






31-01 COVID-19 H&S Audit.


<b>Date of Audit:</b>	16/11/2020	<b>Audit frequency:</b> Every 2 months	<b>Audit Ref:</b> 3
<b>Co. Name/Address:</b>	Units 94, 134 & 135 Battersea Business Centre, SW11 5QL		
<b>Assessor(s)</b>	Ed Pook & Shabbir Hallai	<b>Site Contact(s):</b>	Ed Pook
	<b>GOOD or N/A (Not Applicable)</b>		<b>Considered acceptable</b>
			<b>POOR or TBA (To Be Advised)</b>


<b>1 PEOPLE</b>	<b>Good</b>	<b>Medium</b>	<b>Poor OR N/A</b>	<b>Comments</b>
Management aware of the seriousness of the Coronavirus pandemic and taken relevant actions over COVID-19?				
Regular contact with our health & safety rep or advisor to obtain updates as appropriate?				
Monitoring the official advice given by the Government, NHS and the HSE Inspector?				Reviewed at least weekly
Nominated COVID-19 response personnel?				Ed Pook
Staff allowed to work from home if possible.				Yes. If it does not impede their duties
Staff with COVID-19 (or living with those that have it) are NOT allowed in the workplace.				
Rules on the use of face coverings issued?				To be worn when not seated as designated desk. Valved masks not permitted.
Information and training to all staff and volunteers affected on company premises and during company activities?				
Information given to all others (i.e. clients, visitors, cleaners, contractors, etc.) affected by the company activities?				
Consultation process clear and in place for staff to report COVID-19 issues?				All staff should report any issues to their line manager or Ed Pook directly
Staff aware of the hand-washing regimes and use of anti-viral soaps and hand sanitisers?				
Encouraging back-to-back or side-to-side working instead of face-to-face working?				Not possible when sat at desks. Other measures in place
Staggering arrival, breaks, lunch and leaving times?				A flexible working day is in place
Activities that involve close contact discouraged or kept to an absolute minimum?				
Encouraging a keep-left in rule in walkways or back-to-back passing rule to help protect those in the workplace?				
Hot-desking not permitted or strict cleaning in place?				Hot Desking is not currently permitted
Staff aware of the importance of social distancing rules (generally 2 metres or 1 metre with extra precautions)?				
Those at greater risk informed of the precautions in place at the workplace?				

<b>2 POLICIES</b>	<i>Good</i>	<i>Medium</i>	<i>Poor OR N/A</i>	<i>Comments</i>
Workers permitted to work from home if feasible to reduce numbers in the workplace?				
Updated Company workplace risk assessments in place?				
Company H&S Policy revised to acknowledge the Coronavirus Act 2020?				
New written procedures and protocols in place to deal with COVID-19 in place?				
First-aid guidance updated to reflect COVID-19 changes?				
Fire safety procedures updated to reflect COVID-19 changes?				
Social distancing rules in place (generally 2 metres or 1 metre with extra precautions)?				
<b>3 PREMISES</b>	<i>Good</i>	<i>Medium</i>	<i>Poor OR N/A</i>	<i>Comments</i>
COVID-19 signs, notices and spatial distancing floor markings providing safety information and guidance for all?				
Government advised COVID_19 Risk Assessment Notice on display at front entrance to workplace?				
Enhanced cleaning regime in place – especially for frequently touched items?				
Adaptations made to the layout of the premises to reduce risks?				
Removal (or put out of use) of chairs/furniture to help ensure social distancing?				Desks and chairs
Erecting screen, barriers or guards to help protect those in the workplace?				Empty desks left in place to enforce distancing when seated
Highlighting pinch-points to help protect those in the workplace?				Desks moved to reduce pinch points
Introducing one-way systems or restricted areas to help protect those in the workplace?				One way system not appropriate
Capacity management limiting the numbers on the premises and in smaller rooms or areas to help protect those in the workplace?				Each room has designated maximum numbers
Air ventilation systems well-maintained?				No air ventilation systems to maintain
Adequate supplies of hot water, anti-viral soaps and anti-viral sanitising gels?				
Use of electric hand-dryers discouraged and disposable paper hand towels and covered waste bins in use?				
What Tier (One, Two or Three) are the premises located in?	1	2	3	Check appropriate controls are in place for the Tier level.

 <b>Simple. Sensible. Safety</b>	<b>Need health and safety advice?</b> <b>Email: <a href="mailto:shabbir@safetyisthekey.co.uk">shabbir@safetyisthekey.co.uk</a></b> <b>Office: 020 8406 5039   Mobile: 0777 614 0913</b> <a href="http://www.safetyisthekey.co.uk">www.safetyisthekey.co.uk</a>
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<b>31-02 COVID-19 Safety Action Plan</b>		<b>RJB Stone Ltd TA Sass &amp; Belle RJB Stone Ltd TA Sass &amp; Belle</b>
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<b>Name:</b>	Mr Richard Stone	<b>Signature:</b>		<b>Date:</b>	06.11.2020
<b>Title:</b>	Managing Director			<b>Review:</b>	2-Monthly or after any new guidance

	Protecting and promoting worker safety during this pandemic is of the utmost importance. This Safety Action Plan will assist us in doing this.
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**Our COVID-19 Safety Action Plan consists of three elements:**

**Premises:** We have implemented a range of protective measures within the workplace to assist in ensuring the health, safety and welfare of staff and others affected by our work activity. Examples of these measures include: social distancing, more frequent cleaning, clear notices and effective maintenance. These protective measures are further outlined below.

**People:** We have implemented a range of protective measures designed to help protect staff and others affected by our work activity. Examples of these measures include: information, instruction, training, consultation, social distancing and the use of anti-viral hand washing soaps and hand sanitising gels. These protective measures are further outlined below.

**Policies:** We have reviewed and revised (as appropriate) our existing health and safety policies and procedures, including the procedures for First Aiders and emergency evacuations. In addition, we have introduced a range of COVID-19 specific policies and procedures. These protective measures are further outlined below.

**The actions the company have taken to ensure, so far as is reasonably practical, the health safety and wellbeing of staff and visitors to this site, include:**

- Updated Company workplace risk assessment.
- Nominated COVID-19 response personnel.
- Information and training to all those affected on our site about the new safety procedures.
- Emphasising the need for regular and thorough hand washing and use of sanitisers, as well as social distancing measures in all areas of the workplace.
- Where 2 metres cannot be maintained, extra measures will be taken to reduce the risk of infection i.e. keeping the activity time as short as possible; increased hand-washing etc.
- Enhanced cleaning regimes with an emphasis on cleaning frequently touched items such as handrails, doors handles and light switches.
- COVID-19 posters providing safety information and guidance for all.
- Allowing home working where possible, to reduce the numbers on site.
- Adaptations to the *layout* of the workplace to reduce the risks i.e. typically:
  - Spatial distancing floor markings.
  - Removing some furniture or seating to help ensure the 2-metre rule.
  - Erecting screens or barriers.
  - Highlighting ‘pinch-points’ to help employees avoid congestion.
  - Introducing one-way flow areas if feasible, or a “Keep Left” policy if useful.
- Adaptations to the *organisation* of work to reduce the risks i.e. typically:
  - Capacity management relevant to the size of our premises.
  - Using back-to-back or side-to-side working (not face-to-face) where possible.
  - Reducing the total number of persons in all areas where possible.
  - Staggering arrival and departure times.

- Limiting numbers in lifts, work vehicles and confined spaces.
- Providing tissues and covered waste bins.
- Providing soap, hot water and alcohol-based hand rubs in common areas.
- Regular contact with our health and safety advisor to obtain updates as appropriate.
- Monitoring the official advice given by the Government, NHS and the HSE Inspector.
- Pay special attention to employees who are at higher risk for any reason. (If any employee feels that they fall into that category, please discuss this in confidence with your manager).

**First-aiders:** First-aiders will be given the revised guidance to help ensure their safety when offering first aid to others. Only essential or life-saving first aid will be offered, and only then if the first-aider feels it is safe to do so.

**Fire and emergency evacuation:** During an evacuation of the site, remain calm and enforce social distance rules if safe to do so. At the fire assembly point, maintain social distance rules.

**Tea, kitchen, toilet, smoking and welfare areas:**

- We will emphasise the need for social distancing and frequent hand-washing via posters.
- Where 2 metres cannot be maintained, restrictions will be signposted.
- The use of personal cutlery and crockery will be encouraged.
- Frequently touched surfaces will be cleaned more regularly.
- Seating will be reduced to help maintain social distancing.
- Where a pinch-point (or congestion) is foreseeable, workers will be asked to Stop, Look, and Listen for others prior to entering smaller areas.

**Meeting / Training Rooms:** See separate Guidance Document 31-08

**Personal issues:** We will be mindful of the fact that some employees may have gone through traumatic events.

**Feeling sick at work?** Any person who develops flu-like symptoms (i.e. cough, shortness of breath, fever) should go home immediately and contact their doctor or 111 advice line. Remember: simple medications such as paracetamol, acetaminophen, ibuprofen or aspirin may mask symptoms of COVID-19 infection.

**PPE:** If strictly necessary for your job, we will provide all necessary PPE (personal protective equipment such as gloves) and RPE (respiratory protective equipment such as disposable masks). Relevant persons will be trained in the correct use of PPE/RPE as required.

**Transport:** We encourage individual transport (i.e. walking, bicycle, motorbike, car etc.) rather than collective transport (i.e. bus, tram, train, tube) where possible.

**If an employee catches COVID-19 in the workplace:** The management will discuss the immediate response required. Actions may include:

- Enhanced cleaning regime of the immediate work area.
- Informing those likely to have been in direct and significant contact, to self-isolate.
- Identifying other contacts and give appropriate advice.
- Seek further specialist advice.
- If an **employee** is confirmed to have COVID-19, the Company will provide the necessary information to others **but** be mindful to maintain confidentiality.
- A confirmed case of COVID-19 in the workplace may cause anxiety among workers. It may also be reportable under the regulations known as “RIDDOR “ to the HSE. Check with management.

**31-03 COVID-19 Coronavirus Risk Assessment**

Assessor Name(s):	Title:	Signature:	Site Address:
Mr Richard Stone	Managing Director		Head Office, Distribution Centre, Covent Garden & Brighton Stores
Document Ref:	31-03 V3	Date: (Review 2-monthly or after significant changes)	06.11.2020
Note: This document covers the risk assessment for the above-named business and premises. It will be reviewed: Regularly (usually annually); after any significant changes i.e. new tasks; new locations; new equipment; accident etc. After any requests from a legitimate source i.e. H&S inspector, Fire Officer; Director etc. and After any changes in legislation that requires a review or revision.			
Revision Number:	Date:	Reviewed by:	Authorised by:

**Risk Assessment Process:**

<b>Step 1.</b> Identify the Hazards and the Risks.
<b>Step 2.</b> Identify who may be at risk.
<b>Step 3.</b> List current working Controls in place that eliminate/reduce/control the risks identified.
<b>Step 4.</b> Assess "L" the LIKELIHOOD of an accident or incident and assign a number here. Use: 1 = It's Unlikely an accident will occur; 2 = It's Possible an accident will occur; 3 = It's Probable an accident will occur.
<b>Step 5.</b> Assess "C" the probable CONSEQUENCES of an accident/incident and assign a number. Use: 1 = Minor harm or damage; 2 = Medium harm or damage; 3 = Major harm or damage.
<b>Step 6.</b> Assess the final "RR" RISK RATING by multiplying L x C. You will get a number where: 1 - 2 = GO: No further action required; 3 - 6 = CAUTION: <i>Acceptable but ensure effective controls remain in place and consider improvements where possible</i> ; 9 = STOP: <i>Use other controls to lower the risks then monitor on a very regular basis</i>
<b>Step 7.</b> Is further action required? If yes, indicate by whom and by when.




Risk Rating Chart:		C = Consequence if incident occurs		
L = Likelihood of incident occurring		Minor Harm 1	Medium Harm 2	Major Harm 3
Unlikely 1		1	2	3
Possible 2		2	4	6
Probable 3		3	6	9
Multiply L x C to give you your final Risk Rating (RR)				
Traffic Light Risk Rating (RR):		Risk Ratings 1 to 2: GREEN = GO <i>No further action required</i>	Risk Ratings 3-6: AMBER = CAUTION <i>Acceptable if effective controls are in place but monitor and improve where possible</i>	Risk Rating 9: RED = STOP <i>Use other controls to lower the risks then monitor on a very regular basis</i>

**Risk Assessment:**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Hazard and risks	Who may be harmed? [Identify anyone 'more at risk']	List the current Controls and recommendations in place to eliminate and/or reduce and control the risks identified:	L Likeli-hood	C Sev-erity	LxC= RR Risk-Rating	If further action is required, say by whom and when.
<b>ITEM 1:</b>  <b>Coronavirus (COVID-19):</b>  <b>General at work for employees:</b>  In some circumstances, this virus can	Employees Clients Those in the vicinity  Those more at risk: The elderly Those with weakened immune systems	<b>Important Notes:</b> <b>(1) Check that this is the most up-to-date Version of this document.</b> <b>(2) Check what Tier Level this area is located in. Tiers 1, 2 and 3 have different controls in place.</b> <b>(3) Beware of the Rule of 6: Gatherings of more than six people may be restricted in some workplaces.</b> <b>(4) You may have to register using an NHS QR code at some venues – check if this applies to you.</b>  The company is following current advice as issued by the Government, NHS and the HSE.	2	2	4 	If you feel unwell at any time, self-isolate at home and dial the NHS 111 service.

lead to a serious or fatal disease.		<p>The company has advised all employees of the current best practice advice as follows:</p> <p>The best prevention against catching the coronavirus remains robust attention to your personal hygiene i.e. regular hand washing for at least 20 seconds with hot water and soap; using tissues to catch coughs and sneezes; use hand sanitisers when unable to wash your hands; and cleaning items you touch regularly etc.</p> <p>Staff will work from home if feasible for the business.</p> <p>Safety signs and Notices are on display.</p> <p>Staff have been given COVID-19 information and training.</p> <p>Staff required to wear items of PPE (personal protective equipment) or other non-PPE items (such as face coverings) will be trained in their correct use. Staff are instructed NEVER to share PPE.</p> <p>Social distance rules are in place and enforced. 2 metres where possible or 1 metre with extra precautions.</p> <p>Where social distance cannot be achieved, the time spent closer together will be reduced.</p> <p>Where possible, staff will work back-to-back or side-to-side instead of front-to-front.</p> <p>In narrow areas, one-way flows will be considered where possible, or a "Keep Left" policy advised.</p> <p>An enhanced cleaning regime has been introduced with an emphasis on cleaning frequently touched items.</p> <p>All staff have been advised to regularly clean the surfaces of items that they touch frequently.</p> <p>All staff have been advised not to shake hands with clients or others during this period.</p> <p>First aiders have been given revised COVID-19 guidance and only essential and emergency first-aid will be offered.</p> <p>Staff have been informed to maintain social distance rules during any emergency evacuation, if safe to do so, but not to delay evacuation in a real fire situation.</p> <p>If staff have ANY symptoms of the Coronavirus (a cough, a high temperature, shortness of breath or loss or reduction in taste or smell), they have been instructed to dial NHS 111 for further advice and leave the workplace immediately (or not come to the workplace in the first place).</p> <p><b>Should staff wear medical gloves?</b> Only if their work tasks specifically requires it and they have been trained in their safe use. Wash your hands immediately after removing your gloves.</p>				
<b>ITEM 2:</b>	Employees Clients Those in the vicinity	Lone working site-specific risk assessment will be in place prior to lone working.	2	2	4	If you feel unwell at any time, self-



<p><b>Coronavirus (COVID-19):</b></p> <p><b>Risk to lone workers:</b></p> <p>In some circumstances, delayed assistance may increase the risks to lone workers.</p>	<p>Those more at risk: The elderly Those with weakened immune systems</p>	<p>2-hourly communication to be in place with emergency procedures in the event of no contact.</p> <p>Lone working permitted only in safe working environments.</p> <p>Mobile phone and charger carried at all times on remote sites.</p> <p>Travel first aid kit in all work vehicle.</p> <p>Reduce time spent working alone so far as is possible.</p> <p>Only agreed tasks will be undertaken alone.</p> <p>All lone workers will be given COVID-19 safety advice and training.</p> <p>The best prevention against catching the coronavirus remains robust attention to your personal hygiene i.e. regular hand washing for at least 20 seconds with hot water and soap; using tissues to catch coughs and sneezes; use hand sanitisers when unable to wash your hands; and cleaning items you touch regularly etc.</p>				<p>isolate at home and dial the NHS 111 service.</p>
<p><b>ITEM 3:</b></p> <p><b>Coronavirus (COVID-19):</b></p> <p><b>Visiting Clients at other workplaces:</b></p> <p>In very rare circumstances, this virus can lead to a serious or fatal disease.</p>	<p>Employees Clients</p> <p>Those in the vicinity Those more at risk: The elderly Those with weakened immune systems</p>	<p>The Client will ensure that their property is cleaned more regularly during the current issues.</p> <p>All staff are instructed to abide by any special rules issued by the client or posted on their sites.</p> <p>The best prevention against catching the coronavirus remains robust attention to your personal hygiene i.e. regular hand washing for at least 20 seconds with hot water and soap; using tissues to catch coughs and sneezes; use hand sanitisers when unable to wash your hands; and cleaning items you touch regularly etc.</p> <p>All the controls listed in Item 1 are applicable to this Section.</p>	2	2	4 	<p>If you feel unwell at any time, self-isolate at home and dial the NHS 111 service.</p>
<p><b>ITEM 4:</b></p> <p><b>Coronavirus (COVID-19):</b></p> <p><b>Travel to work:</b></p> <p>In some circumstances, this virus can lead to a serious or fatal disease.</p>	<p>Employees Clients</p> <p>Those in the vicinity Those more at risk: The elderly Those with weakened immune systems</p>	<p>Where possible workers should travel using their own transport. If workers must share their transport:</p> <ul style="list-style-type: none"> <li>: Share with the same individuals at all times.</li> <li>: Ensure the minimum number of people at any one time.</li> <li>: Ensure good ventilation.</li> <li>: Face away from each other.</li> <li>: Clean the vehicle touchpoints regularly using sanitising products.</li> </ul> <p>If workers must use public transport:</p> <ul style="list-style-type: none"> <li>: Stagger start and end times and avoid peak times.</li> <li>: Wear a face covering.</li> <li>: Use hand sanitiser regularly.</li> <li>: Wash hands when arriving at work.</li> </ul> <p>The best prevention against catching the coronavirus remains robust attention to your personal hygiene i.e. regular hand washing for at least 20 seconds with hot water and soap; using tissues to catch coughs and sneezes; use hand sanitisers when unable to wash your hands; and cleaning items you touch regularly etc.</p>	2	2	4 	<p>If you feel unwell at any time, self-isolate at home and dial the NHS 111 service.</p>
<p><b>ITEM 5:</b></p> <p><b>Coronavirus (COVID-19):</b></p>	<p>Employees</p>	<p>Should a staff member fall ill with COVID-19, the company has in place a number of actions that will assist the person, other employees and the company including:</p> <ol style="list-style-type: none"> <li>1. Follow current advice as issued by the Government, NHS and the HSE.</li> <li>2. Advise all employees of the current best practice.</li> </ol>				

<p><b>Actions the company will take in the event of a staff member contracting COVID-19 at work (or suspected of doing so).</b></p>		<ol style="list-style-type: none"> <li>3. Send the affected staff member home as soon as possible and ask them to get a check arranged by the NHS and self-isolate for the period advised by NHS (i.e. either 10 or 14 days dependant on the situation).</li> <li>4. Ask the staff member to report back to their line management (in confidence), the results of the COVID-19 test so appropriate action can be taken.</li> <li>5. Carry out a deep clean of the working area of the affected staff member (if this is viable).</li> <li>6. Discuss the implication of the situation with those staff members working in close proximity to the affect staff member.</li> <li>7. Request those working in very close contact with the affected staff member (if they have not been taking adequate protective measures i.e. face coverings and COVID-19 safety protocols) to self-isolate for 10 days.</li> <li>8. Remind all staff that the best prevention against catching any virus, including coronavirus, remains robust attention to their personal hygiene, maintaining social distancing, complying with all safety notices, adhering to all safety procedures and wearing a face covering.</li> <li>9. Reminding staff that if they have ANY symptoms of the Coronavirus (a cough, a high temperature, shortness of breath or loss or reduction in taste or smell), they must not come to work (or leave the premises) and dial NHS 111 for further advice.</li> </ol> <p>Management will review the current policies, procedures and actions in place to ensure that they still represent the safety options for all other staff and persons affected by our work activities.</p>
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**What to do if you have COVID-19 symptoms:**

- If you live alone, stay at home for 10 days from when your symptoms started.
- If you live with others and you are the first in the household to have symptoms of coronavirus, stay at home for 10 days. All other household members who remain well must stay at home and not leave the house for 14 days.
- The 14-day period starts from the day when the first person in the house became ill. It is likely that people living within a household will infect each other or be infected already.
- Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community
- For anyone in the household who starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.

**14<sup>th</sup> September 2020:**

You must not meet with people from other households socially in groups of more than 6. This will apply indoors and outdoors, including in private homes. It means that – apart from a set of limited exemptions including work and education – any social gatherings of more than six people will be against the law.

**18<sup>th</sup> September 2020: Rule of 6:**

Hospitality venues in England are legally required to enforce the rule of 6. So pubs, bars, cafes, restaurants, tourism and leisure (including gyms, swimming pools, hotels, museums, cinemas, zoos and theme parks) etc. in England will now need to take bookings of no more than 6 people, ensure people are not meeting in groups of more than 6 people on their premises, and make sure there is sufficient space between tables.

It is also mandatory for a wider range of businesses and organisations, including hospitality, close contact services and leisure venues to collect customer, visitor and staff contact detail logs.

**24<sup>th</sup> September 2020 onwards**, hospitality and leisure venues (and a range of other specified venues) must display an official NHS QR code poster. If individuals choose to check-in using the QR code poster they do not need to log in via any other route.

**12<sup>th</sup> October 2020: Three Tier Levels introduced:**

A new three-tier system of restrictions in England has been introduced to try to stop the spread of coronavirus. Areas will be classified as being on medium, high or very high alert: Tier One, Tier Two or Tier Three. Each Tier has different restrictions as advised by the safety posters on display.

**2<sup>nd</sup> November 2020:**

A national lockdown – from 5<sup>th</sup> November - has been introduced by the Government. All staff will be informed of the most up-to-date legal requirements that apply to this workplace.



31-05 COVID-19 Infection Control Policy			RJB Stone Ltd TA Sass & Belle		
<b>Name:</b>	Mr Richard Stone	<b>Signature:</b>		<b>Date:</b>	06.11.2020
<b>Title:</b>	Managing Director			<b>Review:</b>	2-Monthly or after any new guidance

Infection control is the name given to a wide range of policies, procedures and techniques intended to prevent the spread of infectious diseases amongst staff and others.

The risk of infection can come from contact with blood or bodily fluids like urine, faeces, vomit or sputum. Such substances may well contain pathogens that can be spread if staff do not take adequate precautions.

Good, basic hygiene is the most powerful weapon against infection, particularly with respect to hand washing.

#### **Infection Control Procedures:**

- Staff must act in a way that is compliant with safe and effective infection control practice.
- The management must make every effort to ensure that staff have access to sufficient facilities to ensure that they can implement effective infection control techniques.

#### **Effective Hand Cleaning:**

- Regular, effective hand washing and drying, when done correctly, is the single most effective way to prevent the spread of communicable diseases.

All staff should ensure that their hands are thoroughly washed and dried:

- between direct contact with others, no matter how minor the contact.
- After handling any body fluids, waste, soiled items or specimens.
- After using the toilet.
- Before handling foodstuffs and after smoking.
- Before and after any care or clinical activity.
- Before and after handling medications.

#### **The Handling and Disposal of Clinical and Soiled Waste**

- All clinical waste should be disposed of as controlled waste in sealed yellow plastic sacks and each sack should be clearly labelled.

#### **The Use of PPE (Personal Protective Equipment) and Protective Clothing**

- Adequate and suitable PPE and clothing will be provided by the company.
- All staff who are at risk of coming into direct contact with body fluids or who are performing personal care tasks should use disposable gloves and disposable aprons.

#### **Cleaning and Procedures for the Cleaning of Spillages**

- Staff should treat every spillage of body fluids or body waste as quickly as possible and as potentially infectious.

## The Handling and Storage of Specimens

- Specimens should be labelled clearly and packed into self-sealing bags before being taken to the doctors.

## The Disposal of Sharps (e.g. Used Needles)

- Sharps (typically needles or blades) should be disposed of in proper, purpose-built sharps disposal containers complying with BS7320.
- When full, boxes should be sealed, marked as hazardous waste and clearly labelled with the service user's details.

## In the event of an injury with a potentially contaminated needle staff should:

- Wash the area immediately and encourage bleeding if the skin is broken.
- Report the injury to your manager and ensure that an incident form is filled in.
- Make an urgent appointment to see a GP or, if none are available go to the Accident and Emergency department of the nearest hospital.

## Food Hygiene

- Staff who become ill while handling food should report this at once to their manager.
- Staff involved in food handling who are ill should see their GP and should only return to work when their GP states that they are safe to do so.

## Reporting:

- Report the outbreak of notifiable diseases to the HSE. Notifiable diseases are listed online at [www.hse.gov.uk](http://www.hse.gov.uk).

## Training:

- New staff will be trained on this Policy and existing staff will receive refresher training.

## Correct Hand Washing Technique:



1. Rub palm to palm



2. Rub palm over back of hand, fingers interlaced



3. Palm to palm, fingers interlaced



4. Fingers interlocked into palms



5. Rotational rubbing of thumb clasped into palm




6. Rotational rubbing of clasped fingers into palm

1. Rub palm to palm
2. Rub palm over back of hand, fingers interlaced
3. Palm to palm, fingers interlaced
4. Fingers interlocked into palms
5. Rotational rubbing of thumb clasped into palm
6. Rotational rubbing of clasped fingers into palm

- The skin should always be properly dried to avoid risk of chapping particularly during cold weather.
- Clean towels must be available at all times.

31-06 COVID-19 Staff Health Questionnaire			<b>RJB Stone Ltd TA Sass &amp; Belle</b>
Date:		Notes:	This is a basic workplace staff health questionnaire.

	Protecting and promoting worker safety during this pandemic is of the utmost importance. This Staff Health Questionnaire will assist us in doing this.
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The safety of our employees, supplier partners, customers, families and visitors remain a priority. As the coronavirus disease (COVID-19) outbreak continues to evolve, we are monitoring the situation and will periodically update company guidance based on current recommendations from the Government, NHS, HSE and WHO (World Health Organisation).

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Name:		Personal Phone Number:	
Male/Female		Date of birth:	
Company:		Work location:	
Your address:			
Self-Declaration		YES	NO
Have you returned from abroad within the last 14 days?			
Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?			
Have you been in close contact with anyone who has travelled abroad within the last 14 days?			
Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing, loss of taste or smell)?			

If the answer is "Yes" to any of the questions, access to this workplace may be denied as advised to you.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:**

The information collected on this form will be used to determine your access right to your workplace. For more information, see our privacy and GDPR statement.


Any questions should be directed to a manager or supervisor.


**FOR OFFICE USE**

Access to workplace (circle one): Approved / Denied

Your Name: \_\_\_\_\_

31-07 COVID-19 Meeting & Training Room Procedures		RJB Stone Ltd TA Sass & Belle
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<b>Name:</b>	Mr Richard Stone	<b>Signature:</b>		<b>Date:</b>	06.11.2020
<b>Title:</b>	Managing Director			<b>Review:</b>	2-Monthly or after any new guidance

	Protecting and promoting worker safety during this pandemic is of the utmost importance. These Procedures will assist us in doing this.
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**Before the meeting:**




- Consider whether the meeting or event is necessary. Could it be postponed or replaced with a conference call. Can it be scaled down so that fewer people attend?
- Develop and agree a preparedness plan to prevent infection at your meeting or event.
- Advise participants: if they have any symptoms or feel unwell, they should **not** attend.
- Consider if the Rule of 6 applies.
- Consider if the NHS QR Code must be in use.
- Consider the current Tier level of your workplace.

**During the meeting:**

- Provide a briefing on COVID-19 and the measures taken to ensure safety.
- Ask participants to digitally register attendance (name, email and contact number).
- Encourage the regular use of hand sanitisers.
- Encourage participants to use a tissue if they cough or sneeze and place in a closed bin.
- Arrange seats as far apart if possible and not closely facing each other.
- Keep the room well ventilated. If anyone feels unwell, ask them to leave.

**After the meeting:**

- Retain the participants' details for three months to help the authorities trace people who may have been exposed to COVID-19, if one of them becomes ill shortly after the event.
- If someone at the meeting or event was isolated as a suspected COVID-19 case, report this to your manager as we will consider letting all participants know.

31-08 COVID-19 Revised Guidance for First Aiders				RJB Stone Ltd TA Sass & Belle	
<b>Name:</b>	Mr Richard Stone	<b>Signature:</b>		<b>Date:</b>	06.11.2020
<b>Title:</b>	Managing Director			<b>Review:</b>	2-Monthly or after any new guidance
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**What to do if you are required to come into close contact with someone as part of your first responder duties**

**Personal protective equipment (PPE)**

Where it is not possible to maintain social distance from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination.

Guidance on putting on and taking off PPE is available here:

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Use and dispose of all PPE according to the instructions and training provided by your employer or organisation.

**Cardiopulmonary resuscitation**

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (in the Police this would be a “dynamic risk assessment”) and adopt appropriate precautions for infection control.

In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the NHS website here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

### **Providing assistance to unwell individuals**

If you need to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, place the person in a place away from others. If there is no physically separate room, ask others who are not involved in providing assistance to stay away from the individual. If barriers or screens are available, these may be used.

### **Cleaning the area where assistance was provided**

Cleaning will depend on where assistance was provided. It should follow the advice for cleaning in non-healthcare settings here:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids can be cleaned in the usual way. However, all surfaces that a symptomatic individual has come into contact with must be cleaned and disinfected.




### **If there has been a blood or body-fluid spill**

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.

### **Contacts of the person you have assisted**

Advise anyone who had close contact with the individual that if they go on to develop symptoms of COVID-19 (a new continuous cough, fever or a loss of, or change in, normal sense of taste or smell), they should follow the advice on what to do on the NHS website.



31-09 COVID-19 Safe Working Procedures: Vehicles			RJB Stone Ltd TA Sass & Belle	
<b>Name:</b>	Mr Richard Stone	<b>Signature:</b> 	<b>Date:</b>	06.11.2020
<b>Title:</b>	Managing Director		<b>Review:</b>	2-Monthly or after any new guidance
	Protecting and promoting worker safety during this pandemic is of the utmost importance. These Procedures will assist us in doing this.			

**The actions the company have taken to ensure, so far as is reasonably practical, the health, safety and welfare of vehicle drivers include:**

- Updated Company workplace risk assessment.
- Nominated COVID-19 response personnel.
- Information and training to all those affected about the new safety procedures.
- Emphasising the need for regular and thorough hand washing and use of sanitisers, as well as social distancing measures in all areas of the workplace.
- Where social distancing cannot be maintained, extra measures will be taken to reduce the risk of infection i.e. keeping the activity time as short as possible; increased hand-washing etc.
- Enhanced vehicle cleaning regimes with an emphasis on cleaning frequently touched items such as steering wheels, handles, vehicle keys and indicators as well as welfare and shower facilities etc.
- COVID-19 posters providing safety information and guidance for all.
- Scheduling times for collection/delivery to limit exposure to large crowds.
- Reducing numbers in each work areas to safer levels.
- Picking ahead of collection and loading onto vehicles without interacting with the driver.
- Reducing job and location rotation. Finding alternatives to two-person delivery where possible or maintaining fixed pairing and minimising physical contact.
- Single person or contactless refuelling where possible.
- Keeping vehicles well-ventilated.
- Where possible having safe single loading/unloading.
- Maximising electronic paperwork.
- Enabling drivers to have easy access to welfare facilities.
- Encourage drivers to stay in the cab where safe to do so.
- In an emergency, i.e. accident, drivers must still maintain the 2m rule but only where it is safe to do so. Furthermore, drivers are advised to pay particular attention to sanitation measures after any incident.
- Provide sufficient quantities of cleaning and sanitising materials for drivers and cleaners.
- Trained first-aiders will be given guidance to help ensure their safety when offering first aid.
- In a fire or emergency evacuation, staff must enforce social distance rules if safe to do so.
- Allowing home working where possible, to reduce the numbers on site.

**Feeling sick at work?**

- Any person who develops COVID-19 symptoms must report by telephone to their manager and contact their doctor or 111 advice line.

# Tier 1 Medium Alert Means:

How long will the restrictions be in place?	The restrictions and regulations are reviewed every 28 days.
Meeting with others	You can see people from different households both indoors and outdoors, but only in groups of up to 6 people.
Travel and transport	There are no restrictions on travel or use of transport but you should still wear a face covering.
Staying overnight	There are no restrictions on staying overnight somewhere other than your house. But you can only go away with those inside your household or support bubble in a group of up to 6.
Going to work	You should work from home where possible. Where this isn't possible, workplaces should be coronavirus secure.
Shops	These can remain open.
Hospitality	Restaurants, pubs, cafés and other hospitality venues remain open. However, they must close by 10pm and provide table service.
Exercise and sporting activity	Gyms can remain open. Organised sport and licensed physical activity are allowed in indoor and outdoor settings but may be subject to certain rules. You can't attend sporting events such as football matches.
Places of worship	They can open subject to the rule of six, but it's best to check with your place of worship. There are exceptions for weddings and funerals.
Weddings and civil partnerships	Up to 15 people can attend a wedding ceremony and a coronavirus secure sit-down reception.
Funerals	Up to 30 people can attend someone's funeral and up to 15 people can attend someone's wake, but this can't be held in someone's home.
Care home visits	You may be able to visit a loved one living in a care home on a regular basis, but every care home's policy is likely to be different. Contact the care home for more information.
Public buildings, such as libraries	These can remain open.

## Tier 2 High Alert Means:

How long the restrictions will be in place	The alert level is reviewed every 14 days and the rules and regulations are reviewed every 28 days.
Meeting with others	You can see people from different households outside in groups of up to 6 people but you can only meet inside with those in your household or support bubble.
Travel and transport	Journeys should be limited where possible, but you can still travel and use transport to go to the shops, work and hospitality venues that are open. You should still wear a face covering.
Staying overnight	You can only stay overnight somewhere if it's with those in your household or support bubble.
Going to work	You should work from home where possible. Where this isn't possible, workplaces should be coronavirus secure.
Shops	These can remain open.
Hospitality	Restaurants, pubs, cafés and other hospitality venues remain open. These venues must close by 10pm and provide table service. You can only go out to these places with people from your household or support bubble, unless you're outside and in a group of no more than 6 people.
Exercise and sporting activity	Gyms can remain open. Organised sport and licensed physical activity are allowed in indoor and outdoor settings but may be subject to certain rules. You can't attend sporting events such as football matches.
Places of worship	They can open as long as households don't mix indoors, but it's best to check with your place of worship. There are exceptions for weddings and funerals.
Weddings and civil partnerships	Up to 15 people can attend a ceremony and a coronavirus secure sit-down reception.
Funerals	Up to 30 people can attend someone's funeral and up to 15 people can attend someone's wake, but this can't be held in someone's home.
Care home visits	It's unlikely you'll be able to visit a loved one at this time, except in exceptional circumstances, such as if someone is coming to the end of their life. Contact the care home for more information as every care home has a different policy.
Public buildings such as libraries	These can remain open.

# Tier 3 VERY High Alert Means:

How long will the restrictions be in place?	Areas should only be at this level for 28 days then a review should take place.
Meeting with others	You can meet with others in public outdoor places, such as beaches or parks, but only in groups of up to 6 people. You can only meet indoors or in private outdoor spaces, such as someone's garden, or hospitality venues with those in your household or support bubble.
Travel and transport	Journeys should be minimised, but you can still travel to go to the shops, works and hospitality venues that are open. You should still wear a face covering. You're advised against travelling out of your area (although exceptions apply, for example for work, education or caring responsibilities).
Staying overnight	You can't stay overnight somewhere if it means you will be inside with people outside your household or support bubble You're advised against overnight stays in other parts of the UK and people outside of these very high alert areas are advised not to stay in these areas. If you do stay overnight, it can only be with people in your household or support bubble and you're advised to stay within the very high alert level area.
Going to work	You should work from home where possible. Where this isn't possible, workplaces should be coronavirus secure.
Shops	Shops remain open
Hospitality	Restaurants, pubs and cafés can remain open but may be subject to local closures. These venues have to close by 10pm and must provide table service. Pubs and bars must serve a substantial meal with the purchase of alcohol. You can only go out to these places with people from your household or support bubble.
Exercise and sporting activity	Gyms may be closed, depending on local area decisions. Organised sport and licensed physical activity are allowed in indoor and outdoor settings. You can't attend sporting events such as football matches.
Places of worship	They can open as long as households don't mix indoors or outdoors, but it's best to check with your place of worship. There are exceptions for weddings and funerals.
Weddings and civil partnerships	Up to 15 people can attend a ceremony, but wedding receptions aren't allowed.
Funerals	Up to 30 people can attend someone's funeral and up to 15 people can attend someone's wake, but this can't be held in someone's home.
Care home visits	It's unlikely you'll be able to visit a loved one at this time, except in exceptional circumstances, such as if someone is coming to the end of their life. Contact the care home for more information as every care home has a different policy.
Public buildings such as libraries	These can remain open dependent on local decisions.

## Do the restrictions affect everyone?

Every local area is at one of the three alert levels, so the new guidelines will affect most people. **However, there are some exceptions. The Government can, and has, introduced more severe restrictions – known variously as ‘lockdown’ ‘Tier 3a’ ‘Tier 4.’ These take precedence over Tier 1, Tier 2 and Tier 3.**

- If you live in a high or very high-risk area there are some exceptions to the rules, where you can meet with other people, outside of the above guidelines. These are:
- If you're meeting with people who are in your support or childcare bubbles
- For work or volunteering.
- To provide care or assistance to someone who is vulnerable
- To fulfil a legal obligation
- For outdoor exercise or outdoor dance classes
- To visit someone who is dying
- As a birth partner
- For a funeral or wedding (there are restrictions on numbers)
- To attend support groups
- To protest.

If you were previously asked to shield, the Government has outlined some extra precautions you should take depending on the alert level in your area. You can read more about these online.

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## Can I travel to an area that's in a different tier to mine?

If you're travelling to an area in a higher tier than where you live you should follow the guidance of that area.

If you're travelling to an area in a lower tier level you should continue to follow the guidance of the area where you live.

Everyone is advised against travelling to or from an area in very high alert level (tier 3). There are some exceptions though such as if it's for work, education or caring responsibilities or you are passing through as part of a longer trip.

# New National Restrictions from 5 November 2020

Information on the new national restrictions, including what they mean for working from home and business closures, why they are being introduced and the financial support available.

Published 31 October 2020

Last updated 1 November 2020 — [see all updates](#)

From: [Cabinet Office](#)

Applies to: **England**

## Contents

1. [1. Stay at home](#)
2. [2. Staying safe outside the home \(Social Distancing\)](#)
3. [3. Meeting with family and friends](#)
4. [4. Businesses and venues](#)
5. [5. Weddings, civil partnerships, religious services and funerals](#)
6. [6. Going to work](#)
7. [7. Going to school, college and university](#)
8. [8. Childcare and children's activities](#)
9. [9. Protecting people more at risk from coronavirus](#)
10. [10. Visiting relatives in care homes](#)
11. [11. Travel](#)
12. [12. Financial support](#)

[COVID-19 case numbers](#) are rising rapidly across the whole of the UK and in other countries. We must act now to control the spread of the virus. The single most important action we can all take, in fighting coronavirus, is to stay at home, to protect the NHS and save lives.

When we reduce our day-to-day contact with other people, we will reduce the spread of the infection. That is why, from Thursday 5 November until Wednesday 2 December, the Government is taking the following action:

1. Requiring people to stay at home, except for specific purposes.
2. Preventing gathering with people you do not live with, except for specific purposes.
3. Closing certain businesses and venues.

These new measures have been carefully judged to achieve the maximum reduction in growth in the number of cases, preventing the NHS from being overwhelmed, whilst ensuring that schools, colleges and universities stay open and that as many people as possible continue to work.

Until Thursday 5 November, the relevant [Local Covid Alert Level](#) measures will continue to apply in the area where you live. From Thursday the national restrictions replace the local restrictions in your area. No new areas will move in the LCAL Very High restrictions between now and Thursday.

The new measures will apply nationally for four weeks up to Wednesday 2 December. At the end of the period, we will look to return to a regional approach, based on the latest data.

Complying with the new measures will help limit the spread of coronavirus, reduce the impact on the NHS and save lives. They will be underpinned by law which will make clear about what you must and must not do from 5 November. The relevant authorities, including the police, will have powers to enforce the law – including through fines and dispersing gatherings.

There is separate additional guidance for [households with a possible or confirmed coronavirus infection](#)

1. Stay at home



This means you must not leave or be outside of your home except for specific purposes. These include:

- for childcare or education, where this is not provided online
- for work purposes, where your place of work remains open and where you cannot work from home (including if your job involves working in other people's homes)
- to exercise outdoors or visit an outdoor public place - with the people you live with, with your support bubble or, when on your own, with 1 person from another household (children under school age, as well as those dependent on round-the-clock care, such as those with severe disabilities, who are with their parents will not count towards the limit on two people meeting outside).
- for any medical concerns, reasons, appointments and emergencies, or to avoid or escape risk of injury or harm - such as domestic abuse
- shopping for basic necessities, for example food and medicine, which should be as infrequent as possible
- to visit members of your [support bubble](#) or provide care for vulnerable people, or as a volunteer

This list is not exhaustive and there are other limited circumstances where you may be permitted to leave or be outside of your home. These will be set out in law and further detailed guidance will be provided.

## 2. Staying safe outside the home (Social Distancing)

You should minimise time spent outside your home and when around other people ensure that you are two metres apart from anyone not in your household or support bubble.

Remember - 'Hands. Face. Space':

- hands – wash your hands regularly and for 20 seconds
- face – wear a face covering in indoor settings where social distancing may be difficult, and where you will come into contact with people you do not normally meet
- space – stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors)

## 3. Meeting with family and friends

You must not meet socially indoors with family or friends unless they are part of your household - meaning the people you live with - or [support bubble](#).

A [support bubble](#) is where a household with one adult joins with another household. Households in that support bubble can still visit each other, stay overnight, and visit outdoor public places together.

You can exercise or visit outdoor public places with the people you live with, your support bubble, or 1 person from another household (children under school age, as well as those dependent on round-the-clock care, such as those with severe disabilities, who are with their parents will not count towards the limit on two people meeting outside).

Outdoor public places include:

- parks, beaches, countryside,
- public gardens (whether or not you pay to enter them), allotments
- playgrounds

You cannot meet in a private garden.

#### 4. Businesses and venues

To reduce social contact, the Government has ordered certain businesses and venues to close. These include:

- all non-essential retail, including, but not limited to clothing and electronics stores, vehicle showrooms, travel agents, betting shops, auction houses, tailors, car washes, tobacco and vape shops.
- indoor and outdoor leisure facilities such as bowling alleys, leisure centres and gyms, sports facilities including swimming pools, golf courses and driving ranges, dance studios, stables and riding centres, soft play facilities, climbing walls and climbing centres, archery and shooting ranges, water and theme parks,
- entertainment venues such as theatres, concert halls, cinemas, museums and galleries, casinos, adult gaming centres and arcades, bingo halls, bowling alleys, concert halls, zoos and other animal attractions, botanical gardens;
- personal care facilities such as hair, beauty and nail salons, tattoo parlours, spas, massage parlours, body and skin piercing services, non-medical acupuncture, and tanning salons.

Food shops, supermarkets, garden centres and certain other retailers providing essential goods and services can remain open. Essential retail should follow COVID-secure guidelines to protect customers, visitors and workers.

Non-essential retail can remain open for delivery to customers and click-and-collect.

Playgrounds can remain open.

Hospitality venues like restaurants, bars and pubs must close, but can still provide takeaway and delivery services. However, takeaway of alcohol will not be allowed.

Hotels, hostels and other accommodation should only open for those who have to travel for work purposes and for a limited number of other exemptions which will be set out in law.

A full list of the business closures will be published and set out in law.

Some venues will be allowed to remain open for specific exempt activities, like childcare and support groups. Support groups that are essential to deliver in person can continue with up to 15 participants where formally organised to provide mutual aid, therapy or any other form of support. This includes support to victims of crime, people in drug and alcohol recovery, new parents and guardians, people with long-term illnesses, people facing issues relating to their sexuality or gender, and those who have suffered bereavement.

A number of public services will also stay open and you will be able to leave home to visit them. These include:

- the NHS and medical services like GPs. We are supporting the NHS to safely carry out urgent and non-urgent services and it is vital anyone who thinks they need any kind of medical care comes forward and seeks help.
- Jobcentre Plus sites
- Courts
- Civil Registrations Offices

#### 5. Weddings, civil partnerships, religious services and funerals

Funerals can be attended by a maximum of 30 people, and it is advised that only close friends and family attend. Linked ceremonial events such as stone settings and ash scatterings can also continue with up to 15 people in attendance. Anyone working is not included. Social distancing should be maintained between people who do not live together or share a support bubble.

Weddings, civil partnership ceremonies will not be permitted to take place except in exceptional circumstances.

Places of Worship will be closed, unless they are being used for:

- Funerals
- To broadcast acts of worship
- Individual prayer
- Formal childcare or where part of a school
- Essential voluntary and public services, such as blood donation or food banks
- Other exempted activities such as some support groups

#### 6. Going to work

To help contain the virus, everyone who can work effectively from home must do so. Where people cannot do so (for instance people who work in critical national infrastructure, construction or manufacturing) they should continue to travel to work/attend their workplace. This is essential to keeping the country operating and supporting vital sectors and employers.

Public sector employees working in essential services, including education settings, should continue to go into work. The risk of transmission can be substantially reduced if [COVID-secure guidelines](#) are followed. Extra consideration should be given to those people at higher risk.

#### 7. Going to school, college and university

The Government will continue to prioritise the wellbeing and long-term futures of our young people and will not be closing schools, colleges or universities. It remains very important for children and young people to attend, to support their wellbeing and education and help working parents and guardians. Senior clinicians still advise that school is the best place for children to be, and so they should continue to go to school. Schools have implemented a range of protective measures to make them safe.

The Prime Minister and Education Secretary have been clear that exams will go ahead next summer, as they are the fairest and most accurate way to measure a pupil's attainment. We therefore need to keep schools and colleges open so that children are able to keep progressing towards exams and the next stage of education or employment. Students now have more time to prepare for their exams next year, as most AS, A levels and GCSEs will be held 3 weeks later to help address the disruption caused by the pandemic.

Universities have welcomed students back and we have [published guidance advising universities on reopening](#) to ensure they have safety measures in place to minimise the spread of the virus. Universities and adult education settings should consider moving to increased levels of online learning where possible.

There are further restrictions in place:

- If you live at university, you must not move back and forward between your permanent home and student home during term time. You should only return home at the end of term for Christmas. We will publish further guidance on the end of term.

#### 8. Childcare and children's activities

Parents will still be able to access some registered childcare and other childcare activities (including wraparound care) where reasonably necessary to enable parents to work, or for the purposes of respite care.

Early years settings can remain open. Parents are able to form a childcare bubble with another household for the purposes of informal childcare, where the child is 13 or under. As above, some households will also be able to benefit from being in a [support bubble](#), which allows single adult households to join another household.

Some youth services may be able to continue, such as 1-1 youth work and support groups, but most youth clubs and groups will need to cease for this period.

## 9. Protecting people more at risk from coronavirus

If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:

- should be especially careful to follow the rules and minimise your contacts with others
- should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

Clinically vulnerable people are those who are:

- aged 70 or over (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
  - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
  - chronic heart disease, such as heart failure
  - chronic kidney disease
  - chronic liver disease, such as hepatitis
  - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
  - diabetes
  - a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
  - being seriously overweight (a body mass index (BMI) of 40 or above)
  - pregnant

There is a further group of people who are defined, also on medical grounds, as [clinically extremely vulnerable](#) to coronavirus – that is, people with specific serious health conditions. Over this period, we are advising the CEV to work from home. If you cannot work from home, you are advised not to go to work and may be eligible for Statutory Sick Pay (SSP) or Employment Support Allowance (ESA). You are encouraged to stay at home as much as possible, but are encouraged to go outside for exercise. The full new guidance will be published on Monday 2 November and the Government will write to everybody who is clinically extremely vulnerable to set out detailed advice while the new restrictions are in place. Current advice is in place at each [local COVID alert level](#).

## 10. Visiting relatives in care homes

Guidance on care home visits will be published ahead of Thursday. For now, [you should follow existing guidance](#)

## 11. Travel

You should avoid travelling in or out of your local area, and you should look to reduce the number of journeys you make. However you can and should still travel for a number of reasons, including:

- travelling to work where this cannot be done from home
- travelling to education and for caring responsibilities
- hospital GP and other medical appointments or visits where you have had an accident or are concerned about your health
- visiting venues that are open, including essential retail
- exercise, if you need to make a short journey to do so

If you need to travel, we encourage you to walk or cycle where possible, and to plan ahead and avoid busy times and routes on public transport. This will allow you to practise social distancing while you travel.

Overnight stays and holidays away from primary residences will not be allowed. This includes holidays abroad and in the UK. It also means you cannot stay in a second home, if you own one, or staying with anyone you do not live with or are in a support bubble with. There are specific exceptions, for example if you need to stay away from home (including in a second home) for work purposes, but this means people cannot travel overseas or within the UK, unless for work, education or other legally permitted reasons.

You must not travel if you are experiencing any coronavirus symptoms, are self-isolating as a result of coronavirus symptoms, are sharing a household or support bubble with somebody with symptoms, or have been told to self-isolate after being contacted by NHS Test and Trace.

If you need to use public transport - to travel to work for example - you should follow the [safer travel guidance](#). This includes the rules on wearing face masks and [advice on car sharing](#). For those planning to travel into England, you should check the current [travel corridor](#) list to see whether you need to isolate for 14 days. You will still be required to abide by the restrictions set out here even if you do not need to isolate. If you do need to travel overseas from England before 2 December (and are legally permitted to do so, for example, because it is for work), even if you are returning to a place you've visited before, you should look at the rules in place at your destination, the [Foreign, Commonwealth and Development Office \(FCDO\) travel advice](#).

British nationals currently abroad do not need to return home immediately. However, you should check with your airline or travel operator on arrangements for returning.

## 12. Financial support

Workers in any part of the UK can retain their job, even if their employer cannot afford to pay them, and be paid at least 80% of their salary up to £2500 a month.

The flexibility of the current CJRS will be retained to allow employees to continue to work where they can.

Employers small or large, charitable or non-profit are eligible and because more businesses will need to close, they will now be asked to pay just National Insurance and Pensions contributions for their staff during the month of November – making this more generous than support currently on offer.

The Job Support Scheme will not be introduced until after Coronavirus Job Retention Scheme ends. Wherever you live, you may be able to get financial help through the:

- [Coronavirus Job Retention Scheme](#)
- [Job Support Scheme](#) (from 1st November)
- [New Style Employment and Support Allowance](#)