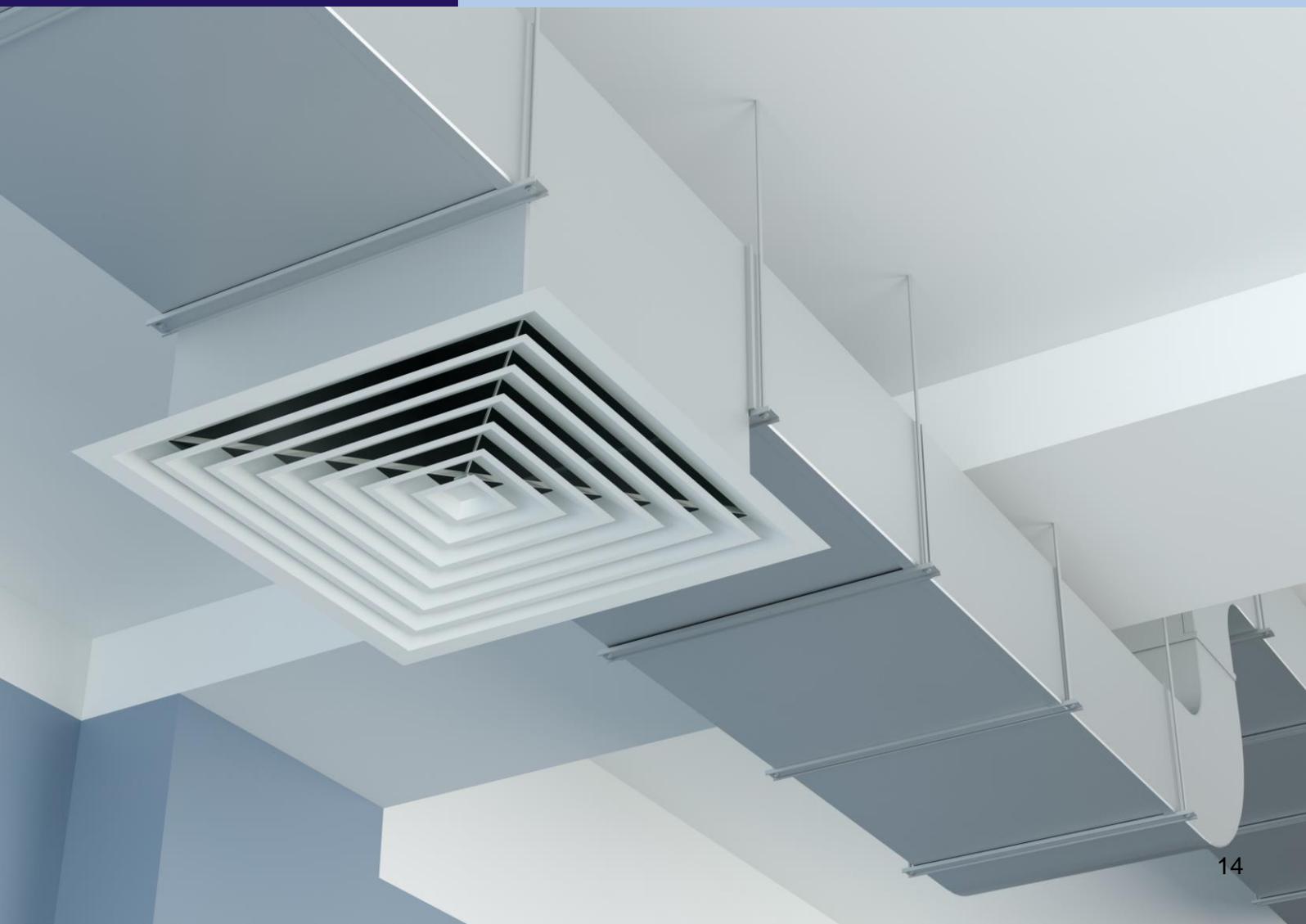
Objective: To use ventilation to mitigate the transmission risk of COVID-19.

Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible.

Ventilation systems should provide an adequate supply of fresh air.

Steps that will usually be needed:

- Increasing the existing ventilation rate by adjusting the fan speed.
- Operating the ventilation system when there are people in the building.
- Monitoring and managing filters in accordance to manufacturer instructions.
- Keeping doors and windows open if possible.
- Using ceiling fans or desk fans to improve air circulation, provided there is good ventilation.





2.4 Equality in the workplace

Objective: To treat everyone in your workplace equally.

- In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.
- 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.
- Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.

Steps that will usually be needed:

- Understanding and taking into account the particular circumstances of those with different protected characteristics.
- 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.
- Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.
- Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.
- 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.





3. Social distancing for workers

Objective:

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.

- You must maintain social distancing in the workplace wherever possible.
- 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. Mitigating actions include:
 - Further increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - 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).
- 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.
- Social distancing applies to all parts of a business, 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 most challenging areas to maintain social distancing and workers should be specifically reminded.



3.1 Coming to work and leaving work

Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

Steps that will usually be needed:

- Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.
- Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.
- 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.
- Providing more storage for workers for clothes and bags.
- Using markings and introducing one-way flow at entry and exit points.
- Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads where possible.
- 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.
- See [government guidance](#) on travelling to and from work.



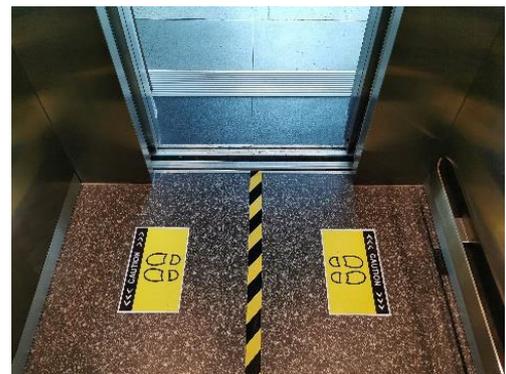
3.2 Moving around buildings and worksites

Objective: To maintain social distancing wherever possible while people travel through the workplace.

Steps that will usually be needed:

- Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices, where permitted, and cleaning them between use.
- Restricting access between different areas of a building or site.
- Reducing job and location rotation.
- Introducing more one-way flow through buildings.
- Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.
- Making sure that people with disabilities are able to access lifts.
- Managing use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.

Example lift practices





3.3 Workplaces and workstations

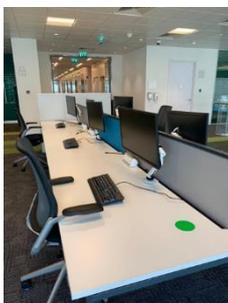
Objective: To maintain social distancing between individuals when they are at their workstations.

- For people who work in one place, workstations should allow them to maintain social distancing wherever possible.
- Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people.
- 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 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.

Steps that will usually be needed:

- Review layouts and processes to allow people to work further apart from each other.
- Using floor tape or paint to mark areas to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).
- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.
- Only where it is not possible to move workstations further apart, using screens to separate people from each other.
- Managing occupancy levels to enable social distancing.
- Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment.

Green markers to limit desk usage and maintain social distancing



Floor plan and signage to enable social distancing and safe working in office





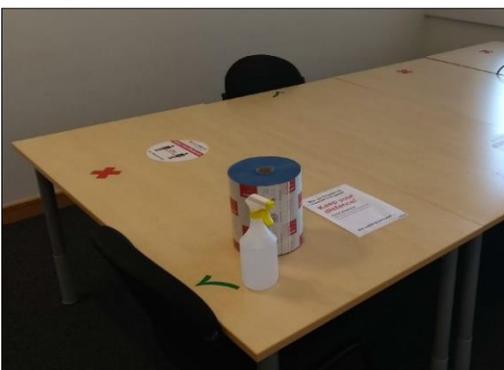
3.4 Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Steps that will usually be needed:

- Using remote working tools to avoid in-person meetings.
- 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).
- Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects.
- Providing hand sanitiser in meeting rooms.
- Holding meetings outdoors or in well-ventilated rooms whenever possible.
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.

Aiding social distancing and cleaning in meetings





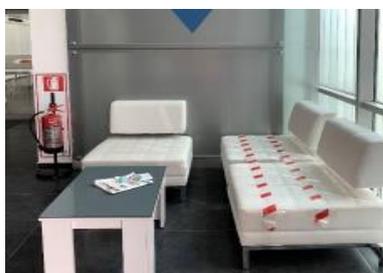
3.5 Common areas

Objective: To maintain social distancing while using common areas.

Steps that will usually be needed:

- Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.
- 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.
- Using safe outside areas for breaks.
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Installing screens to protect staff in receptions or similar areas.
- Providing packaged meals or similar to avoid fully opening staff canteens.
- Encouraging workers to bring their own food.
- Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.
- Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.
- Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.
- Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.

Common areas and appropriate signage to restrict access when social distancing is not possible / practical





3.6 Accidents, security and other incidents

Objective: To prioritise safety during incidents.

- 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.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Steps that will usually be needed:

- Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.
- 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.
- For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.
- Following [government guidance](#) on managing security risks.



WATCH YOUR STEP



WATCH YOUR STEP



HM Government

4. Managing your customers, visitors and contractors





4.1 Manage contacts

Objective: To minimise the number of unnecessary visits to offices.

Steps that will usually be needed:

- Encouraging visits via remote connection/working where this is an option.
- Limiting the number of visitors at any one time.
- Limiting visitor times to a specific time window and restricting access to required visitors only.
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.
- Maintaining a record of all visitors, if this is practical.
- Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises.
- Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.

4.2 Providing and explaining available guidance

Objective: To make sure people understand what they need to do to maintain safety.

Steps that will usually be needed:

- Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, for example, by phone, on the website, by email. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.
- Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.
- Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.
- Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.
- 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.
- Ensuring information provided to visitors, such as advice on the location or size of queues, does not compromise their safety.

5. Cleaning the workplace





5.1 Before reopening

Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:

- An assessment for all sites, or parts of sites, that have been closed, before restarting work.
- Carrying out cleaning procedures and providing hand sanitiser before restarting work.

Steps that will usually be needed:

- Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.
- Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.

5.2 Keeping the workplace clean

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

Steps that will usually be needed:

- Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.
- Frequent cleaning of objects and surfaces that are touched regularly including door handles and keyboards, and making sure there are adequate disposal arrangements for cleaning products.
- Clearing workspaces and removing waste and belongings from the work area at the end of a shift.
- Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.
- If you are cleaning after a known or suspected case of COVID-19 then you should refer to the [specific guidance](#).
- Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to [guidance](#) for information on how to dispose of personal or business waste, including face coverings and PPE.



5.3 Hygiene – handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day.

Steps that will usually be needed:

- 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.
- Providing regular reminders and signage to maintain personal hygiene standards.
- Providing hand sanitiser in multiple locations in addition to washrooms.
- Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- Enhancing cleaning for busy areas.
- Providing more waste facilities and more frequent rubbish collection.
- Providing hand drying facilities – either paper towels or electrical dryers.
- Keeping the facilities well ventilated, for example by fixing doors open where appropriate.



5.4 Changing rooms and showers

Objective: To minimise the risk of transmission in changing rooms and showers.

Steps that will usually be needed:

- 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.
- Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.

5.5 Handling goods, merchandise and other materials, and onsite vehicles

Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.

Steps that will usually be needed:

- Cleaning procedures for goods and merchandise entering the site.
- Cleaning procedures for vehicles.
- Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.
- Regular cleaning of vehicles that workers may take home.
- Restricting non-business deliveries, for example, personal deliveries to workers.



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6. Personal Protective Equipment (PPE) and face coverings





6. Personal Protective Equipment (PPE) and face coverings

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and maintaining social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups you should refer to the advice at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan>

and

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

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.



6.1 Face coverings

There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.

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.

Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Face coverings are mandatory on public transport and will be mandatory in a number of indoor premises from the 24th July 2020.

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.

[Find further detail on when and where to wear face coverings.](#)

Some people don't have to wear a face covering including for [health, age or equality reasons](#).



6.1 Face coverings (continued)

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- 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.
- Practise social distancing wherever possible.

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.



HM Government

7. Workforce management





7.1 Shift patterns and outbreaks

7.1.1 Shift patterns and working groups

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.

Steps that will usually be needed:

- As far as possible, where staff 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.
- Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.
- 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. Further guidance can be found [here](#).

7.1 Shift patterns and outbreaks

7.1.2 Outbreaks in the workplace

Objective: To provide guidance in an event of a COVID-19 outbreak in the workplace

Steps that will usually be needed:

- 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.
- If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak. [Find your local PHE health protection team](#).
- 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 communications to staff, and reinforce prevention messages.



7.2 Work-related travel

7.2.1 Cars, accommodation and visits

Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

Steps that will usually be needed:

- Walking or cycling where possible. When not possible, you can use public transport or drive. You must wear a face covering when using public transport.
- Minimising the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- Cleaning shared vehicles between shifts or on handover.
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.

7.2 Work-related travel

7.2.2 Deliveries to Other Sites

Objective: To help workers delivering to other sites such as branches, or suppliers' or customers' premises to maintain social distancing and hygiene practices.

Steps that will usually be needed:

- Putting in place procedures to minimise person-to-person contact during deliveries to other sites.
- Maintaining consistent pairing where two-person deliveries are required.
- Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.



7.3 Communications and Training

7.3.1 Returning to Work

Objective: To make sure all workers understand COVID-19 related safety procedures.

Steps that will usually be needed:

- Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.
- Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.
- Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

7.3 Communications and Training

7.3.2 Ongoing communications and signage

Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.

Steps that will usually be needed:

- Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.
- Awareness and focus on the importance of mental health at times of uncertainty. The government has published [guidance on the mental health and wellbeing aspects of coronavirus \(COVID-19\)](#).
- Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.
- Using visual communications, for example, whiteboards or signage, to explain changes to schedules or breakdowns without the need for face-to-face communications.
- Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.



Example signage to promote hygiene and social distancing measures



8. Inbound and outbound goods

Objective:

To maintain social distancing and avoid surface transmission when goods enter and leave the site.

Steps that will usually be needed:

- Revising pick-up and drop-off collection points, procedures, signage and markings.
- 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.
- Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- Where possible and safe, having single workers load or unload vehicles.
- Where possible, using the same pairs of people for loads where more than one is needed.
- Enabling drivers to access welfare facilities when required, consistent with other guidance.
- Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.



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>

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: https://www.gov.uk/guidance/meeting-people-from-outside-your-household



Appendix

Definitions

<p>Clinically extremely vulnerable</p>	<p>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:</p> <p>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</p>
<p>Clinically vulnerable people</p>	<p>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:</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p>



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We are here to help you.

Covid-19: Protecting Your Workforce



The spread of Coronavirus (Covid-19) is unprecedented and we understand this is an incredibly difficult time for families and businesses. We are here to help customers and businesses affected by the impact of Covid-19 in these challenging times. Many people are working differently at the moment, which will bring about a new risk environment, managing daily operational challenges while maintaining normal standards and systems.

This guide is designed to cover some of the things to consider currently including redeploying staff and/or volunteers.

Risk Assessments

Are risk assessments being undertaken or reviewed on a frequent, dynamic basis? Specific consideration should be given to any individuals in your workforce who are more at risk; how work practices and risk controls can provide reasonable protection; the social value or necessity of your service and the geographic area or location that people are working in and how they are travelling to and within their work. Some businesses are using new materials and making new products, so are your risks assessments identifying any new hazards and the correct risk controls?

Decision Making

When doing something different – for example stopping, limiting or altering a service, or the way a service is delivered - provide and document the process and justification for the decision. It is important you can demonstrate that what you have done is reasonable. Provide a high-level risk analysis and assessment.

Redeploying workers, including volunteers

Re-deployment of workers to new duties, or taking on temporary (including volunteers) or labour-only sub-contractors will require new or revised risk assessments, training, induction, supervision, equipment etc. All these must be recorded and evidenced. When redeploying workers, adhere to Public Health England, the Health & Safety Executive (HSE) and government rules, regulations and advice. Respect social distancing and self-isolating rules and personal protection equipment (PPE) regulations. [HSE guidance](#) reflects that the same health and safety responsibilities apply for home workers as for any other workers.

Data Protection

Data Protection: ensure that confidentiality, integrity and availability of information and data is maintained when data is taken off-site or where your buildings are closed or less occupied.

Wellbeing and communications

Some additional areas to consider with regard to wellbeing and communications are:

- Are you supporting staff with managing fatigue/stress/isolation?
- Are you providing consistent and accurate information to employees about the situation and what it means for their jobs and their health and safety?
- Employees may be experiencing financial stress – in the Spring Budget, the government announced a package of measures to support the UK to cope with the immediate economic impact of the coronavirus outbreak
- Business continuity: are you adequately covering critical activities and statutory duties with potentially fewer people or via remote working?

Guidance is changing frequently so subscribe to receive email alerts from the UK government for up-to-date information and refer to guidance from the NHS, HSE etc.

- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.hse.gov.uk/news/hse-regulatory-activity-during-coronavirus.htm>

Organisations are making dynamic decisions every day and they may be difficult decisions involving protecting workers while continuing to deliver usual services. Above all: are you taking as much care as is reasonably required in the circumstances and will you be able to provide documented evidence of risk assessments and decision making?

If your questions aren't directly answered by any of these, do let us know and we will do our best to help you. We have the ability to facilitate webinars and white papers, as the need and demand arises or even to share current practices amongst peer groups. In these unprecedented times Zurich are here to offer as much support as possible. [Please visit our website](#), which has links to many FAQ topics.

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We are here to help you.

Risk Insight: Planning for a return to the workplace



The COVID-19 outbreak resulted in restrictions on business activities and the closure of many workplaces. This Risk Insight has been developed to provide an overview of the steps that organisations can take to safely resume work activities and manage the risks following a suspension of workplace operations.

Important Notice

Whilst reopening is taking place, please ensure that Government guidelines and restrictions continue to be observed.

Safety is the number one priority when restoring power and utilities to your building. Please contact qualified engineers such as approved electricians, heating engineers or plumbers if you require assistance.

Please note that this is intended to provide generic guidance only, to help you identify what practical steps may need to be taken to re-open your building safely. Please continue to refer to all government, regulatory and legislative guidance to ensure your organisation's continued compliance with their regulatory obligations with regards to building safety.

Introduction

In response to the COVID-19 pandemic, the government implemented a range of measures to restrict transmission of the virus. These measures included the closure of certain types of business and the introduction of social distancing guidelines, which resulted in the suspension of many work activities. The government has produced a range of guidance for different work sectors which provides advice on how to work safely during the current pandemic. It is important that the current government guidance is considered when determining the precautions that are required in your workplace.

In addition to any measures that are required to reduce risks associated with COVID-19 in the workplace, it is also essential that organisations consider the general health and safety precautions and checks that are required in order that workplaces can be reopened and work activities resumed safely.

Discussion

Safety of premises, plant and equipment

In situations where work premises have been unoccupied for a significant number of weeks, consideration should be given to the safety checks that are required before the site is reoccupied and prior to plant and equipment being used again for the first time. Inspection regimes should be reviewed so that any formal checks that have not been carried out whilst premises are closed can be completed.

Compliance with relevant legal requirements

Whilst there may be modifications to normal work activities during the current pandemic, it is important to note that regulatory and legislative requirements continue to apply in the workplace. It should be ensured that there are no changes to arrangements which could potentially lead to a reduction in health and safety standards in the workplace.

Documenting control measures

As with all workplace hazards, it is recommended that documentation is retained which evidences the control measures that have been implemented to mitigate the risks and captures the thought process behind decision making. In addition to copies of specific risk assessments and procedures that have been completed in response to COVID-19, it would also be advisable to retain other records which demonstrate the control measures that have been implemented to ensure the safety of the workplace upon reopening, such as photographs or video. Where government guidance has been used to determine the necessary control measures, this should be referenced in the relevant documents and changes to risk assessments and procedures should be accurately dated, with version numbers updated accordingly. This will help employers to demonstrate the action that was taken to address specific risks and the guidance that they were following at the time.

The following checklist outlines some of the key considerations for employers when planning for a return to the workplace. The checklist is not exhaustive and further information is available from the references listed in the checklist.

Guidance

Key Considerations	Further Information	Complete	Action Required
Have you consulted the current government advice on COVID-19?	Consult the current government advice when planning for a resumption of work activities. Working Safely During Coronavirus (Department for Business, Energy & Industrial Strategy)		
Where required, have you confirmed the availability of 3rd party specialist support for key operations and equipment?	Many organisations will rely on 3rd parties for the provision of certain specialist services, equipment and support and it is important that these 3rd parties are included when planning for workplace activities to recommence.		
Do you need to review arrangements for the cleaning of your workplace prior to reopening?	Consider reviewing the cleaning requirements for your workplace using the current government guidance, and if necessary, produce a formal procedure.		
Are there sufficient cleaning materials and resources to support any increase in cleaning activities?	Refer to the official government guidance to help you determine this.		
Are additional sanitation/cleaning facilities required upon reopening of the building?	Assess the need for additional sanitation/cleaning facilities to reduce the risk of virus transmission, e.g. hand cleaning facilities at entrances and exits.		
Have first aid arrangements been reviewed?	Consider if any changes are required to first aid response arrangements in the event of potential staff absence. You may need to revise your first aid needs assessment. First Aid (HSE)		
Has consideration been given to any periodic refresher training that may have been missed whilst the workplace has been closed?	Consider reviewing training records to identify any training that needs to be provided.		
Do ventilation and/or air conditioning systems require inspection and have you confirmed compliance with legionella requirements before switching on water & cooling systems?	Where necessary, arrangements should be made for systems to be checked by competent persons and records retained. Legionnaires' Disease- Technical Guidance (HSE)		

Key Considerations	Further Information	Complete	Action Required
Has the functionality and efficacy of local exhaust ventilation, pressure systems and lifting equipment been verified by a competent person?	Refer to relevant guidance for further information and retain records of safety checks carried out. LEV - information for employers (HSE)		
Has the functionality and calibration of environmental monitoring equipment, e.g. gas and radiation warning systems, been checked?	Where necessary, arrangements should be made for this equipment to be checked by a competent person and records retained.		
Have you communicated induction information for staff returning to the workplace?	It may be beneficial to issue induction information to staff if they have been away from the workplace for a significant period of time and there are changes to normal work activities.		
Has safe working awareness/operational refresher training for safety critical tasks been provided and recorded for employees returning to work?	If necessary, refresher training should be provided for those involved in safety critical tasks and records retained.		
Have checks of all safety equipment been carried out?	Consider safety equipment such as machinery guards, emergency stops, safety showers, eye washes and spill kits and confirm that necessary checks have been completed and records retained.		
Has a system been implemented for the monitoring of plant & equipment following restart?	It may be necessary to undertake monitoring to confirm that plant and equipment is operating correctly once restarted.		
Is there adequate supervision in place?	Consider if additional supervision is required, when taking into account potential absences and changes to normal site operating arrangements.		
Personal Protective Equipment	Has any new PPE been introduced? If so, has training on fit testing, safe use and disposal been provided and signed for?		

Conclusion

As work activities are resumed following the restrictions that were implemented in response to the pandemic, it is essential that the return to the workplace is managed effectively. In addition to any measures that are required to reduce risks associated with COVID-19 in the workplace, it is important that organisations also consider the general health and safety precautions and checks that are required in order that work activities can be resumed safely.



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Staffing Committee TOR

Meeting

- The Staffing Committee is constituted as a Committee of Frampton Cotterell Parish Council.
- Five Parish Councillors appointed annually at the Annual Meeting of the Parish Council as voting members. The quorum of the Committee shall be three members.
- Only those appointed may vote at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.
- If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing an interest then considers the interest to prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.
- The Chairman and Vice Chairman of the Committee to be elected by the Committee at their first meeting and then at the Annual Council Meeting each year thereafter.
- The Committee will meet no less than quarterly but more frequently if required. In accordance with FCPC Standing Order 3 clear days' notice will be given.
- All meetings of the Committee are to be publicised, held in public and minutes taken, published and lodged with the Parish Council in accordance with the Parish Council Standing Orders.
- Terms of Reference of the Staffing Committee will be reviewed annually at the Annual Parish Council Meeting.
- The Chair of the Staffing Committee must present Minutes of the Staffing Committee to the first Full Council Meeting following the meeting of the Staffing Committee and he/she will report on any Committee decisions or recommendations.

Delegated Business

- To support the Parish Clerk in the appointment and management of staff, with nominated Councillors to participate in recruitment.
- To support the Parish Clerk in the appointment and management of Consultants.

- To consider and bring to a final conclusion any matters emanating from staffing Policies (including Managing Employees, Performance, Management, Ill Health and Sickness and Grievance Policies etc.) for members of staff employed by the Parish Council.
- To establish a panel for hearings and appeal hearings when required. (To be comprised of three Councillors to be quorate.)
- Any other staffing matters delegated by Full Council
- To agree terms and conditions of employment.
- To agree job descriptions.
- To agree HR Policies as recommended by professional HR consultant.
- To appoint new staff after the interview process following the Clerk's recommendations.
- To appoint a Staffing Sub-committee and approve the Terms of Reference for this sub-committee. Members and Chair of the Staffing sub-committee must be different from those members who serve on the Staffing Committee.

Referred Business

To recommend to Full Council any changes to staffing structure.

To discuss with Parish Council and staff concerned any issues relating to staffing levels and regrades, pay level and staffing structures, and make recommendation to Full Council.

To deal with any other matters referred to Staffing Committee by Full Council.

Admission of Public and Press

The Public and Press shall be admitted to all meeting. If required, they may be temporarily excluded by means of a special resolution as follows. In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 "the Press and Public will be excluded from the meeting during consideration of these items due to the confidential nature of the business about to be transacted". The Public and Press may also be excluded where disclosure of information may lead to identification of individuals and therefore breach the first data protection principle (fair, transparent and lawful processing): in such cases s40(2) of the FOI Act 2000 would apply.

**Frampton Cotterell Parish Council
Meeting Dates
2020 – 2021**

(Due to COVID-19, meetings may take place using Zoom or Teams platforms)

July		
30 th	Full Council Meeting with Planning	7:00pm
August		
13 th	Staffing Committee	2.00pm
September		
9 th	Full Council Meeting with Planning	7.00pm
24 th	Full Council Meeting with Planning	7:00pm
October		
15 th	Finance and Governance Committee Meeting with Planning	7:00pm
22 nd	Youth Committee Meeting	7:00pm
29 th	Full Council Meeting with Planning	7:00pm
November		
12 th	Budget Working Group Meeting	7:00pm
19 th	Staffing Committee (budgets)	7.00pm
26 th	Full Council Meeting with Planning	7:00pm
December		
10 th	Budget Working Group Meeting	7.00pm
17 th	Full Council Meeting with Planning	7:00pm
January		
14 th	Finance and Governance Committee Meeting with Planning	7:00pm
28 th	Full Council Meeting with Planning (Precept setting)	7.00pm
February		
25 th	Full Council Meeting with Planning	7:00pm
March		
4 th	Staffing Committee	
11 th	Finance and Governance Committee Meeting with Planning	7:00pm
25 th	Full Council Meeting with Planning	7:00pm
April		
2 nd to 5 th	Easter hols	
15 th	Finance and Governance Committee Meeting with Planning	7:00pm
29 th	Full Council Meeting with Planning	7:00pm

Staffing Committee meets as required.

Youth Committee dates tbc

**Frampton Cotterell Parish Council Staffing Committee Meeting 13th August
2020**

Agenda Item 7 – Review of HR Policies

The HR policies on the website are incomplete and some are out of date. The Parish Council has not renewed its HR contract with South Gloucestershire Council and has renewed itself as an Associate Member of South West Councils who have been asked for a list of their model HR policies. It would be prudent therefore if these policies were reviewed and recommendations made to future FCPC meetings. This would apply consistency in approach to HR.

Recommendation: That the Clerk with named councillors review the model policies.