



## **Safely working during the current Covid-19 measures**

As the government grapples with the ongoing pandemic, many parts of the economy will be continuing and temporary workers who offer flexibility in the workforce will be key to getting the UK back on track.

This short guide is intended to assist you in your transition to new ways of working and is by no means comprehensive. Each end-client for whom you perform an assignment will undertake specific risk assessments relating to their place of work and will have implemented their own health and safety procedures to make those workplaces safe for workers.

## 1. Managing risk

Everyone has their part to play in mitigating the risks with Covid-19. In the context of COVID-19 this means:

- Making every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Increasing the frequency of hand washing and surface cleaning.
- 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

In terms of your assignment, it is the responsibility of the end-client for whom you are performing the work duties to maintain a safe working environment. Clipper Contracting Group cannot control or impact the measures that are put in place.

However, if you have concerns in regard to your health and safety, you can contact:

Clipper Contracting Group: 01305 233170 / [contactus@clippercontracting.co.uk](mailto:contactus@clippercontracting.co.uk)

HSE: 0300 003 1647 / [www.hse.gov.uk/contact/concerns.htm](http://www.hse.gov.uk/contact/concerns.htm)

## 2. Who should go to work

You may only leave your home for work if you cannot reasonably work from home (current as of 5<sup>th</sup> January 2021). Where people cannot work from home – including but not limited to critical national infrastructure, construction or manufacturing – they should continue to travel to their workplace.

### 2.1 Protecting people who are at higher risk

Those employees that are clinically extremely vulnerable should be protected. The government definition of these individuals is outlined [here](#). It is strongly advised that these workers do not work outside of their home.

If you are categorised as clinically extremely vulnerable and cannot perform your assignment as a result of not being able to work from home, there is support available to you.

### 2.2 People who need to self-isolate

Any worker that demonstrates symptoms of Covid-19 or lives in the same household as someone displaying symptoms, should stay home and not go to work.

The following symptoms may develop in the 14 days after exposure to someone who has Covid-19 infection:

- New continuous cough
- Difficulty in breathing
- Fever/high temperature
- Loss of smell or taste

Government self-isolation guidelines should be followed. These can be found [here](#).

### 3. Social distancing at work

It is imperative that you follow social distancing guidelines in all aspects of your assignment. Two metres social distancing should be maintained wherever possible, including while arriving and leaving work, using communal areas and any travel.

Where a particular activity that you are required to perform renders social distancing unworkable, the end-client for which you are performing the assignment should take mitigating actions to minimise the risk of transmission. These mitigating actions could include:

- Increasing the frequency of hand washing and cleaning protocols
- Keeping the activity time to an absolute minimum
- Using screens or barriers to separate people
- Using back-to-back or side-to-side working (rather than face-to-face) where possible

Social distancing applies to all aspects of your assignment, not just the location in which you spend most of the working day. Social distancing should be maintained at the entrances and exits of the workplace, break rooms, canteens and similar settings.

Social distancing protocols will differ from assignment to assignment. It is your responsibility to make yourself aware of the relevant social distancing policy for the assignment on which you are on.

#### 3.1 Coming to work and leaving work

Social distancing should be maintained whilst coming to work and leaving work. You should also ensure you wash your hands immediately upon arrival at the location of your assignment (or use hand sanitiser).

You should follow any markings that outline one-way flow at entry or exit points.

#### 3.2 Moving around buildings

When moving through an end-client's site of work, you should follow any one-way flow systems designed to maintain social distancing.

Where possible, avoid using lifts and use staircases instead. If you must use a lift, ensure you follow any new protocols that may limit the number of lift passengers or encourage passengers to face away from each other.

#### 3.3 Accidents, security and other incidents

In an emergency, such as a fire or accident, 2m social distancing should not be adhered to if it unsafe to do so.

Any worker involved in providing assistance to another, should pay close attention to sanitisation measures immediately afterwards, especially washing of hands.

## 4. Cleaning & Hygiene

### 4.1 Hygiene - hand-washing, sanitisation facilities and toilets

Good hygiene is essential to prevent transmission of Covid-19. It is paramount that every worker:

- Washes their hands regularly using the soap, especially when arriving at the place of work.
- Use any hand sanitiser provided by the end-client for whom you are performing the assignment
- Avoid touching your face
- If you cough or sneeze, do it into a tissue that is immediately placed in a bin

### 4.2 Handling goods, merchandise and other materials

This specifically relates to any deliveries the company may receive, including post, parcels or items of food.

If you are an individual that collects a delivery, you should immediately wash your hands afterwards. If hand washing is unavailable, use any hand sanitiser made available.

Personal deliveries should not be directed to the place of work where you perform the assignment, to reduce the number of transmission risk exposures.

## 5. Personal Protective Equipment (PPE) and face coverings

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.

The end-client for whom you carry out your assignment will advise on any necessary PPE and provide as appropriate, based on their own risk assessment of the place of work.

Unless your work environment is one where the risk of Covid-19 transmission is extremely high, PPE use will be limited.

### 5.1 Face Coverings

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.

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 your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. 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.

A face mask offers little protection to you from catching Covid-19. However, there is strong evidence that a face covering helps prevent the spread of Covid-19 if you yourself are infectious.

Wearing a face covering is required by law in many settings. Within the workplace, this may be an optional requirement, depending on the situation. If you wear one, it is important to:

- Wash your 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 your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your 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.
- Practise social distancing wherever possible.

## 6. Work-related travel

### 6.1 Cars, accommodation and visits

During this current period, all non-essential work-related travel should be postponed – consider remote options first. If work-related travel is essential:

- Minimise the number of people travelling together in any one vehicle (or maintain social distancing on public transport)
- Increase ventilation and avoid sitting face-to-face if travelling with a colleague
- Clean any shared vehicles after use
- Ensure any accommodation meets social distancing guidelines.

### 6.2 Deliveries to other sites

The end-client for whom you are performing the assignment should put procedures in place to minimise transmission risk whilst a worker makes deliveries. These could include:

- Maintaining consistent pairings where two person deliveries are required
- Minimising contact during exchange of documentation, perhaps by using electronically signed and exchanged documents

## 7. Further guidance

You can find a comprehensive list of government guidance at <https://www.gov.uk/coronavirus>

## 8. Raising concerns

If you have any concerns about the working environment during your assignment, you should first raise this to a representative at the end-client for whom you are performing the assignment.

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However, if you have further concerns in regards to your health and safety, you can contact:

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