

COVID-19 BEAULY OFFICE WORKING PROCEDURE

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1. INTRODUCTION

This document is a high-level overview concerning the wellbeing and the welfare of our office staff in operating alongside the threat of COVID-19 on a daily basis.

These principals should be applied to specific work tasks where the levels of control will require to be increased as the difficulty in maintaining social distancing increases

2. SCOPE

Global Infrastructure Ltd will continually monitor the COVID-19 situation. We must ensure our office staff is adequately protected and commit to preventative action by minimising the spread of infection.

The health and safety requirements of our Beaulieu office must not be compromised at this time.

The risk reduction plan is in place and should be followed in conjunction with this Beaulieu office working procedure.

3. RESPONSIBILITIES

All office personnel have a responsibility to ensure this procedure is followed.

4. REFERENCES

- Risk Reduction Plan Rev 1
- GI GSD148 - COVID -19 Site Working Procedure
- FM 212.01 – COVID-19 Self Assessment
- GOV.UK Guidelines

5. PROCEDURE

Travelling to and from the office

- Personnel must travel to the Beaulieu office alone, where possible.
- Hygiene wipes at min 70% alcohol should be used on a daily basis and as frequently as necessary to wipe down steering wheel, vehicle controls, door handle, keys or fobs and fuel cards after use.
- Additional hygiene products will be issued, to allow additional cleaning as detailed above
- When refueling, disposable gloves must be worn and disposed of effectively. Hands should be washed / sanitized whenever possible after refueling.
- Before leaving the office, wash hands thoroughly for 20 seconds. Travel home, apply hand sanitizer before entering your home.
- Continue to follow GOV.UK & NHS guidelines.

Arriving at the office

- Covid-19 Self-Assessment forms must be completed by all office personnel on returning to work.
- Phased start and finish times will be introduced to reduce the number of personnel within the office at any one time. This may mean some office personnel working in the mornings and then working from home and some working from home in the mornings then coming to the office in the afternoon. This new timetable will be organized prior to work commencing, to ensure everyone is clear on their office working times.
- Individual hand cleaning / sanitizing facilities with min 70% alcohol will be available at the entrance doors to the office. The reception glass panel to remain closed and all persons entering the building must use the hand sanitizer in the reception area, especially after touching the in / out name board in the main reception area.
- All delivery drivers must telephone A Henderson before arriving at the office. Tel number along with delivery instructions will be sent when ordering materials.
- Visitors to the office must report to reception where they will receive a Covid 19 briefing, be required to complete a Self Assessment, use sanitizer, and observe social distancing rules.

Office Working

- A thorough clean of welfare facilities will be carried out by trained professional cleaners before returning to work.
- The offices will be cleaned by the cleaner on a daily basis
- Stop all non-essential visitors from visiting the office. If visitors require to visit the office, they must firstly contact the member of the staff, they are going to visit who will decide if the visit is essential and if it is possible to maintain the 2m social distancing if they do require to visit the office.
- 2m social distancing must be maintained, whenever possible, when carrying out work.
- Internal office doors to be wedged open during the day and shut at the end of each day.
- To maintain social distancing, if you require to pass anyone in the corridor, one person to wait within the doorway of an open door to allow the other person to pass.
- Individual office personnel will be issued with hand sanitizer, wipes and a box of tissues to be placed on their desks.
- All non-essential areas in the office should be closed off to reduce cleaning requirements.
- All deskwork areas to be kept tidy and the 2m rule to be maintained between personnel sitting in the offices. This may require a rethink on desk positioning or ensuring that the change to working times allow this distance to be maintained.
- Hot desks to be thoroughly cleaned after use by the user.
- Delivery drivers must wear gloves at all times. Delivery tickets will not be signed but an electronic copy sent to A Henderson.
- What we use we clean! Any communal equipment used such as keyboards, photocopiers, phones, kettles, microwaves, chairs, and work surfaces to be cleaned by the user before and after use.
- Improve ventilation in the offices by opening windows, when possible.
- Office deliveries to be left in the reception area and deliveries for A Henderson the drivers to catch his attention from outside his window, there should be no need for the delivery driver to enter the building.

Welfare facilities

- What we use we clean! Toilet must be cleaned before and after use.
- Cleaning products will be available within the toilets.
- Breaks should be planned and staggered to reduce the number of personnel using the kitchen area to ensure maintenance of the 2m social distancing.
- Hand cleaning facilities or hand sanitizers are in the reception, toilet and kitchen areas.
- All individuals must provide their own cutlery and utensils ie Cups, plates, cutlery etc or be provided with paper plates, plastic cups & cutlery which should be disposed of appropriately immediately after use.
- Individuals to make their own tea / coffee in the kitchen area. Careful planning will be required due to the increased number of individuals that will be using the kitchen area.
- Disposable gloves to be worn by anyone making tea / coffee or preparing food in the kitchen area.
- What we use we clean! Everyone has a responsibility to clean after they use facilities such as kettle/chair/table/worktop etc.
- Suitable cleaning products will be readily available
- Additional / updated COVID-19 information and guidance will be posted on the kitchen noticeboard.

Meetings

- Meetings should be organized to be carried out by video / telephone conferencing etc. No face-to-face meetings to be held, where possible.
- If face-to-face contact cannot be avoided, 2m social distancing will apply to all attendees.

Cleaning

- All personnel will be responsible for cleaning their own working areas on a daily basis or hot desks after use.
- What we use we clean, before and after use
- Enhanced cleaning procedures shall be in place for all communal areas. Taps and washing facilities, toilet flush and seat, door handles and push plates, food preparation areas, telephones, keyboards, copiers and printers.
- Appropriate cleaning agents will be readily available for undertaking the above actions.
- External door handles to be regularly cleaned, especially in the reception area.
- All cleaning waste to be treated as general waste. In the case that a person is detected to have symptoms of COVID-19 the person in question will be sent home immediately. All cleaning materials used in clean up should be treated as COVID waste, double bagged held securely in a bin for 72 hours then binned in general waste.

Emergency Procedures

- Fire evacuation will not change but when exiting the building and walking towards the muster points try and maintain the 2m distance between everyone.