

Office & Stores

Safe System of Work



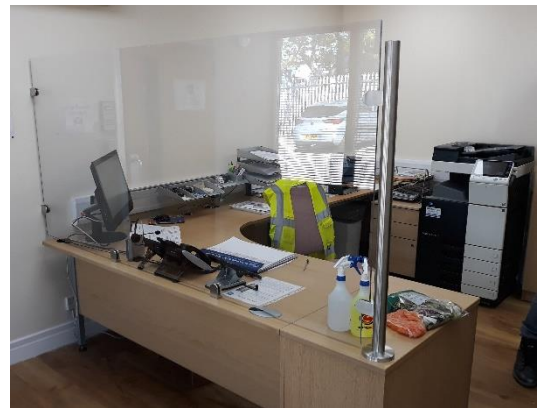
This document gives the safe working system designed to minimise the risk of either catching or spreading the Covid-19 virus. Please take time to read and understand the document. If you have any questions...please ask?

This document must be read in conjunction with:

- Office Risk Assessment RA/HO-001 for General Procedures.

Observing Social Distancing

- Ensure that where possible that a distance of 2 meters apart is observed.
- Observe the screens placed around the office and do not lean over the top of them to talk to a person or view documents / PC.
- Do not pass people on stairs, allow for one person to have priority and step back to allow the safe passage at the top or bottom of the stairs



Stores Counter

- The Stores Department has been redesigned. This is to safeguard the stores staff and to eliminate employees congregating in the stores collection area.
- Only one person is allowed in the redesigned stores collection area at a time.
- Please queue outside the stores area if needed and observe the 2 meter rule.



General Cleaning Procedures

The company will ensure that all public areas are clean and tidy. This will be the responsibility of the employed Cleaner and Stores Operative.

- Toilets will be cleaned (Please clean any mess that you make and report any issues).
- General Office areas will be cleaned periodically
- Copiers and Printers will be allocated to a dedicated person. This will then be their responsibility to keep clean.
- Internal Routes will be maintained
- Stores areas will be kept tidy



Workstation / Desk Cleaning

- It is your responsibility to keep your own workstation clean, this includes your desk, chair, PC, phone and other items and files stored on your desk.
- If you have a dedicated storage cupboard, this is your responsibility to also keep clean

Mobile Phones, Landlines & PC's

- Do not share your mobile phone with any person.
- Do not allow any person to use your landline or your PC and/or laptop

Food & Drink (Staff Room)

- The Staffroom has been closed for the use of eating, drinking and congregating at breaktimes.
- Food and drink are to be consumed either at your own desk or outside the building. Do not eat or drink at any other desk apart from your own.
- Food stored in the fridge, must be placed in your allocated area. (The fridge will have labels for storage of your own food)
- When using the boiling water tap and/or other drinks machines. Please only, make drinks for yourself and no other person.
- You must place all cups, spoons etc into the dishwasher. Do not remove any other persons dishes etc.

Internal Movement Throughout the Building

Minimise any internal movement by:

- Using external routes where possible. This eliminates unnecessary internal movement and helps to maintain social distancing

Open Doors

Where possible, leave internal doors wedged open, this minimises the amount of people required to open and close doors.

(An assessment must be made at the time to determine the security requirements. Doors are to be closed at the end of each day to allow for the setting of the Intruder Alarm

Keep Up to Date

- Follow Daily Guidance from the Government and Public Health England

Hand Sanitiser Stations

- Hand Sanitisers have been paced around the building.
- Please ensure that you use these in addition to washing your hands regularly.
- Report any issues with the hand sanitisers or if they require a refill.
- Office workers and authorised employees visiting the upstairs office must use the hand sanitiser in the office when entering.



Follow the following procedure when applying Hand Sanitiser

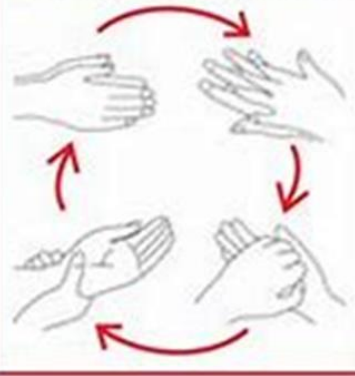
STEP 1

Apply one squirt



STEP 2

Rub hands together



STEP 3

Rub until dry



Hand Washing

Follo



(a) Wet hands under running water



(b) Apply soap and rub palms together to ensure complete coverage



(c) Spread the lather over the backs of the hands



(d) Make sure the soap gets in between the fingers



(e) Grip the fingers on each hand



(f) Pay particular attention to the thumbs



(g) Press fingertips into the palm of each hand



(h) Dry thoroughly with a clean towel