



## **Information Pack: How To Work Safely During Coronavirus (COVID-19)**

This pack has been designed to help employers and the self-employed to ensure their business is COVID-19 secure. Make sure you read all the guides relevant to your workplace. Each guide has specific actions for businesses to take based on these steps.

These guides cover a range of different types of work. Many businesses operate more than one type of workplace, such as an office, factory and fleet of vehicles. You may need to use more than one of these guides as you think through what you need to do to keep people safe. Further guidance will be published as more businesses are able to reopen.

Should you need any further advice please call our Environmental Health Team on 01354 654321 or e-mail us at [envhealth@fenland.gov.uk](mailto:envhealth@fenland.gov.uk)

### **Pubs/Restaurants/Food Premises**

#### **Keeping workers and customers safe during COVID-19**

Use this link to see the new guidance

<https://assets.publishing.service.gov.uk/media/5eb96e8e86650c278b077616/working-safely-during-covid-19-restaurants-pubs-takeaway-services-151020.pdf>

#### **Restaurants offering takeaway or delivery**

Guidance for those that operate a pub or restaurant and wish to offer takeaways:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

### **Food Safety**

If you are legally able to open your food premises and are looking to do so then you need to ensure that you have taken food safety and hygiene into account. In order to help you with this there is an opening checklist devised by the Food Standards Agency which can be viewed at: <https://www.food.gov.uk/business-guidance/reopening-checklist-for-food-businesses-during-covid-19>

**You need to ensure that you have carried out the checks before opening.**

## **Shops and branches**

Guidance for people who work in or run shops, branches, stores or similar environments:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

## **Hairdressers and barbers**

Guidance for people who provide close contact services, including hairdressers and barbers

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/close-contact-services>

## **Working in other people's homes**

Guidance for people working in, visiting or delivering to other people's homes:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>

## **Factories, plants and warehouses**

Guidance for people who work in or run factories, plants and warehouses.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

## **Use of Vehicles**

Guidance for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

## **Offices and contact centres**

Guidance for those who work in offices, contact centres and similar indoor environments:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>



## **Steps you can take to ensure your workplace is safe**

### **Carrying out a COVID-19 Risk Assessment at your premises.**

You should carry out a Risk Assessment to prevent the spread of Coronavirus in your workplace. Discuss the risk assessment with your staff and work together to ensure the control measures are implemented. Here is the link to an example of a Premises Covid -19 Risk Assessment <https://www.fenland.gov.uk/coronavirusbusinessadvice>

## **Develop cleaning, handwashing and hygiene procedures**



**You should increase the frequency of handwashing and surface cleaning at your premises by:**

Encouraging people to follow the guidance on hand washing and hygiene and provide paper towels or an electric hand drying machine

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 and toilets

## **Maintaining social distancing in the workplace**

You could put up signage to remind workers and visitors of social distancing guidance

<https://www.england.nhs.uk/coronavirus/primary-care/other-resources/posters/>

Avoid the sharing of workstations and use floor tape or paint to mark areas to help people keep to a safe distance.

Make sure your staff and customers are clear on your requirements for keeping everyone safe and preventing the spread of coronavirus.

## **Need more advice?**

We hope you have found this Covid-19 Business information pack helpful. Should you need any further advice please do not hesitate to call our Environmental Health Team on 01354 654321 or e-mail us at [envhealth@fenland.gov.uk](mailto:envhealth@fenland.gov.uk)