Covering Note and Document guide for the Re-opening of a SME premise in light of the Covid-19 epidemic.

The government advice was taken on __11/05/2020__ from various sources.

Due to the frequency that advice and guidance is changing, we (Acton health and safety) cannot be held responsible for the maintenance and updating of this document.

By using this template, you have agreed to update and manage based on the guidance issued by the government, and your companies own contingency plans.

There may be other scenarios applicable to your company that we have not covered. Feel free to add these as required to ensure that your company is managing the Covid-19 epidemic.

This document is a Health and Safety System Plan developed as part of a SME Re-opening procedure project to assist SME's to implement a systematic approach to Re-opening your business.

These procedures are a clear and logical way to document the process and assist in keeping track of everything that needs to be done. This sample procedure documents systems that typically need to be implemented by your organisation on reopening of a premises.

This document must be used in conjunction with your existing companies' policies and procedures. This document should be tailored for use in individual organisations whilst it has been design for re-opening of a premises in line with Covid-19 safety measure advised by the various governing bodies with the current epidemic we are all dealing with many risks and hazards have been covered, the list is not exhaustive (for example, it does not cover Legionella Disease Risk Assessment after a premises has been closed for a period of time) Additional items should be added if identified in the hazard identification phase. Some items of the Document will be appropriate for all workplaces, Other items will need to be tailored to the size of the business or the business needs. For example:

- The consultation and support from external sources will look very different for small and large businesses.
- Off-site workers will only be applicable for certain service providers.
- Most items will need to be expanded to include more detail.

When the document has been tailored to the workplace, consult with staff to determine which issues are of highest importance, and priorities actions.

RECOMMENDED PRECAUTIONARY MEASURES
You can get detailed information on recommended precautionary measures from gov.uk and the NHS. We've included the most highly recommended measures which everyone can benefit from.

HOW TO CONDUCT A RISK ASSESSMENT FOR CORONAVIRUS
Creating a risk assessment takes five simple steps. It's important that a Competent Person covers all of these steps in detail to create a risk assessment that is compliant and protects your staff and members of the public. We've included some things you should consider relating specifically to controlling the spread of coronavirus

1- Identify the hazards
The first step in the process, and an important step to ensure you leave no stone unturned. Look around your premises –

If an infected person were to enter your property:
- what hazards would be caused?
- how would this then affect the none-infected staff members of visitors?

Try to approach this in terms of: -
What areas they would make contact with?
Which areas are high traffic?
What tasks are staff undertaking and in what areas?
What equipment is being used?
What PPE is currently provisioned?

This should give you a good idea of the hazards posed by a potential coronavirus infection.

2- Decide who may be harmed and how
Based on the information gathered in the previous step, which members of staff (this could likely be all of them but to differing levels) would be affected by the hazard of coronavirus being present in your property?

Create a clear picture of who could be infected and how? (including to what level) consider individuals who are at a higher risk due to the tasks they carry out or their health? Such as having pre-existing medical conditions.

3- Assess the risks and control them
A competent person should now go through each risk and assess how likely they are to occur and how potentially severe the risk will be.

Follow this up by: -
Establishing how to control each risk in a reasonable manner.
- Control measures should include: -
  o Cleaning procedures,
  o Use of PPE
Put in place measures such as allowing staff members to work from home if possible.

4- Record your findings
Create a method statement and share it with the employees
Ensure it is seen and understood by every member of staff it affects.
Keep a track of everyone that has acknowledged the documentation.

If you have visitors or contractors who need to see them, share documents with them at the earliest point possible.

5- Complete reviews

Should the risk of coronavirus change then procedures should also be reviewed and updated if necessary.

For example: -

- As more information is known about coronavirus, the risks to your workforce may lessen or worsen and all risk assessments and method statements should reflect these changes.
- Depending on your business, choose an appropriate review period and be prepared to do ad-hoc reviews if required.

Remember that if documents are updated, they need to be re-distributed and acknowledged by all relevant employees.

MANAGE THE RISKS SPECIFIC TO YOUR BUSINESS

It is worth noting that you should always assess the risks in how they specifically relate to your business, think about factors such as: -

- How many visitors you get?
- Whether they are known to you (Are they contractors and regular clients or do you get passing trade?),
- How people flow through buildings and how often?

The level of risk may differ depending on people you have within your premises that are more vulnerable to the virus: –

- I.E do you have any pregnant women or those with respiratory conditions such as asthma or other medical conditions within the building?

HOW TO CONDUCT A GAP ANALYSIS

The Gap Analysis Process

Using our Gap Analysis you will be able to identify the government's expectations and be able to compare them with your company's current state and your desired future state.
Then using our action plan develop a series of actions that will bridge the identified gap.

To Perform the Gap Analysis:

Performing a gap analysis does not have to be hard - but there are a few things that you will need to commit to before you get started:

- **Be honest about your deficiencies**. It can be hard to admit your failures - but to perform an effective gap analysis, you will need to be brutally honest about the things that are not working in your organization.
- **Also be honest about your strengths**. Do not be too humble about what you have accomplished. You need to understand the positive aspects of your business to help you focus on the negative ones.
- **Be realistic**. In the later part of your gap analysis process, you will start setting goals for the future. These goals must be realistic, and pragmatic given your known constraints.

- **Be specific**. For every part of your gap analysis (current state, desired future state and action plan), you will need to avoid vague statements or intangible outcomes. Be sure to include a mixture of qualitative and quantitative measures for both your current and future states.

Once you feel comfortable to proceed with your gap analysis, work through the following steps in order.

1- Identify Your Desired State

Using the governments information so that you can identify the areas that need to be improved

2- Assess Your Current State

The next part of performing a gap analysis involves getting a better understanding of where you are today - your *current state*.

3- Apply Measures

You will notice that so far, the gap analysis has been very general in both how it tackled the desired state and the current state. Now it is time to start adding some specific measures so you can bring the company in line with the desired state.

4- Use the action plan provided

The last step in creating a gap analysis is where you will formulate a specific action plan to address the gaps that you have identified.

Action Plan

An action plan is a proposed strategy or course or action. Specifically, in health and safety management, it is a document that lists the steps needed to achieve a goal.

1- Use the action plan provided to collect tasks, deadlines, and assignments.
2- Ensure you onboard everyone so that everyone can see their tasks and time scale.
3- Review and ensure all tasks are completed on time,
   o Mark completed tasks complete,
   o Assign someone to every task,
   o Discuss pending or last tasks
4- Review the Risk assessment and Gap Analysis.

Struggling to complete any part of this document?

Acton Health and Safety are here for more help and support email, call or visit the website at: -

- info@actonhealthandsafety.co.uk
- 07956067812
- www.actonhealthandsafety.co.uk

We are happy to help with specific queries and any support you may need.