



Work Right to be COVID-secure

**Keeping your workers safe
during the coronavirus
pandemic**

WORK RIGHT in Yorkshire and the Humber

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Introduction

Coronavirus (COVID-19) continues to create many challenges across Yorkshire and the Humber requiring businesses and workers to adapt to new ways of working. Employers like you continue to play a major role in protecting workers from the virus.

As a responsible business, you must manage the risk of coronavirus in your workplace. Our Work Right campaign helps provide advice and guidance to help you put COVID-secure measures in place, and reassure your workers, customers, partners, and community, that your business is managing the risk appropriately.

Ultimately, stopping the spread of COVID-19 in the workplace reduces the overall risk to your business from workers being absent due to illness. This guide aims to help you manage transmission risks to keep your workplace COVID-secure.

Together we can have an impact on tackling COVID-19 by taking every possible measure to help your workers go home safe and healthy at the end of the working day.



Work Right and Health and Safety Executive (HSE)

Work Right is a campaign run by HSE to get businesses thinking about health and safety and how it applies to them. HSE is Britain's national regulator for workplace health and safety. HSE works to prevent work-related ill health, injury or death through regulatory actions, ranging from influencing behaviours across whole industry sectors to targeted interventions on individual businesses.

Making your workplace COVID-secure

Being COVID-secure means being adaptable to current government guidance, putting measures in place to control the risk of coronavirus to protect workers and others.

Here are the key actions you should take to help make your workplace COVID-secure. Click the links for further information:

- [Risk assessment](#) - every business should have a risk assessment in place which includes managing the risks from COVID-19. This will help you understand what you should do to work safely and protect people.
- [Social distancing](#) - where possible workers should stay two metres apart, or one metre if other measures are in place to reduce the risk.
- [Cleaning, hygiene and handwashing](#) - ask workers and visitors to wash their hands frequently and provide hand sanitising stations for when that isn't possible or practical - especially in places such as receptions and break rooms where people will touch the same items frequently. Increase how often you clean surfaces, equipment and facilities, and ensure all shared equipment and tools are sanitised before and after use.
- [Ventilation](#) - take simple steps to improve airflow in enclosed spaces as good ventilation helps reduce how much virus is in the air.
- [Talk to workers and provide information](#) - consult and involve your staff in the steps you're taking to become COVID-secure.
- [Working from home](#) - if staff can work from home, they should.
- [Vulnerable workers](#) - make sure you consider the risk to workers who are clinically extremely vulnerable to COVID-19 and put controls in place to reduce that risk.

These measures will help you to manage the risk of COVID-19, but they will only work if everyone observes them. Make sure your workers know they should always follow these measures while at work, whether they're at their workstation, on a break, or anywhere else carrying out work activities.

Making your workplace COVID-secure

COVID SPOT CHECKS AND INSPECTIONS

To minimise the risk of infection in the workplace, the Health and Safety Executive (HSE) is carrying out spot checks and inspections to check businesses have COVID-secure measures in place. HSE doing this by calling, visiting and inspecting businesses across all sectors, in all areas, to check the measures in place are in line with the current guidance.

During the checks and inspections, we provide advice and guidance to manage risk and protect workers, customers and visitors.

Where businesses aren't managing the risks from coronavirus, we will take action.

More information on [spot checks and inspections](#) is available on our website.

ADDITIONAL GUIDANCE

The Government has published guides for [making workplaces COVID-secure across 14 different industries or types of workplace](#). Make sure to read the full guidance on Working safely during coronavirus (COVID-19) especially if your workers experience multiple types of working environment, such as an office, factory production line and delivery vehicles.



Your workers outside of the workplace

When outside of work, it is important that workers follow government advice on how to stop the spread of coronavirus (COVID-19)

Encourage your workers to follow [government guidance](#) which includes commuting and how they behave when away from work. You can provide extra information in the workplace to reinforce this guidance and make adjustments where required.

Travel

- Encourage staff to avoid any kind of shared transport if possible, and consider walking or cycling instead. Where workers must use public transport, they should practice social distancing, and it has been [mandatory to wear a face covering, unless exempt](#), since 15th June 2020.
- Help employees to avoid busy times and routes on public transport by staggering shift start and end times. Give extra consideration to those people who are clinically extremely vulnerable to COVID-19.
- If car sharing is necessary, workers should minimise the people outside of their household or support bubble travelling together in one vehicle. Ideally limiting it to the driver and one passenger. They should stick to the same travel partners, keep windows open and wear face coverings. Where possible, they should avoid sitting next to each other or face to face (e.g. in a taxi). For more information, please check the [government guidance on car sharing](#).
- Try to keep groups of workers who travel together on the same shifts.
- If you have shared work vehicles they should be sanitised between shifts or on handover.
- Where workers need to stay away from their home overnight, you should keep a log of the stay and ensure accommodation meets social distancing guidelines.

At home

- Identify any workers that live together and keep them on the same shifts, unless they have family caring commitments.
- Encourage workers to maintain social distancing and frequently wash their hands whether they are at work or at home.

Your workers outside of the workplace

TURN AWAY PEOPLE WITH CORONAVIRUS SYMPTOMS

If a worker or someone in their household has COVID-19 symptoms they should not come to work and should isolate at home for 10 days.

Even if they test negative for the virus during this time, they should complete the 10 day isolation.

From 20th September 2020 it has been against the law for employers to require someone to return to work before their isolation ends, with potential fines of up to £10,000.

Make sure to keep up to date with [government information on testing and self-isolation](#).



Resources

To help encourage workers to adhere to the COVID-secure measures you have in place, we have created posters for you to print and use around the workplace. You can download these [posters](#) and other resources in multiple languages on our website.

Examples of these resources can be seen below.



BUSINESS AND FINANCIAL SUPPORT

It is undeniable that COVID-19 has had a financial impact for both businesses and individuals. Information is available at gov.uk for on financial support for both your [business](#) and your [workers](#) during the pandemic.

MENTAL AND EMOTIONAL WELLBEING

The impact of COVID-19, social distancing and lockdown measures has had on daily life cannot be ignored, and it has affected people's mental health and wellbeing in different ways. But there is support available to anyone who needs it, whatever difficulties they are experiencing. HSE has advice on [managing stress at work - including mental health awareness](#).

Further information is available on the [Government's guidance on mental health and wellbeing](#).