



## **Health and Safety guidelines for Covid-19**

1. Building to remain closed to the public and staff to use back door to enter and exit the building.
2. Staff to work from home where possible.
3. Staff working from home to be provided with mobile phones if required and set up to access database from home.
4. Staff working from home to inform line manager if they do need to make any visits to the office.
5. Staff working in the office to observe social distancing rules by staying 2 metres apart at all times.
6. Hand sanitiser provided for staff working in the office and instruction notices for handwashing in all toilets.
7. All workstations to be more than 2 metres apart. Avoid face to face set up of workstations where possible.
8. Avoid/reduce sharing of PC's , equipment, stationary where possible.
9. Cleaner is sanitising all door handles on a daily basis.
10. Leave internal doors open where possible, to reduce contact with door handles.
11. Staff to wipe workstations on a regular basis, and door handles if these are touched.
12. Masks/ face covering not required in the building, unless in a situation where it is not possible to remain 2 metres apart.



13. Stagger breaks to avoid too many staff using break area at the same time.

14. Staff meetings to be conducted via Zoom where possible. Where not possible, the 2 metre distancing rules should be observed at all times.

15. If staff need to use public transport to get to work, they should speak to line manager to see if there are any alternatives to doing this.

16. Risk assessments for Covid -19 to be carried out by Health and Safety Coordinator ( Keith Moore). These will be completed on a monthly basis.

17. Organisations booking rooms to be provided with a copy of our health and safety guidelines for Covid-19 and provided with hand sanitiser and wipes. The organisations booking rooms will be responsible for enforcing their own rules and guidelines in connection with Covid-19. To contact Health and Safety Coordinator ( Keith Moore ) if any questions in relation to Covid-19 and room bookings.

18. All staff, tenants, visitors to inform line manager or CEO if they have any concerns about health and safety regarding Covid-19

19. Health and Safety guidelines for Covid-19 to be reviewed every month by Health and Safety Coordinator (Keith Moore ).

