

<p>Step 1 Assessor – NHG Health and Safety Team H&STeam@nhg.org.uk</p>	<p>Operation activity – Working safely during coronavirus (COVID-19) – Construction and other work - for NHG staff carrying out construction and other outdoor work</p>	<p>Date of Assessment May 2020</p>
<p>Directorate Assets, Building Safety, Commercial, Development & Housing</p>		

Section 1. Thinking about risk - Objective: NHG to carry out a COVID-19 risk assessment.			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>1.1 Think about managing the risk Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>When undertaking construction & other outdoor work NHG have:</p> <ol style="list-style-type: none"> 1. Increased the frequency of handwashing and surface cleaning. 2. Made every reasonable effort to enable working from home as a first option. Where working from home is not possible, NHG will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). 3. Where the social distancing guidelines cannot be followed in full, 	<p>NHG will continue to monitor the latest guidance and consider how it can be applied to service delivery.</p> <p>This includes relaying the guidance accordingly and the continued message to staff as follows:</p> <ol style="list-style-type: none"> 1. Washing your hands more often than usual for 20 seconds using soap and hot water where possible. Where not possible hand sanitisers should be used, particularly after coughing, sneezing and blowing your nose. 	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • NHG coronavirus information is available to staff on Milo (updated as necessary) • Cascaded information and key messages discussed with service/team at team meeting – H&S/Coronavirus included as an agenda item • Risk assessment for access by all staff is held within Directorate or team shared H&S file



	<p>in relation to a particular activity, NHG have considered whether that activity needs to continue for the business to operate, and if so NHG will have taken all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <p>4. Further mitigating actions that NHG are undertaking include:</p> <ul style="list-style-type: none"> • increasing the frequency of hand washing and surface cleaning • keeping the activity time involved as short as possible • using screens & barriers such as once on site utilising existing windows & doors to separate people from each other • using back-to-back or side-to-side working (rather than face-to-face) whenever possible • reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) <p>5. If people must work face-to-face for a sustained period with more than a small group of fixed partners, NHG will assess whether the activity can safely go ahead.</p>	<p>2. Reducing the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue and throw the tissue in a bin immediately, then wash your hands or use hand sanitiser.</p> <p>3. Cleaning regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.</p> <p>4. Communicating with all stakeholders to discuss how the work may be undertaken within offices and similar locations to minimise risk for all parties.</p> <p>5. Maintaining social distance as far as possible</p> <p>Updated guidance is to be regularly communicated to staff by</p> <ul style="list-style-type: none"> • Publishing through the coronavirus section within Milo • Directors/Business leaders cascading information and key messages • Managers highlighting and discussing information and key messages at team meetings 	<ul style="list-style-type: none"> • On arrival at a construction site or prior to undertaking outdoor work staff members are to undertake dynamic risk assessment to maintain social distance as far as possible <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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	<p>6. In producing this assessment NHG have given regard to whether the people doing the work are especially vulnerable to COVID-19</p>		
<p>1.2 Sharing your risk assessment Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG has followed the UK.GOV guidance in producing the COVID-19 risk assessment for construction and other outdoor work and has shared this by:</p> <ul style="list-style-type: none"> • Making the assessments accessible to staff through MILO • Making them fully accessible for others by publishing the results on the NHG website • NHG also display staying-covid-19-secure notice within its main offices and workplaces. 	<p>NHG departments such as Direct Labour and Assets may also consider displaying the staying-covid-19-secure notice as smaller cards or stickers in construction sites</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • NHG COVID-19 secure notice is displayed alongside the H&S “what you should know” poster on noticeboards within office. • NHG COVID-19 secure notice displayed on estates/in residential blocks using resident noticeboards • NHG COVID-19 secure notices to be displayed on fleet & pool vehicles • Share on teams <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>

**NHG AssessNET Risk Assessment - Working safely during coronavirus (COVID-19)
Construction and other outdoor work**



Continue below to section 2

Section 2. Who should go to work – Objective:- That everyone should work from home, unless they cannot work from home.			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>2. Objective: That everyone should work from home, unless they cannot work from home.</p> <p>NHG recognises that it is often not possible to deliver some in-home services by staff working from home.</p> <p>Applicable to NHG staff</p>	<ol style="list-style-type: none"> NHG in the first instance are finding digital or remote alternatives to physical, in-home work where possible such as video or phone consultations. NHG are discussing working environment and practices with householders and clients in advance to confirm how the work will be carried out, if a physical visit is needed. NHG and its agencies keep in touch with workers, who they might usually meet with face-to-face, on their working arrangements including their welfare, mental and physical health and personal security. 	<p>NHG managers are to continually review arrangements for staff identified who are undertaking construction and other related outdoor works or have specific health & safety or personal circumstances that require consideration for onsite attendance.</p> <p>Updated guidance regarding welfare, mental and physical health and personal security is to be regularly communicated to staff by:</p> <ul style="list-style-type: none"> Publishing through the coronavirus section within Milo Directors/Business leaders cascading information and key messages NHG managers highlighting and discussing wellbeing, welfare, mental and physical health and personal security information and other key messages at team meetings NHG managers are to discuss individuals' wellbeing and address concerns at 1-2-1 meetings. 	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> Information regarding welfare etc. available for staff on Milo Regular team meetings diarised Monthly 1-2-1 meetings diarised Review of staff that may need to undertake construction or other related works & their suitability undertaken (during appraisal). Individual risk assessment may be undertaken for those identified to work in the community who are deemed to be at specific risk <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p>



		<ul style="list-style-type: none"> • Within 1-2-1 meetings with staff NHG managers are to discuss equipment and access to work systems to ensure working at home can be undertaken safely and effectively as an alternative to visiting sites. 	<p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>2.1 Protecting people who are at a higher risk</p> <p>Objective - To protect clinically vulnerable and clinically extremely vulnerable individuals.</p> <p>Applicable to NHG staff,</p>	<p>Clinically extremely vulnerable individuals Refers to people who have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract COVID-19. Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Who is 'clinically extremely vulnerable'?</p> <p>NHG have strongly advised clinically extremely vulnerable employees not to work outside the home.</p> <p>Clinically vulnerable people Refers to people who may be at increased risk from COVID-19, including those aged 70 or over and those with some underlying health conditions. Who is 'clinically vulnerable'?</p> <p>Clinically vulnerable individuals, who are at high risk of severe illness (for</p>	<p>NHG managers are to undertake an individual risk assessment for all Clinically extremely vulnerable staff members within their team – These individuals are not to undertake NHG work outside of their home</p> <p>NHG managers are to undertake an individual risk assessment for all Clinically vulnerable staff members within their team</p> <ul style="list-style-type: none"> • If the staff member is clinically vulnerable (but not an extremely clinically vulnerable) individual and cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. • If they have to spend time within 2m of others, managers must carefully assess whether this involves an acceptable level of risk. • As for any workplace risk you must consider specific duties to those with protected characteristics, including, for example, expectant mothers who are, 	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Clinically extremely vulnerable staff identified – individual risk assessments completed (are not allowed to work away from home until change in government advice). • Clinically vulnerable staff identified – individual risk assessments completed (specific considerations and controls recorded) <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>

	<p>example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home and avoid travel, either in their current role or in an alternative role. This is to be qualified through individual risk assessment.</p> <p>NHG staff that may live in a household where one or more individuals are clinically vulnerable or clinically extremely vulnerable, need to adhere to strict hygiene and social distancing guidelines inside and outside their home. Guidance for households with grandparents, parents and children living together where someone is at increased risk or has symptoms of coronavirus (COVID-19) infection</p> <p>.</p>	<p>as always, entitled to suspension on full pay if suitable roles cannot be found.</p> <ul style="list-style-type: none"> Particular attention should also be paid to people who live with clinically extremely vulnerable individuals 	
<p>2.2 People who need to self-isolate Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who</p>	<p>NHG enables staff to work from home while self-isolating if appropriate.</p> <p>See current guidance for people who have symptoms and those who live with others who have symptoms.</p>	<p>NHG managers are to maintain regular contact with self-isolating staff members as identified within NHG sickness procedures.</p> <p>NHG managers are to promote the availability of and means to obtain COVID-19 testing. (Arrangements as detailed on Milo).</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> Where staff members are self-isolating these are identified through the daily COVID-19 staff status dashboard. Availability and means of testing detailed on Milo –



<p>have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p> <p>Applicable to NHG staff</p>			<p>Outlined to staff during team meeting</p> <ul style="list-style-type: none"> • Regular telephone/video conversations with staff <p>Managers name/Directorate/Team NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>2.3 Equality in the workplace Objective: To treat everyone in your workplace equally</p> <p>In applying this guidance, NHG should be mindful of the particular needs of different groups of workers or individuals. It is breaking the law to discriminate, directly or indirectly, against anyone</p>	<ol style="list-style-type: none"> 1. NHG understands and takes into account the particular circumstances of those with different protected characteristics. 2. NHG involves and communicates appropriately with staff whose protected characteristics might either expose them to a different degree of risk or might make any steps within this assessment inappropriate or challenging for them. 3. NHG considers the need to put in place any particular measures or 	<p>NHG Managers are to discuss equality in the workplace arrangements and address concerns at 1-2-1 meetings.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Equality in the workplace detailed/discussed within 1-2-1 meetings. • Virtual toolbox talks <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant</p>

**NHG AssessNET Risk Assessment - Working safely during coronavirus (COVID-19)
Construction and other outdoor work**



<p>because of a protected characteristic such as age, sex or disability.</p> <p>NHG also has particular responsibilities towards disabled workers and those who are new or expectant mothers.</p> <p>Applicable to NHG staff</p>	<p>adjustments to take account of its duties under the equality's legislation.</p> <p>4. NHG makes reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.</p> <p>5. NHG makes sure that the steps it takes do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</p>		<p>change in operation or UK.GOV/Public Health England guidance.</p>
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Continue below to section 3

Section 3. Social distancing at work – Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>3.1 Coming to and leaving work</p> <p>Objective: To maintain social distancing wherever possible, including on arrival and departure and to ensure handwashing upon arrival.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG maintains social distancing throughout all its staff's activities wherever possible.</p> <ol style="list-style-type: none"> NHG are staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. NHG are providing additional facilities such as bike-racks to help people walk, run, or cycle to work where possible. Limited numbers of passengers are allowed in corporate vehicles. This could include leaving seats empty. NHG are using markings and introducing one-way flow at entry and exit points. NHG are providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points. 	<p>NHG managers/responsible persons are to use the 5 points to ensure those coming to and leaving work can do so safely.</p> <p>Further mitigating actions that can be considered in site and offices include:</p> <ul style="list-style-type: none"> NHG are considering providing alternatives to touch-based security devices such as keypads. NHG are considering defining process alternatives for entry/exit points where appropriate, for example deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance 	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> Office/site opening times extended to allow for staggering of arrivals and departures Extra bike racks installed Guidance issued regarding use of corporate vehicles. Individual storage for clothing provided One-way systems identified and clearly marked Hand sanitiser points highlighted Hand sanitiser provided to staff NOTE – Work related travel fully covered in Section 7 <p>NHG applicable directorates – Assets, Building Safety,</p>

			<p>Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>3.2 Moving around buildings, worksites and destinations</p> <p>Objective: To maintain social distancing while people travel through the workplace</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG have identified the following controls where possible to ensure those moving around when working in buildings, worksites and destinations can do so safely:</p> <ol style="list-style-type: none"> 1. NHG are reducing movement by discouraging non-essential trips within buildings and sites. For example, restricting access to some areas, encouraging use of telephones where permitted, and cleaning areas between use. 2. NHG are reducing job rotation and equipment rotation, for example, single tasks for the day. 3. NHG are implementing one-way systems where possible on walkways around the workplace. 4. NHG are using signage such as ground markings or being creative with other objects to mark out 2m to allow controlled flows of people moving throughout the site. 	<p>NHG managers are to plan using the 9 points to ensure arrangements are developed to ensure those moving around buildings, worksites and destinations can do so safely</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Larger orders to avoid several trips • Fixed tasks to avoid job rotation • Extra bike racks installed • Guidance issued regarding use of corporate vehicle. • Individual storage for clothing provided • One-way systems identified and clearly marked • One person per vehicle unless unavoidable • Hand sanitiser provided • Adherence to contractors’ site procedures • Signage on floors <p>NHG applicable directorates – Assets, Building Safety,</p>



	<ol style="list-style-type: none"> 5. NHG are reducing occupancy of vehicles used for onsite travel and when needed, social distancing measures should be followed within the vehicles. 6. NHG are separating sites into working zones to keep different groups of workers physically separated as much as practical. 7. NHG are planning site access and 'area of safety' points to enable social distancing. 8. NHG have reduced the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing. 9. NHG are regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing. 		<p>Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>3.3 Making the main workplace safe for people who work statically</p> <p>Objective: To maintain social distancing between people who work in one place.</p>	<p>NHG have identified the following controls to maintain social distancing and reduce transmission between individuals who work in one place:</p> <ol style="list-style-type: none"> 1. NHG have changed layouts to allow people to work further apart from each other. 2. Only where it is not possible to move workstations further apart, NHG are re-arranging 	<p>NHG managers are to plan using the 4 points to ensure arrangements are developed to ensure social distancing is maintained for people that are working in a stationary environment.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Work area layout reviewed to incorporate social distancing guidelines • Areas marked accordingly • Screens fitted where necessary according to the layout review



<p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>people to work side by side or facing away from each other rather than face-to-face.</p> <ol style="list-style-type: none"> 3. Only where it is not possible to move workstations further apart, NHG are using screens to separate people from each other. 4. NHG are using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned. 		<ul style="list-style-type: none"> • Occupancy calculation completed – occupancy numbers monitored. • Consistent pairing system in place <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>3.4 Meetings</p> <p>Objective: To reduce or eliminate transmission due to face-to-face meetings and maintain social distancing in meetings.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG have identified the following controls to maintain social distancing and reduce transmission between individuals when they are in face-to-face meetings.</p> <ol style="list-style-type: none"> 1. NHG are ensuring only necessary participants are attending meetings and are maintaining 2m separation throughout. 2. NHG are avoiding transmission during meetings, by avoiding the sharing of pens and other objects. 3. NHG are considering providing hand sanitiser in meeting rooms. 	<p>NHG managers are to plan using the 6 points to ensure arrangements are developed to ensure face to face meetings where required can be undertaken safely.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Meeting carried out remotely • Meetings carried out outside where social distancing can be observed • Stationery items removed from meeting rooms • Meeting room layouts reviewed – social distancing markers in place. • Hand sanitiser points identified. <p>NHG applicable directorates – Assets, Building Safety,</p>

	<ol style="list-style-type: none"> 4. NHG consider holding meetings outdoors or in well-ventilated rooms as an option whenever possible. 5. NHG are using remote working tools to avoid in-person meetings. 6. For areas where regular meetings take place, NHG use floor signage to help people maintain social distancing. 		<p>Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>3.5 Common areas</p> <p>Objective: To maintain social distancing while using common areas.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG have identified the following controls to maintain social distancing and reduce transmission between individuals when they are using common areas:</p> <ol style="list-style-type: none"> 1. NHG are staggering break times to reduce pressure on break rooms or places to eat. 2. NHG are encouraging using safe outdoor areas for breaks. 3. NHG are creating additional space by using other parts of the workplace freed up by remote working. 4. NHG are reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. 	<p>NHG managers are to plan to use the 4 points to ensure arrangements are developed to ensure social distancing is maintained when staff are using common areas.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Social distancing arrangements/risk assessment for common areas • Staff encouraged to eat in outdoor areas • Allocated breakout area times agreed/displayed according to staggered fixed teams, partnering arrangement • Common area seating removed from reception area. • Limit to the amount of people allowed in a common area at any one time <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p>



			Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.
<p>3.6 Accidents, security and other incidents</p> <p>Objective: To prioritise safety during incidents.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>In an emergency, for example, an accident, fire, or break-in, staff do not have to stay 2m apart if it would be unsafe.</p> <p>NHG Staff involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p>	<p>Prior to staff undertaking a construction work or other outdoor work NHG managers are to update emergency arrangements to ensure safety can be maintained. This should include the provision of hand sanitation.</p>	<p>Agreed action completed as below:</p> <ul style="list-style-type: none"> - • Fire arrangements reviewed (full evacuation from building/no meeting at assembly point) • Fire action notices updated (temporary suspension of assembly point) • First aid arrangement reviewed • Security arrangements reviewed • Accident/Incident/Near miss & Hazard reporting arrangement (within AssessNET) highlighted to staff – detailed within Milo and discussed at team meetings <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p>

NHG AssessNET Risk Assessment - Working safely during coronavirus (COVID-19)
Construction and other outdoor work



			Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.
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Continue below to section 4



Section 4. Interacting with householders – Objective: Objective: To minimise the number of unnecessary visits to the worksite.			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>4.1 Manage contacts</p> <p>Objective: To minimise the number of unnecessary visits to the worksite.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG have identified the following controls to minimise the number of unnecessary visits to a worksite:</p> <ol style="list-style-type: none"> 1. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. 2. NHG are encouraging visits via remote connection/working where this is an option. 3. NHG are limiting the number of visitors at any one time. 4. NHG determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. 5. NHG are maintaining a record of all visitors, where practical. 	<p>NHG managers/responsible persons are to manage contacts considering the 5 points to minimise the risk of transmission and should also consider:</p> <ul style="list-style-type: none"> • Third party consultants relevant to the works such as, Independent testers, fire guardians etc, our duty of care to them, and what we ask of them 	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • Site specific guidance on social distancing and hygiene is displayed throughout the building & explained to visitors on or before arrival. • Visitors provided with NHG COVID-19 secure notice • Cleaning and planned maintenance contractors' risk assessments and method statements provided and confirmed that they include appropriate social distance and hygiene arrangements. <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or</p>



			UK.GOV/Public Health England guidance.
<p>4.2 Providing and explaining available guidance</p> <p>Objective: To make sure staff understand what they need to do to maintain safety</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG have identified the following controls to ensure staff understand what they need to do to maintain safety.</p> <ol style="list-style-type: none"> 1. NHG have provided signage to inform the public as to the course of business. 2. NHG have provided signage at entrances to the worksite to remind the public and workers to maintain social distancing. 3. NHG have provided signage on rights of way that cross sites to remind the public to maintain social distancing. 4. NHG have established host responsibilities relating to COVID-19, providing any necessary training for staff who act as hosts for visitors. 	<p>NHG managers/responsible persons are to ensure those staff/ contractors who work in construction or other outdoor work are considering the 4 points to minimise transmission.</p>	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • Social distancing and hygiene guidance discussed with all visitors – information displayed and provided • Signage placed at NHG worksites <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>

Continue below to section 5



Section 5. Cleaning the work area - Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>5.1 Before reopening</p> <p>Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG will conduct a risk assessment for all sites, or part of sites, that have been closed, before restarting work</p> <p>NHG staff to carry out cleaning procedures and provide hand sanitiser, before restarting work</p> <ul style="list-style-type: none"> an assessment for all sites, that have been closed, before restarting work carrying out cleaning procedures and providing hand sanitizer before restarting work 	<p>Prior to sites being considered for reopening NHG managers/contractors/responsible persons are to ensure:</p> <ul style="list-style-type: none"> Cleaning procedures have been undertaken. Air ventilation systems have been serviced & adjusted (where identified) Arrangements for increased ventilation have been compiled & enacted. Hand sanitiser is available 	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> Prior opening assessment completed – actions recorded Cleaning procedures reviewed and updated Hand sanitiser provision available procedures communicated to all <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>

<p>5.2 Keeping your workplace clean</p> <p>Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG have identified the following controls to ensure sites are kept clean:</p> <ol style="list-style-type: none"> 1. NHG are frequently cleaning work areas and equipment between uses, using usual cleaning products. 2. NHG are frequently cleaning objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure we have adequate disposal arrangements. 3. NHG ensure the clearing of workspaces and removing waste and belongings from the work area at the end of shift. 4. NHG staff are ensuring the sanitisation of all hand tools, controls, machinery and equipment after use. 5. NHG staff are aware that if they are cleaning after a known or suspected case of COVID-19 they should refer to the specific guidance. 	<p>NHG managers/contractors/responsible persons are to ensure that arrangements are produced to keep the workplace clean as detailed in the 5 points.</p>	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • Work areas cleaned frequently especially areas of touch points • Cleaning product available for staff to wipe down tools • Handheld tools cleaned after each use • Tools share only where necessary • Staff aware of COVID-19 disposal procedures (information found in Coronavirus (COVID-19): guidance and support) <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>5.3 Hygiene: handwashing, sanitation facilities and toilets</p>	<p>NHG have identified the following controls to ensure good hygiene can be maintained:</p>	<p>NHG managers/contractors/responsible persons are to ensure that arrangements are produced & maintained to help</p>	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • Site specific guidance on social distancing and hygiene (use of



<p>Objective: To help everyone keep good hygiene through the working day.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<ol style="list-style-type: none"> 1. Providing additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site. 2. Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. 3. Providing regular reminders and signage to maintain hygiene standards. 4. Providing hand sanitisers in multiple locations in addition to washrooms. 5. Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. 6. Enhancing cleaning for busy areas. 7. Taking special care for the cleaning of portable toilets. 8. Providing more waste facilities and more frequent rubbish collection. 9. Providing hand drying facilities – either paper towels or electrical driers. 	<p>everyone keep good hygiene as detailed in the 9 points.</p>	<p>handwashing facilities and toilets) is displayed throughout the site & explained to visitors/contractors on or before arrival.</p> <ul style="list-style-type: none"> • Hand sanitiser provision available • Increased welfare facilities and rubbish collection • Covid-19 related signage in sites <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>5.4 Changing rooms and showers</p>	<p>NHG have identified the following controls to ensure changing rooms and</p>	<p>NHG managers/contractors/responsible persons are to ensure that local</p>	<p>Agreed action completed as below:-</p>

<p>Objective: To minimise the risk of transmission in changing rooms and showers.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>showers are maintained and used to reduce the risk of transmission:</p> <ol style="list-style-type: none"> 1. Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. 2. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. 	<p>arrangements are produced & maintained to minimise the risk of transmission as detailed in the 2 points</p>	<ul style="list-style-type: none"> • Specific guidance on social distancing and hygiene (use of changing facilities and showers) is displayed in the relevant facility locations in large sites • Enhanced cleaning procedures at the end of a workday <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>5.5 Handling equipment, materials, waste, and onsite vehicles</p> <p>Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.</p>	<p>NHG have identified the following controls to ensure transmission risk is reduced:</p> <ol style="list-style-type: none"> 1. NHG have cleaning procedures for the parts of shared equipment that staff touch after each use, thinking about equipment, tools and vehicles 2. NHG are encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or 	<p>NHG managers/contractors/responsible persons are to ensure that local arrangements are produced & maintained to minimise the risk of transmission as detailed in the 4 points.</p>	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • Specific local arrangements on social distancing and hygiene to reduce transmission when handling goods have been relayed to staff/contractors and those who manage receipt of goods and merchandise. • Increased cleaning of corporate vehicles to limit transmission

NHG AssessNET Risk Assessment - Working safely during coronavirus (COVID-19)
Construction and other outdoor work



<p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>providing hand sanitiser where this is not practical.</p> <p>3. NHG are advising regular cleaning of vehicles that workers may take home.</p> <p>4. NHG staff are regularly cleaning reusable delivery boxes.</p>		<ul style="list-style-type: none"> • Use of vehicles detailed within Vehicle risk assessment completed <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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Continue below to section 6

Section 6. Personal protective equipment (PPE) and face coverings			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>6.1 Face coverings</p> <p>PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.</p> <p>Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p>The steps needed to manage COVID-19 risk in the workplace are detailed in GOV.UK guidance. This includes working from</p>	<p>NHG staff using public transport for work must wear a face covering. Wearing a face covering is required by law when using public transport but is still optional within the workplace where social distancing is always strongly encouraged.</p> <p>NHG acknowledges the Public Health England guidance that there are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p> <p>A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover the wearer's mouth and nose. It is not the same as a face mask, such as the surgical masks or</p>	<p>Where NHG staff choose to wear face coverings NHG managers are to tell staff to:</p> <ul style="list-style-type: none"> • Face coverings must be worn when using public transport for work. • Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • When wearing a face covering, avoid touching their face or face covering, as this could contaminate them with germs from your hands • Change their face covering if it becomes damp or if has been touched by others. • To continue to wash their hands regularly • To change and wash their face covering daily • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste 	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • NHG Coronavirus information and use of face coverings is available to staff on Milo (updated as necessary) • Cascaded information and key messages discussed with staff/contractor during site inductions – H&S/Coronavirus included as an agenda item • All PPE issued is to be compatible with other items of PPE issued and suitable for use according to other team risk assessments for task (specific to trade operatives) For example: <ul style="list-style-type: none"> ○ Use of dust masks/respirator (FFP2 or FFP3) for operatives when undertaking dust generating or similar tasks ○ NHG agreed position of provision of face



<p>home and staying 2m away from each other in the workplace if at all possible.</p> <p>When managing the risk of COVID-19, additional PPE beyond what is usually worn is not beneficial.</p> <p>This is because COVID-19 is a different type of risk to the risks normally faced in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p> <p>The exception is public transport, where face coverings are mandatory or clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE, for example, first responders and immigration enforcement officers. Staff within one of these groups</p>	<p>respirators used by health and care workers.</p> <p>Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.</p> <p>Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.</p> <p>It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing.</p> <p>These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the</p>	<ul style="list-style-type: none"> • Practise social distancing wherever possible <p>Staff carrying out construction work and other outside work should wear additional PPE relevant to the work they are carrying out. More guidance on PPE can be found on Milo.</p>	<p>coverings for other general staff use to be relayed to staff (i.e. housing officer or similar visiting residents' properties) in conjunction with work activities. THESE MUST NOT BE THE CLINICAL GRADE TYPE as below) Clinical grade types that should not be issued are:</p> <ul style="list-style-type: none"> ▪ Fluid Resistant (type IIR) Surgical Masks ▪ FFP2 & FFP3 face masks/respirators ▪ N95 respirator <ul style="list-style-type: none"> • Gloves & aprons can be issued on request. • Emergency arrangements reviewed for first aiders or anyone that may offer assistance during an emergency <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in</p>
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<p>should refer to the advice at:</p> <ul style="list-style-type: none"> • COVID-19: personal protective equipment (PPE) plan • COVID-19: cleaning in non-healthcare settings <p>Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.</p> <p>Unless in a situation where the risk of COVID-19 transmission is very high, risk assessments are to reflect the fact that the role of PPE in providing additional protection is extremely limited.</p>	<p>purpose of their health and safety assessments.</p> <p>Wearing a face covering is optional in the workplace. If NHG staff choose to wear one, it is important they know how to use face coverings properly and wash their hands before putting them on and taking them off.</p> <p>NHG support their staff in using face coverings safely if they choose to wear one.</p> <p>You can make face-coverings at home. Find guidance on how to wear and make a face-covering on GOV.UK.</p>		<p>operation or UK.GOV/Public Health England guidance.</p>
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NHG AssessNET Risk Assessment - Working safely during coronavirus (COVID-19)
Construction and other outdoor work



<p>However, if risk assessment does show that PPE is required, then employers must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.</p> <p>Applicable to NHG staff</p>			
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Continue below to section 7



Section 7. Workforce management			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>7.1 Shift patterns and working groups</p> <p>Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each staff member has.</p> <p>Applicable to NHG staff</p>	<p>NHG have identified the following controls to reduce the number of contacts worker have:</p> <ol style="list-style-type: none"> 1. Where possible NHG staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. 2. NHG have Identified areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and find ways to remove direct contact, for example by using drop-off points or transfer zones. 3. NHG staff avoid congregation at bottlenecks such as entrances and exits and maintaining social 	<p>When identified as a control measure NHG managers/responsible persons are to outline & discuss staff/shift groups with staff to ensure controls are understood and followed.</p>	<p>Agreed action completed as below: -</p> <ul style="list-style-type: none"> • Staff/shift groups agreed to reduce possible contacts for individual staff members. • Limited tools shared to reduce transmission • Access and egress, areas kept clear <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>

	distancing during shift handovers.		
<p>7.2 Work-related travel</p> <p>7.2.1 Cars, accommodation and visits</p> <p>Objective: To avoid unnecessary work travel and keep staff safe when they do need to travel between locations.</p> <p>Applicable to NHG staff</p>	<p>NHG have identified the following controls to reduce the number of contacts workers have:</p> <ol style="list-style-type: none"> 1. Minimising non-essential travel and considering remote options first. 2. Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. 3. Cleaning shared vehicles between shifts or on handover. 	<p>NHG managers are to relay the need to avoid unnecessary work-related travel and the 3 points to staff to ensure controls are understood and followed.</p> <p>NHG staff are to make reference to https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p><u>Wearing a face covering</u></p> <ul style="list-style-type: none"> • Wearing a face covering is mandatory on public transport it is important to use face coverings properly and wash your hands before putting them on and after taking them off. GOV.UK Guidance how-to-wear-and-make-a-cloth-face-covering <p><u>Walking and Cycling</u></p> <ul style="list-style-type: none"> • Consider walking and cycling if you can. • Local cycling schemes can be used. Local council can help plan journey by providing maps showing dedicated paths and routes. TfL journey planner may be used. • Where possible, try to maintain social distancing when you walk or cycle, for 	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • Unnecessary work related travel avoidance details are endorsed by NHG & published within Milo. • NHG managers are to signpost staff to make further reference to https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers on considering travel options <ul style="list-style-type: none"> ○ Wearing a face covering ○ Walking and Cycling ○ Public transport ○ Taxis & private hire vehicles ○ Private cars and other vehicles <p>NHG managers are to signpost staff to</p> <ul style="list-style-type: none"> • NHG Cycling to work policy • NHG use of taxis and private hire vehicles (Service specific arrangements) • NHG COVID-19 vehicle risk assessment <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>



		<p>example when approaching or passing other pedestrians or waiting at crossings and traffic lights.</p> <ul style="list-style-type: none"> • Where using bikes (private, docked or dock less) wash your hands for at least 20 seconds or sanitise your hands before and after cycling. • Consider making a list of items to take with you. <p><u>Public transport</u></p> <ul style="list-style-type: none"> • Plan journey • Consider all other forms of transport before using public transport. • Keep up to date on latest travel advice on your route • Allow enough time - plan by identifying alternative routes in case of unexpected disruption. • If you can, travel at off-peak times. <p><u>Private cars and other vehicles (Refer to NHG generic Risk assessment)</u></p> <ul style="list-style-type: none"> • Plan your journey • If you must travel with people outside your household group, try to share the transport with the same people each time and keep to small groups of people at any one time. 	
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		<ul style="list-style-type: none"> • Consider making a list of items to take with you. • Check that your vehicle is safe and roadworthy if you haven't used it for several weeks. <p>On your journey</p> <ul style="list-style-type: none"> • If driving, you should anticipate more pedestrians and cyclists than usual, especially at peak times of day. Allow other road users to maintain social distance, where possible. For example, give cyclists space at traffic lights. Public Health England recommends keeping a 2-metre distance from others, where possible. • Limit the time you spend at garages, petrol stations and motorway services. Try to keep your distance from other people and if possible, pay by contactless. Wash your hands for at least 20 seconds or sanitise your hands when arriving and leaving. • Be aware of the surfaces you or others touch. If people from different households use a vehicle (for example through a car share scheme), you should clean it between journeys using gloves and standard cleaning products. Make sure you clean door handles, steering wheel and other areas that people may touch. 	
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		<ul style="list-style-type: none"> Where people from different households need to use a vehicle at the same time, good ventilation (keeping the car windows open) and facing away from each other may help to reduce the risk of transmission. Where possible, consider seating arrangements to optimise distance between people in the vehicle. <p>If you are near people outside your household, you should:</p> <ul style="list-style-type: none"> avoid physical contact try to face away from them keep the time you spend close to them as short as possible <p>Completing your journey</p> <p>When finishing your journey, we recommend you:</p> <ul style="list-style-type: none"> follow local guidance wash your hands for at least 20 seconds or sanitise your hands as soon as possible 	
<p>7.2.2 Deliveries to other sites Objective: To help workers delivering to other sites such as</p>	<p>NHG recognize the need to ensure staff are maintaining good hygiene and social distancing when carrying deliveries and collections</p>	<p>NHG managers/responsible person are to relay the need to maintain good hygiene and social distancing when carrying deliveries and collections and the 3 points</p>	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> Materials/equipment pick procedures agreed and communicated to limit transmission during deliveries and collection

<p>factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.</p>	<ol style="list-style-type: none"> 1. NHG have put in place procedures to minimise person-to-person contact during deliveries to other sites. 2. NHG are maintaining consistent pairing where two-person deliveries are required. 3. NHG are minimising contact during exchange of documentation, by using different methods such as electronically signed and exchanged documents. 	<p>to staff to ensure controls are understood and followed.</p>	<ul style="list-style-type: none"> • Fixed pairing agreed • Specific vehicle arrangements are detailed within the COVID-19 vehicle risk assessment <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>7.3 Communications and training 7.3.1 Returning to work Objective: To make sure all workers understand COVID-19 related safety procedures. Applicable to NHG staff</p>	<p>NHG have ensured that communications and training needs are met through:</p> <ol style="list-style-type: none"> 1. Provision of clear, consistent and regular communication to improve understanding and consistency of ways of working. 2. Engaging with workers through existing communication routes and worker representatives (NHG Partnership Forum, Health & Safety Leadership Group & Committee) to 	<p>NHG managers are to communicate & outline the need for training & instruction as detailed in points 1-3 regarding revised arrangements prior to staff returning to construction sites or other outdoor work</p>	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • NHG Partnership Forum, Health & Safety Leadership Group & Committee have been consulted on the returning to work and ongoing coronavirus management corporate arrangements. • Training provided to staff before commencement of works • Provision of guidance for staff returning to work and ongoing corporate arrangements are detailed within the Coronavirus section on Milo • Local arrangements for returning to work consulted and agreed with



	<p>explain and agree any changes in working arrangements.</p> <p>3. Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</p>		<p>managers/contractors during team meetings/ site inductions prior to starting work.</p> <ul style="list-style-type: none"> Ongoing local consultation through team meetings when H&S/Coronavirus is included as an agenda item <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
<p>7.3.2 Ongoing communications and signage</p> <p>Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.</p> <p>Applicable to NHG staff undertaking construction and other related outdoor works</p>	<p>NHG have ensured that communications and training needs are met through:</p> <p><u>Ongoing communications Steps that will usually be needed:</u></p> <p>1. Ongoing engagement with workers, (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</p>	<p>NHG managers are to communicate & outline the ongoing need for training & instruction as detailed in points 1-6 regarding the ongoing arrangements prior for staff working within construction or other outdoor work.</p>	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> NHG Partnership Forum, Health & Safety Leadership Group & Committee have been consulted on the returning to work and ongoing coronavirus management corporate arrangements. Wellbeing discussed with staff regularly and staff signposted to wellbeing information on Milo Provision of guidance for staff returning to work and ongoing corporate arrangements are detailed within the Coronavirus section on Milo Local arrangements for returning to work consulted and agreed with managers



	<ol style="list-style-type: none"> 2. Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). 3. Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. 4. Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications. 5. Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience. 6. Remote training available to all staff specific to their job role and surrounding 		<p>during team meetings prior to starting work.</p> <ul style="list-style-type: none"> • Ongoing local consultation through team meetings when H&S/Coronavirus is included as an agenda item. To ensure all staff are aware of Covid related procedures <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or UK.GOV/Public Health England guidance.</p>
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NHG AssessNET Risk Assessment - Working safely during coronavirus (COVID-19)
Construction and other outdoor work



	concerns about wellbeing and stress during the pandemic.		
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Continue below to section 8



Section 8. Inbound and outbound goods			
Step 2 - What is the hazard?	Step 3 - What is already being done to mitigate the hazard?	Step 4 - What further actions are necessary?	Step 5- Detail/ agreed course of action (by who & date of further review/completion)
<p>8. <u>Inbound and outbound goods</u> Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site especially in high volume situations, for example builders' merchants or despatch areas.</p> <p>Applicable to NHG staff and contractors</p>	<p>To maintain social distancing and avoid surface transmission when goods enter and leave the sites NHG have:</p> <ol style="list-style-type: none"> 1. Revised pick-up and drop-off collection points, procedures, signage and markings. 2. Minimised unnecessary contact at entry to site. 3. Considered methods to reduce frequency of deliveries, for example by ordering larger quantities less often. 4. Where possible and safe, have arranged for single workers to load or unload vehicles. 5. Where possible have arranged for using the same pairs of people for loads where more than one is needed. 6. Enabling drivers to access welfare facilities when required, consistent with other guidance. 7. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing 	<p>NHG managers/contractors/responsible persons are to ensure that local arrangements are produced & maintained to maintain social distancing and minimise the risk of transmission as detailed in the 7 points.</p>	<p>Agreed action completed as below:-</p> <ul style="list-style-type: none"> • Pick up and drop off points for inbound and outbound goods are clearly defined and marked • Single person rota allocations have been arranged for dealing with deliveries • Frequency of deliveries are reduced where possible • Arrangements for delivery revised • Fixed pairs used for loading and unloading <p>NHG applicable directorates – Assets, Building Safety, Commercial, Development & Housing – May 2020</p> <p>Review to be undertaken - July 2020 or following significant change in operation or</p>

NHG AssessNET Risk Assessment - Working safely during coronavirus (COVID-19)
Construction and other outdoor work



	safe working practice, such as preventing drive-aways.		UK.GOV/Public Health England guidance.
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