

18. Safe working practices

Summary of latest Government advice:

The Government published guidance on working safely during coronavirus (COVID-19) on 11th May 2020. The guidance outlines 5 practical steps:

1. Carry out a COVID-19 risk assessment and share it with staff
2. Develop cleaning, handwashing and hygiene procedures and increase the frequency of handwashing and surface cleaning by:
 - encouraging people to follow the guidance on hand washing and hygiene <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
 - providing hand sanitiser around the workplace, in addition to washrooms
 - frequently cleaning and disinfecting objects and surfaces that are touched regularly
 - enhancing cleaning for busy areas
 - setting clear use and cleaning guidance for toilets
 - providing hand drying facilities – either paper towels or electrical dryers
3. Continue to support people to work from home by:
 - discussing home working arrangements
 - ensuring they have the right equipment, for example remote access to work systems
 - including them in all necessary communications
 - looking after their physical and mental wellbeing
4. Maintain 2m social distancing, where possible by:
 - putting up signs to remind workers and visitors of social distancing guidance
 - avoiding sharing workstations
 - using floor tape or paint to mark areas to help people keep to a 2m distance
 - arranging one-way traffic through the workplace if possible
 - switching to seeing visitors by appointment only if possible
5. Where people cannot be 2m apart, manage transmission risk by:
 - considering whether an activity needs to continue for the business to operate
 - 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 whenever possible
 - staggering arrival and departure times
 - reducing the number of people each person has contact with by using 'fixed teams or partnering'

Steps being taken by the Facilities Team:

- Risk assessments and safe systems of work (SSW) are being completely revised
- PPE is being sourced including overalls, gloves, safety glasses and face masks
- Hand sanitisers are being installed at the entry points of all buildings
- Protocols are being put in place for dealing with visitors and contractors e.g. service engineers
- Checks are being made to ensure that contractors have appropriate COVID-19 risk assessments in place e.g. grass cutting and footpath management contractors
- Site signage updated as required

There has been a noticeable increase in the use of parks (although play areas remain closed) over the last few days so the team will resume bin emptying and litter picking from Tuesday 26th May 2020. Our contractors are continuing to regularly mow grass in the parks and maintain footpaths.

All the public toilets remain closed, but we are looking to re-open Westbourne car park toilets as soon as we can safely do so.

The Guildhall remains partially open with some tenants able to trade. Others have taken the opportunity to undertake refurbishment and redecoration work. The facilities team have been meeting with contractors pricing for the installation of new fire doors.

The public hall, office, tourist information centre and museum remain closed – although regular checks are being made.

The full version of the guidance can be found at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>