



GEZE UK Ltd Coronavirus (COVID-19) RA

Information & Risk Assessment (ongoing) - Last Update 01/06/2020

Table of Contents

1.0	<i>Introduction</i>	3
2.0	<i>Number of coronavirus (COVID-19) cases and risk in the UK?</i>	3
3.0	<i>Symptoms and what to do</i>	3
4.0	<i>How coronavirus is spread</i>	3
5.0	<i>Stay at home to stop coronavirus spreading</i>	4
6.0	<i>How to stop infection spreading</i>	4
7.0	<i>What is social distancing? (General UK Government Guidance)</i>	4
8.0	<i>How long to self-isolate</i>	5
9.0	<i>Get an isolation note to give to your employer</i>	5
10.0	<i>If you have symptoms and live with a vulnerable person</i>	5
11.0	<i>Reducing the spread of infection in your home</i>	6
12.0	<i>How to do your cleaning and laundry</i>	6
13.0	<i>Looking after your health and wellbeing</i>	6
14.0	<i>What to do if someone develops symptoms of COVID-19 on site</i>	7
15.0	<i>Ending self-isolation and household isolation</i>	7
16.0	<i>Travel advice: coronavirus (COVID-19)</i>	8
17.0	<i>Preventing the spread of COVID-19 in the workplace</i>	8
18.0	<i>Handling post or packages</i>	8
19.0	<i>Treatment for coronavirus</i>	8
	APPENDIX 1: Awareness Poster 1 – Main Entrance	9
	APPENDIX 2: Awareness Poster 2 – Wash Your Hands	10
	APPENDIX 3: Awareness Poster 3 – How to wash your hands	11
	APPENDIX 4: Awareness Poster 4 – If I am unwell, what should I do?	12
	APPENDIX 5: Awareness Poster 5 – General Hygiene and avoid spreading	12
	APPENDIX 6: Awareness Poster 6 – Employers and businesses guidance	14
	APPENDIX 7: PHE Awareness Pack (Print and provide / email) 1 of 5	15
	APPENDIX 8: Risk Assessment	20
	Part 2. Health & safety risk assessment - Briefing record	39
	APPENDIX 9: Stay at Home guidance for households	40

1.0 Introduction

This guidance has been developed on information provided by:

- The UK NHS (National Health Service)
- The WHO (World Health Organisation)
- CIPD (The Chartered Institute of Personnel and Development)
- The UK FCO (Foreign and Commonwealth Office)
- GOV.UK
- The Resuscitation Council (UK)

Date: 25th March 2020, 0230hrs

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

2.0 Number of coronavirus (COVID-19) cases and risk in the UK?¹

As of 9am 31 May 2020, there have been 4,285,738 tests, with 115,725 tests on 30 May.

274,762 people have tested positive.

As of 5pm on 30 May, of those tested positive for coronavirus in the UK, 38,489 have sadly died. This new figure includes deaths in all settings not just in hospitals. The equivalent figure under the old measure would have been 30,861.

RISK LEVEL

The risk to the UK is **HIGH**.

3.0 Symptoms and what to do²

Do not leave your home if you have either:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

To protect others, do not go to places like a GP surgery, pharmacy or hospital. Stay at home.

USE THE NHS 111 ONLINE CORONAVIRUS SERVICE TO FIND OUT WHAT TO DO.

Link: <https://111.nhs.uk/covid-19/>

Only call 111 if you cannot get help online.

4.0 How coronavirus is spread³

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person.

Similar viruses are spread in cough droplets.

It's very unlikely it can be spread through things like packages or food.

¹ <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#number-of-cases>

² <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms-and-what-to-do/>

³ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

5.0 Stay at home to stop coronavirus spreading ⁴

Everyone must stay at home to help stop the spread of coronavirus.

You should only leave the house for 1 of 4 reasons:

- shopping for basic necessities, for example food and medicine, which must be as infrequent as possible
- one form of exercise a day, for example a run, walk, or cycle – alone or with members of your household
- any medical need, or to provide care or to help a vulnerable person
- travelling to and from work, but only where this absolutely cannot be done from home.

IMPORTANT

These 4 reasons are exceptions – even when doing these activities, you should be minimising time spent outside of the home and ensuring you are 2 metres apart from anyone outside of your household.

6.0 How to stop infection spreading⁵

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus.

DO

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get back home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

DO NOT

- do not touch your eyes, nose or mouth if your hands are not clean

7.0 What is social distancing? (General UK Government Guidance)⁶

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus (COVID-19).

They are to:

1. Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough
2. Avoid non-essential use of public transport when possible
3. Work from home, where possible. Your employer should support you to do this. Please refer to employer guidance for more information
4. Avoid large and small gatherings in public spaces, noting that pubs, restaurants, leisure centres and similar venues are currently shut as infections spread easily in closed spaces where people gather together.
5. Avoid gatherings with friends and family. Keep in touch using remote technology such as phone, internet, and social media
6. Use telephone or online services to contact your GP or other essential services

⁴ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

⁵ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

⁶ <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

Everyone should be trying to follow these measures as much as is practicable.

We strongly advise you to follow the above measures as much as you can and to significantly limit your face-to-face interaction with friends and family if possible, particularly if you:

- are over 70
- have an underlying health condition
- are pregnant

This advice is likely to be in place for some weeks.

8.0 How long to self-isolate⁷

If you have symptoms

If you have symptoms of coronavirus, you'll need to self-isolate for 7 days.

After 7 days:

- if you do not have a high temperature, you do not need to self-isolate
- if you still have a high temperature, keep self-isolating until your temperature returns to normal

You do not need to self-isolate if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

If you live with someone who has symptoms

If you live with someone who has symptoms, you'll need to self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

If you get symptoms, self-isolate for 7 days from when your symptoms start, even if it means you're self-isolating for longer than 14 days.

If you do not get symptoms, you can stop self-isolating after 14 days.

After self-isolation

You still need to stay at home when you finish self-isolating, but you can go out for essential trips such as buying food.

Read the coronavirus advice for everyone. (Point 5 above).

9.0 Get an isolation note to give to your employer⁸

If you live with someone who has symptoms of coronavirus, you can get an isolation note to send to your employer as proof you need to stay off work.

You do not need to get a note from a GP.

If you have symptoms of coronavirus and need to stay at home, use the 111-coronavirus service to get an isolation note

Get an isolation note

Link: <https://111.nhs.uk/isolation-note/>

10.0 If you have symptoms and live with a vulnerable person

If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to arrange for them to stay with friends or family for 14 days.

⁷ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

⁸ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

If you have to stay at home together, try to keep away from each other as much as possible.

DO

- try to keep 2 metres (3 steps) away from each other
- avoid using shared spaces, such as kitchens or bathrooms, at the same time as each other
- open windows in shared spaces if you can
- clean a shared bathroom each time you use it, for example by wiping the surfaces you have touched
- use a dishwasher if you have one – if you do not have one, use washing-up liquid and warm water and dry everything thoroughly

DO NOT

- do not share a bed, if possible
- do not share towels, including hand towels and tea towels

11.0 Reducing the spread of infection in your home⁹

While you're staying at home, you should:

- wash your hands with soap and water often, for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- clean objects and surfaces you touch often (like door handles, kettles and phones) using your regular cleaning products

12.0 How to do your cleaning and laundry

Use your usual household products, such as detergents and bleach, when you clean your home.

Put used tissues and disposable cleaning cloths in rubbish bags. Then put the bag into a second bag and tie it securely. Wait 3 days before putting it in your outside bin.

Dispose of other household waste as normal.

Wash your laundry in the washing machine in the usual way. Laundry that has been in contact with an ill person can be washed with other people's items. Do not shake dirty laundry, as this may spread the virus in the air.

If you do not have a washing machine, wait for 3 days after your stay at home has ended before taking your laundry to a launderette.

13.0 Looking after your health and wellbeing

To help yourself stay well while you're at home:

- drink plenty of water to stay hydrated – drink enough so your pee is pale and clear
- take paracetamol to help ease your symptoms
- stay in touch with family and friends over the phone or on social media, to help you avoid feeling low or lonely
- try to keep yourself busy – you could try activities like cooking, reading, online learning and watching films
- do light exercise, if you feel well enough to

⁹ <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

14.0 What to do if someone develops symptoms of COVID-19 on site¹⁰

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home and advised to follow the stay at home guidance.

If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

It is not necessary to close the business or workplace or send any staff home, unless government policy changes. Keep monitoring the government response page for the latest details.

Travel arrangements

Anyone who has a new, continuous cough or a high temperature should be advised to quickly and directly return home and to remain there and initiate household isolation. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.

15.0 Ending self-isolation and household isolation¹¹

Self-isolation

If you have been symptomatic, then you may end your self-isolation after 7 days. The 7-day period starts from the day when you first became ill

Household isolation

If living with others, then all household members who remain well may end household-isolation after 14 days. The 14-day period starts from the day illness began in the first person to become ill. Fourteen days is the incubation period for coronavirus; people who remain well after 14 days are unlikely to be infectious.

After 7 days, if the first person to become ill feels better and no longer has a high temperature, they can return to their normal routine. If any other family members become unwell during the 14-day household-isolation period, they should follow the same advice - that is, after 7 days of their symptoms starting, if they feel better and no longer have a high temperature, they can also return to their normal routine.

Should a household member develop coronavirus symptoms late in the 14-day household-isolation period (for example, on day 13 or day 14) **the isolation period does not need to be extended, but the person with the new symptoms has to stay at home for 7 days.** The 14-day household-isolation period will have greatly reduced the overall amount of infection the rest of the household could pass on, and it is not necessary to restart 14 days of isolation for the whole household. This will have provided a high level of community protection. Further isolation of members of this household will provide very little additional community protection.

At the end of the 14-day period, any family member who has not become unwell can leave household isolation.

If any ill person in the household has not had any signs of improvement and have not already sought medical advice, they should contact NHS 111 online. If your home has no internet access, you should call NHS 111.

The cough may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean someone must continue to self-isolate for more than 7 days.

¹⁰ <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

¹¹ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#ending-isolation>

16.0 Travel advice: coronavirus (COVID-19)¹²

Guidance for British people travelling overseas during the coronavirus (COVID-19) pandemic.

Foreign & Commonwealth Office (FCO) travel advice

Exceptional travel advisory notices

Return to the UK now if you're travelling abroad. The Foreign & Commonwealth Office (FCO) advises British people travelling abroad to return to the UK now, if commercial flights are still available.

International travel is becoming very limited as air routes close, land borders close and new restrictions are put in place that prevent flights from leaving.

17.0 Preventing the spread of COVID-19 in the workplace¹³

Low-cost measures below will help prevent the spread of infections in the workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees.

Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate. They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

- Make sure your workplaces are clean and hygienic
 - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
 - Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads
- Promote regular and thorough handwashing by employees, contractors and customers
 - Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
 - Display posters promoting hand-washing—ask your local public health authority for these or look on www.WHO.int.
 - Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote handwashing
 - Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
 - Why? Because washing kills the virus on your hands and prevents the spread of COVID – 19

18.0 Handling post or packages

Staff should continue to follow existing risk assessments and safe systems of working; there are no additional precautions needed for handling post or packages.

19.0 Treatment for coronavirus¹⁴

- There is currently no specific treatment for coronavirus
- Antibiotics do not help, as they do not work against viruses
- Treatment aims to relieve the symptoms while your body fights the illness
- You'll need to stay in isolation away from other people until you've recovered.

¹² <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

¹³ <https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf>

¹⁴ <https://www.nhs.uk/conditions/coronavirus-covid-19/>

CORONAVIRUS

Are you suffering from the following signs and symptoms?

- Cough
- Fever
- Difficulty in breathing / shortness of breath



Cough



Fever



Shortness of
breath

If yes, to protect yourself and others please go home and search 'NHS Coronavirus' for advice and access the 111 online coronavirus service.

As soon as possible contact your Employer for guidance.

Do not enter this building

Poster layout and content developed from NHS and Public Health England.

CORONAVIRUS

Wash your hands

more often for

20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

CORONAVIRUS

PROTECT YOURSELF & OTHERS

- 1 - Safe Place!
- 2 - Safe Person!
- 3 - Sound Information!

CORONAVIRUS

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

**Use a tissue to turn off the tap.
Dry hands thoroughly.**

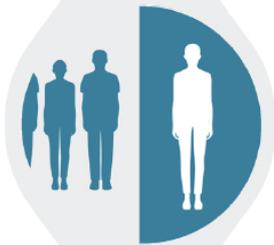
Poster layout and content developed from the NHS.

APPENDIX 4: Awareness Poster 4 – If I am unwell, what should I do?

If I am unwell, what should I do?



Do not go to a GP surgery, pharmacy or hospital



If you or someone you live with has a 'new, continuous' cough or a high temperature, you should stay at home for 14 days



If symptoms persist or worsen, use the online 111 coronavirus service at 111.nhs.uk. In Northern Ireland, call 111



A medical professional will give you advice on what to do next



You may then be tested for the virus

CORONAVIRUS

How can I try to stay well and avoid spreading the virus?



Wash hands frequently with soap and water or use a sanitiser gel



Work at home where possible and **avoid social venues**



Catch coughs and sneezes and **throw away used tissues**



If you don't have a tissue **use your sleeve**



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

APPENDIX 6: Awareness Poster 6 – Employers and businesses guidance



Employers and businesses guidance

If you have a  or  **new and continuous cough** or **high temperature**

stay at home for 7 days, if you live alone
stay at home for 14 days, if you live with others, including all household members

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

Stop the spread of coronavirus



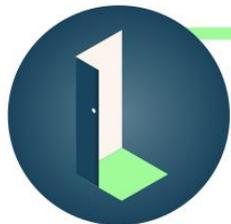
Wash your hands more often and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Businesses and workplaces should encourage their employees to work at home, wherever possible



Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products



Employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus to others

Those who follow advice to stay at home will be eligible for **statutory sick pay (SSP) from the first day** of their absence from work

Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, **they should be sent home**

Employees from **defined vulnerable** groups should be strongly advised and supported to stay at home and work from there if possible

APPENDIX 7: PHE Awareness Pack (Print and provide / email) 1 of 5

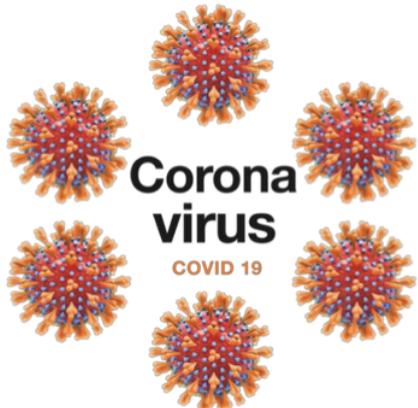


Public Health
England

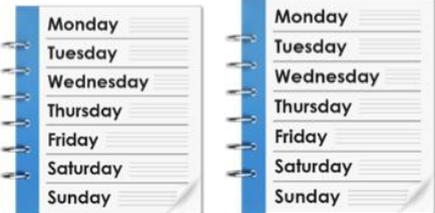
Protecting and improving the nation's health

Coronavirus (COVID-19)

March 2020

	<p>COVID-19 is a new illness. Lots of people call it Coronavirus.</p> <p>It can affect your lungs and your airways.</p>
	<p>Most people who get Coronavirus will not be very ill.</p> <p>Some older people or people who already have health problems may become more ill.</p> <p>You may feel worried about Coronavirus. This is normal. Talk about how you feel with people you can trust.</p>

 <p>1 ~~~~~ 2 ~~~~~ 3 ~~~~~ 4 ~~~~~ 5 ~~~~~</p>	<p>We have a plan to slow down how fast Coronavirus spreads.</p> <p>There are things everyone can do to help stop them and other people getting Coronavirus.</p>
	<p>1) Keep your hands clean.</p> <p>Wash your hands lots of times during the day:</p> <ul style="list-style-type: none">✓ use soap and water✓ use hand sanitiser (gel) if there is no soap and water when you are out✓ make sure you wash your hands when:<ul style="list-style-type: none">• you come home• you visit other places• before you touch food <p>✗ Do not touch your eyes, nose or mouth</p>

	<p>✓ Always cough and sneeze into a tissue.</p> <p>✓ Then throw the tissue away and wash your hands.</p>
 	<p>2) Be ready to stay at home</p> <p>Stay at home and don't meet up with other people for 7 days if you have Coronavirus symptoms. These are:</p> <ul style="list-style-type: none"> • a new cough, and you keep coughing or • a high temperature <p>After 7 days, if you feel better, you can start your usual routine again.</p>
	<p>Stay at home and don't meet up with other people for 14 days if you share your home with someone who has symptoms of Coronavirus.</p>

	<p>3) Make a plan</p> <p>Think about what you will do if you are asked to stay at home.</p> <p>If you have support from family or paid carers you should make a plan with them.</p>
	<p>4) Only use health services when it is important to do so.</p> <p>If you:</p> <ul style="list-style-type: none">• are staying at home and start to feel much more ill or• have stayed at home for 7 days and still have symptoms of Coronavirus <p>then:</p> <ul style="list-style-type: none">• get advice from NHS 111 online• if you need to speak to someone call 111• you should <u>not</u> go to a GP surgery, pharmacy or hospital as you could pass Coronavirus to others <p>Only dial 999 or go to Accident and Emergency if there is an emergency.</p>

	<ul style="list-style-type: none">• Only get information about Coronavirus from places you can trust <p>These places are:</p> <ul style="list-style-type: none">• The UK coronavirus (COVID-19) page• The NHS coronavirus (COVID-19) page• NHS 111 online• If you are planning to travel abroad check the Foreign and Commonwealth Office travel advice page• Follow Public Health England or The Department of Health and Social Care on Twitter for regular updates
---	--

The pictures in this summary are from Photosymbols: <https://www.photosymbols.com/>

Appendix 8 Risk Assessment

UK RISK STATUS -		MEDIUM/HIGH		Level 4		Controlled Document - DO NOT print or share without permission from the HSQE Manager				
APPENDIX 8: Risk assessment – Safe place, Safe person, Sound information										
Part 1: Risk assessment for coronavirus (COVID-19) Last updated: 12-05-2020										
Risk assess each hazard and implement the necessary controls as appropriate.										
Description		GEZE UK Ltd – UK Wide								
Prepared by <i>(print)</i>	Gavin Downes – HSQE Manager	Prepared by <i>(sign)</i>				Position	HSQE Manager	Date	21/03/2020	
Authorised by <i>(print)</i>	Gavin Downes – HSQE Manager	Authorised by <i>(sign)</i>				Position	HSQE Manager	Date	15/05/2020	
Risk Number	Hazard	Who might be affected and how?	Enter either, or/and			Evaluate current control measures.			Enter either, or/and	
			1 - Details of recommended NHS / UK Government / FCO / WHO / etc. / General health and safety risk management controls (zoonosis)			Do we need to implement additional controls?			1 - New control measures recommended	
			2 - What we are currently doing						2 - Why the recommended control measures are not implemented	
						YES	NO	N/A	3 - General comments	
1 - SAFE PLACE										
R1	Coronavirus	Employees	1 – On 23 March 2020 the government stepped up measures to prevent the spread of coronavirus and save lives. All non-essential premises must now close.				No		3) Monitoring daily and currently all locations are reduced in staff to essential personnel only. All locations are shut to none GEZE UK staff but with some exclusions in regards deliveries which are drop and go.	

	(COVID-19) (CV19)										
	Someone entering the workplace with CV19	The workplace remains open despite Government instruction, and someone enters the workplace with CV19 and passes the virus on to employees, who in turn pass CV19 onto family members and those they come into contact with.	https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance		<p>2 – We are following Government advice applicable to our workplace. GOV.UK: 4. “Certain jobs require people to travel to their place of work – for instance if they operate machinery, work in construction or manufacturing, or are delivering front line services.”</p>				<p>3) Strict measures are in place and GEZE UK takes a ‘zero tolerance’ approach to violations or breaches of the strict rules set out by the company or government.</p> <p>3) Equipment and packages must be treated with a disinfectant such as Dettol. Once cleaned they are to be left securely to ensure no cross contamination occurs whilst unattended.</p> <p>3) Gloves either Nitrile or Latex are worn by all parties at all times to prevent contact. Regular change in gloves or sanitise/decontamination of your gloves is advised. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p>		

R2	Coronavirus	Employees	1 – A request has been sent to companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding CV19. We will not work alongside companies who will not provide us this information.	No	3) Strict measures in place as detailed above.	N/A	N/A
	(COVID-19) (CV19)		2 – As a company we have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements and control measures.		3) FFP2 & 3 Mask are available to all staff and can be used whilst at work or when travelling to and from work or other locations. The masks are made available to staff but GEZE UK are following the PHE guidance regards the wearing of masks. We explain to staff that the wearing of a mask is only to prevent the spread if you have symptoms or caring for those with symptoms. The masks can be washed up to 5 times and must be disposed of correctly.		
		A visitor enters the workplace with CV19 and passes the virus on to employees.	3 - An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals will not be allowed entry or will be requested to leave.		3) Strict measures are in place and GEZE UK takes a 'zero tolerance' approach to violations or breaches of the strict rules set out by the company or government.		
	Someone entering the workplace with CV19		4 - An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster will state that symptomatic individuals will not be allowed entry.		3) Equipment and packages must be treated with a disinfectant such as Dettol. Once cleaned they are to be left securely to ensure no cross contamination occurs whilst unattended.		

			5 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.			3) Gloves either Nitrile or Latex are worn by all parties at all times to prevent contact. Regular change in gloves or sanitise/decontamination of your gloves is advised. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.		
			6 - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc.).			3) Poster campaign has been deployed around the organisation with clear instructions on social distancing, working requirements, prevention and "Say If It's Not Okay" advice posters. Staff are kept to a minimum with only essential staff on site. Visitors are denied access to the building and told to phone, send emails or virtual meets via Zoom, Skype etc. Essential contractors are controlled via approval system only and measures are taken to segregate and approve all works via RAMS which must include COVID-19 prevention steps.		
			7 - This information has been passed onto employees.					
R3	Coronavirus	Employees, visitors	1 - Person will be removed to a designated area which is at least 2 metres away from other people.		No	3) Strict measures in place as detailed above.	N/A	N/A

(COVID-19) (CV19)		2 - We have identified a designated room or area where they can be isolated behind a closed door, such as a staff office. If it is possible to open a window, we will do so for ventilation.			3) Monitored daily by all managers and HR are documenting potential cases.
	Contracted CV19 by any means.	3 - The individual will be sent home and advised to follow NHS guidance online. If the person is a visitor, their organisation will also be contacted.			3) Equipment and packages must be treated with a disinfectant such as Dettol. Once cleaned they are to be left securely to ensure no cross contamination occurs whilst unattended.
Someone becomes ill within the workplace		4 - The workplace will be decontaminated following Governmental guidance:			3) Gloves either Nitrile or Latex are worn by all parties at all times to prevent contact. Regular change in gloves or sanitise/decontamination of your gloves is advised. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
		https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings			3) Poster campaign has been deployed around the organisation with clear instructions on social distancing, working requirements, prevention and "Say If It's Not Okay" advice posters. Staff are kept to a minimum with only essential staff on site. Visitors are denied access to the building and told to phone, send emails or virtual meets via Zoom, Skype etc. Essential contractors are controlled via approval system only and measures are taken to segregate and approve all works via RAMS which must include COVID-19 prevention steps.

			5 - First aid response to all incidents will be under strict guidance. 999 emergency service calls for all life threatening situations is priority. The use of a cloth over the mouth of a suspected COVID-19 person will be used whilst stabilising the injured party and awaiting the emergency services. Gloves, Mask & Apron will be used when possible.			3) Non Life Threatening or Minor Injuries i.e. anything that WILL NOT result in death or life changing disability e.g. rashes, small cuts or grazes, bumps or bruising will be treated at a distance were possible or whilst wearing Gloves, Mask & Apron. If IP can apply plaster or administer treatment themselves through the advice of the First Aider from a distance of 2m then they will do so. IP will be assessed for work or sent home.		
			6 - This information has been passed onto employees.			3) FFP2 & 3 Mask are available to all staff and can be used whilst at work or when travelling to and from work or other locations. The masks are made available to staff but GEZE UK are following the PHE guidance regards the wearing of masks. We explain to staff that the wearing of a mask is only to prevent the spread if you have symptoms or caring for those with symptoms. The masks can be washed up to 5 times and must be disposed of correctly.		
R4	Coronavirus	Employees, visitors	1 - An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.).		No	3) Cleaning company are sanitising daily as are active staff. Strict measures in place. Gloves either Nitrile or Latex are worn by all parties at all times to prevent contact. Regular change in gloves or sanitise/decontamination of your gloves is advised. These should be	N/A	N/A

(COVID-19) (CV19)		2 - Hand sanitisers have been placed in the workplace.			double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Equipment and packages must be treated with a disinfectant such as Dettol. Once cleaned they are to be left securely to ensure no cross contamination occurs whilst unattended.
	A person catches CV19 due to contaminated surfaces.	3 - Extra hygiene requirements (handwashing etc.) are enforced.			3) FFP2 & 3 Mask are available to all staff and can be used whilst at work or when travelling to and from work or other locations. The masks are made available to staff but GEZE UK are following the PHE guidance regards the wearing of masks. We explain to staff that the wearing of a mask is only to prevent the spread if you have symptoms or caring for those with symptoms. The masks can be washed up to 5 times and must be disposed of correctly.
Contaminated workplace		4 - Multi-use handtowels are not used to dry hands.			
		5 - This information has been passed onto employees.			

R5	Coronavirus	Employees	1 - A <i>Social Distancing</i> policy has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.)	No	3) Strict measures are in place and GEZE UK takes a 'zero tolerance' approach to violations or breaches of the strict rules set out by the company or government. Poster campaign has been deployed around the organisation with clear instructions on social distancing, working requirements, prevention and "Say If It's Not Okay" advice posters. Staff are kept to a minimum with only essential staff on site. Visitors are denied access to the building and told to phone, send emails or virtual meets via Zoom, Skype etc. Essential contractors are controlled via approval system only and measures are taken to segregate and approve all works via RAMS which must include COVID-19 prevention steps.		
	(COVID-19) (CV19)		https://www.health.gov.au/resources/publications/coronavirus-covid-19-information-on-social-distancing				
		A person catches CV19 due to working closely with an infected person.	2 - This information has been passed onto employees.				
	Proximity, workplace gatherings						
2 – SAFE PERSON							
R6	Coronavirus	Employees (including those considered at increased)	1 – NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts):	No	3) Employees have been reduced where possible and have been placed on 'Furlough' with offices closed (where	N/A	N/A

			3 – Government guidance on hand washing is provided in line with the 20 second rule:				travelling to and from work or other locations. The masks are made available to staff but GEZE UK are following the PHE guidance regards the wearing of masks. We explain to staff that the wearing of a mask is only to prevent the spread if you have symptoms or caring for those with symptoms. The masks can be washed up to 5 times and must be disposed of correctly.			
			https://www.nhs.uk/video/pages/how-to-wash-hands.aspx							
			4 – Additional consideration will be given to those employees who may be deemed to be at increased risk.							
			5 – Advice on risks, symptoms and control measures has been passed onto employees. A formal training program has been implemented which considers Safe Place, Safe Person, Sound Information.							
R7	Coronavirus	Employees	1 – NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist:		No		3) All employees are advised of the rules on isolation via a number of media's.	N/A	N/A	
	(COVID-19) (CV19)		https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/							

	Self-isolation	Employees are not aware of the need to self-isolate or how to self-isolate.	2 – The need to provide an isolation certificate has been passed to employees.				3) Repeat communications from the business have been issued.		
			3 – Advice on how to self-isolate has been passed onto employees.						
R8	Coronavirus	Employees	1 – FCO provides advice for travellers:		No		3) All travel has stopped and a companywide travel ban is in effect until further notice.	N/A	N/A
	(COVID-19) (CV19)		https://www.gov.uk/foreign-travel-advice (FCO)						
		Travelling abroad for work to any area.	All travel has been suspended.						
	Travel		2 – UK Government has issued a COVID-19 Exceptional Travel Advisory Notice.						
	(Travelling abroad)		All staff are strongly advised to return to the UK while there are still commercial routes available. Many airlines are suspending flights and many airports are closing, preventing flights from leaving advises against all non-essential travel.						
							3) FFP2 & 3 Mask are available to all staff and can be used whilst at work or when travelling to and from work or other locations. The masks are made available to staff but GEZE UK are following the PHE guidance regards the		

			3 – Practical alternatives to travel including postponing trips and holding meetings via video conferencing are implemented.			wearing of masks. We explain to staff that the wearing of a mask is only to prevent the spread if you have symptoms or caring for those with symptoms. The masks can be washed up to 5 times and must be disposed of correctly.		
			4 – Advice and guidance on travelling has been passed onto employees.					
R9	Coronavirus	Employees	1 – CIPD provides advice for travellers returning to work from affected areas:		No	3) All travel has stopped and a companywide travel ban is in effect until further notice.	N/A	N/A
	(COVID-19) (CV19)		https://www.hr-inform.co.uk/news-article/advice-on-managing-the-coronavirus-outbreak (CIPD)					
		Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.	2 – This advice or how to access it is passed onto employees.					
						3) FFP2 & 3 Mask are available to all staff and can be used whilst at work or when travelling to and from work or other locations. The masks are made available to staff but GEZE UK are following the PHE		

	Travel						guidance regards the wearing of masks. We explain to staff that the wearing of a mask is only to prevent the spread if you have symptoms or caring for those with symptoms. The masks can be washed up to 5 times and must be disposed of correctly.		
	(Returning from travelling abroad)								
R10	Coronavirus	Employees	1 – Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area.		No		3) Advice from HR is available to help effected employees.	N/A	N/A
	(COVID-19) (CV19)		<i>(a failure to allow short notice cancellation could pressure employees to travel to affected destinations).</i>						
		Employee(s) may become affected due to travelling to an affected area as part of booked annual leave.							

	Booked annual leave								
R11	Coronavirus	Employees, general public, family members	1 – Employee(s) is/are advised to follow NHS online guidance:		No		3) Support from HR is available and monitoring is in effect.	N/A	N/A
	(COVID-19) (CV19)		https://www.nhs.uk/conditions/coronavirus-covid-19/						
		Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.	2 – If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy.			3) Strict measures are in place and GEZE UK takes a 'zero tolerance' approach to violations or breaches of the strict rules set out by the company or government.			
	Symptomatic or exposed employee(s)		3 – Symptomatic employees will be sent home.						
	A person catches CV19 due to another employee continuing to work despite being unwell.		4 – If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.			3) Poster campaign has been deployed around the organisation with clear instructions on social distancing, working requirements, prevention and "Say If It's Not Okay" advice posters. Staff are kept to a minimum with only essential staff on			

						<p>site. Visitors are denied access to the building and told to phone, send emails or virtual meets via Zoom, Skype etc. Essential contractors are controlled via approval system only and measures are taken to segregate and approve all works via RAMS which must include COVID-19 prevention steps.</p>		
	Presenteeism		<p>5 – Working from home has been considered. A specific homeworking risk assessment will be conducted if needed.</p>					
			<p>6 – As a last resort, if we decide to suspend an employee as a precaution this will be on full pay unless the employees specific contract provides us a right to suspend without full pay for this reason. Such a suspension will not be considered a ‘medical suspension’.</p>			<p>3) FFP2 & 3 Mask are available to all staff and can be used whilst at work or when travelling to and from work or other locations. The masks are made available to staff but GEZE UK are following the PHE guidance regards the wearing of masks. We explain to staff that the wearing of a mask is only to prevent the spread if you have symptoms or caring for those with symptoms. The masks can be washed up to 5 times and</p>		

							must be disposed of correctly.		
			7 – This advice or how to access it is passed onto employees.						
R12	Coronavirus	Employees, general public, family members	1 – If NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy.		No		3) Strict measures are in place and GEZE UK takes a 'zero tolerance' approach to violations or breaches of the strict rules set out by the company or government. Poster campaign has been deployed around the organisation with clear instructions on social distancing, working requirements, prevention and "Say If It's Not Okay" advice posters. Staff are kept to a minimum with only essential staff on site. Visitors are denied access to the building and told to phone, send emails or virtual meets via Zoom, Skype etc. Essential contractors are controlled via approval system only	N/A	N/A
	(COVID-19) (CV19)		2 – If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.						
	Employee(s) who have contracted CV19	Contracted CV19 by any means.	3 – The workplace will be decontaminated following Governmental guidance:						

						and measures are taken to segregate and approve all works via RAMS which must include COVID-19 prevention steps.		
			https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings			3) FFP2 & 3 Mask are available to all staff and can be used whilst at work or when travelling to and from work or other locations. The masks are made available to staff but GEZE UK are following the PHE guidance regards the wearing of masks. We explain to staff that the wearing of a mask is only to prevent the spread if you have symptoms or caring for those with symptoms. The masks can be washed up to 5 times and must be disposed of correctly.		
			4 – Personal Protective Equipment has been provided relative to activities.					
			5 – This information has been passed onto employees.					
3 - SOUND INFORMATION								
R13	Coronavirus	Employees (including those considered at increased risk)	1 - Monitoring. We have designated a CV19 Appointed Person. Responsibilities include:		No	3) Guidance from the government is being monitored hourly by the Board of Directors, HR and HSQE Manager. Updates that effect any GEZE personnel will be immediately sent out. Poster	N/A	N/A
	(COVID-19) (CV19)		a) Signing up to the UK Gov CP immediate updates:					

	Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response				campaign has been deployed around the organisation with clear instructions on social distancing, working requirements, prevention and "Say If It's Not Okay" advice posters. Staff are kept to a minimum with only essential staff on site. Visitors are denied access to the building and told to phone, send emails or virtual meets via Zoom, Skype etc. Essential contractors are controlled via approval system only and measures are taken to segregate and approve all works via RAMS which must include COVID-19 prevention steps.		
	Lack of accurate information / a failure to disseminate information	b) Monitoring relevant Websites and News outlets.						
		2 - Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).						

APPENDIX 9: Stay at Home guidance for households

Criteria and guidance applied as of 17/03/2020:

Incubation period = maximum 14 days

Day 1 is the first day of symptoms

The 14-day period starts from the day when the first person in the house became ill

If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 7 days

If anyone else in the household starts displaying symptoms, they stay at home for 7 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person

Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation

		DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
		Person in household																					
Example household 1	A	X								✓													
	B				X								✓										
	C																✓						
	D																✓						
Example household 2	A	X								✓													
	B				X								✓										
	C														X							✓	
	D																✓						

Key: X = when illness started - first day of symptoms
✓ = allowed to go out again