# Working safely during coronavirus (COVID-19)

**5 steps to working safely**

Practical actions for businesses to take based on 5 main steps.

**1. Carry out a COVID-19 risk assessment**

Before restarting work the school have ensured the safety of the workplace by:

* carrying out a risk assessment in line with the [HSE guidance](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)
* sharing the results of the risk assessment with everyone on our website

**2. Develop cleaning, handwashing and hygiene procedures**

Please remember to increase the frequency of handwashing and surface cleaning by:

* encouraging everyone to follow the [guidance on hand washing and hygiene](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)
* using the hand sanitisers around the school, in addition to washrooms
* frequently cleaning and disinfecting objects and surfaces that are touched regularly
* the school have enhanced cleaning for busy areas
* set clear cleaning guidance for toilets
* providing hand drying facilities – either paper towels or electrical dryers

**3. Help people to work from home**

The school will take all reasonable steps to help people work from home by:

* discussing home working arrangements
* ensuring staff have the right equipment, for example remote access to work systems
* including the Home Learning team in all necessary communications
* staff nominated for go-to persons for physical and mental wellbeing

**4. Maintain 2m social distancing, where possible**

Where possible, you should maintain 2m between people by:

* putting up signs to remind workers and visitors of social distancing guidance
* avoiding sharing workstations
* using floor tape or paint to mark areas to help people keep to a 2m distance
* arranging one-way traffic through the workplace - when possible
* switching to seeing visitors by appointment only – when possible

**5. Where people cannot be 2m apart, manage transmission risk**

Where it’s not possible for people to be 2m apart, staff should do everything practical to manage the transmission risk by:

* considering whether an activity needs to continue for the task to operate
* keeping the activity time involved as short as possible
* using screens or barriers to separate people from each other
* using back-to-back or side-to-side working whenever possible
* staggering arrival and departure times
* reducing the number of people each person has contact with by using fixed Pods.