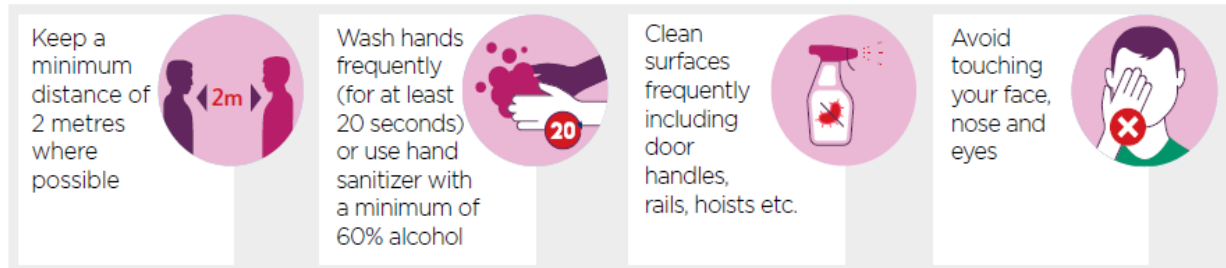


## Health and Safety Toolbox Talk No: 148 (Covid19)

### Office Safety



#### **This TBT should be used in conjunction with the relevant site-specific risk assessment**

To help contain the virus, office workers who can work effectively from home should do so over the winter. Where an employer, in consultation with their employee, judges an employee can carry out their normal duties from home they should do so.

Public-sector employees working in essential services, including education settings, should continue to go into work where necessary.

Anyone else who cannot work from home should go to their place of work.

The risk of transmission can be substantially reduced if [COVID-secure guidelines](#) are followed closely. Extra consideration should be given to those people at higher risk.

Those classed as [clinically extremely vulnerable](#) can go to work as long as the workplace is COVID-19 secure, but should carry on working from home wherever possible.

There is no limit to group size when you are meeting or gathering for work purposes, but workplaces should be set up to meet the COVID-secure guidelines.

Keep your workstation clean and regularly wipe down frequently used surfaces. This will include your work equipment as well as door handles, photocopier, printers and other touchpoints in the office.

Wash your hands regularly and avoid touching your mouth or face. If you do, you should wash your hands again.

Try to maintain 2m distance.

Where possible, sit side by side, but not directly next to each other unless a screen is fitted or back to back (maintaining social distance) rather than face to face

Where possible, keep use of common equipment such as printers and photocopiers to a minimum.

Minimise use of meeting / interview rooms. If they are to be used, minimise the number of people able to use them. Clean them before use and afterwards.



Use tissues to catch any sneezes or coughs and dispose of accordingly.

Be vigilant when entering a toilet facility or a kitchen area. Social distancing will apply to all areas of the office.

Be considerate to other users of the office – especially on walkways, or common areas where it is difficult to maintain 2m distance.

Avoid sharing cutlery and crockery – either keep the items you use in the office, at your desk or preferably, bring your own items in.

Where hot-desking is necessary, the work area must be cleaned before use and as you leave, ready for the next person.

Ensure staff numbers do not exceed any COVID 19 secure certificate.

Ensure records are kept of anyone on site at any given time (with the exception of delivery operatives). This should be via the NHS QR code, or a manual log (where details must be kept for 21 days). This allows Pinnacle to collect contact details for NHS Test and Trace.

Consider:

- Spitting staff into teams with alternate days working from home, or splitting across a day and night shift

- Spreading out standard processes, so that only one team needs to be on the premises to complete a task at a given time

- As far as possible, where staff are split into teams, fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals i.e. don't swap teams about if possible

- Where people are returning to work, abide by the controls already in existence and observe any risk assessment that may be in place

- Wherever possible restrict visitors to site. If visitors must enter your site, they should observe good hygiene protocols and social distancing.

- Where you have a reception, desk consider whether a screen is necessary.

Information on local COVID alert levels, including what they mean, why they are being introduced and what the different levels are, can be found at:

<https://www.gov.uk/find-coronavirus-local-restrictions>

