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**KEEPING SAFE IN THE WORK ENVIRONMENT**

**The government and Health and Safety Executive have issued guidance on the creating a safe working environment as the lockdown restrictions are eased.**

 **This quick guide will help managers and staff take the actions necessary to create and maintain a safe working environment.**

Considerations for Managers when risk assessing the work environment:-

* Can your staff **work from home**? If staff can work from home they should be supported to do so, either on a full time/ part time or rotational basis. Please contact the IT Helpdesk on extension 5678 for advice regarding taking computer equipment home.
* How can the physical environment be changed to achieve **social distancing** (2M distance between individuals if they are together for more than 15 minutes)
* Where social distancing cannot be achieved staff must wear PPE (minimum surgical face mask, gloves and apron)
* **Remind** staff to wash their hands at regular intervals
* Support staff to regularly **clean individual work stations and phones**
* Ensure stocks of relevant **PPE** for your work environment

Practical Ideas to reduce risk

* **Avoid** face to face working environments - change desks/computers/ workstations/seats in open plan and shared offices to ensure people are 2M apart
* **Relocate** staff to other areas within the organisation to work, if they cannot work from home
* Walk on the **Left** in communal areas/thorough fares and create a **one way route** through offices/workspaces if possible
* Ensure availability of **hand washing** and cleaning supplies for staff to use. For details regarding ordering supplies please contact the purchasing and supplies team.
* Assess **how many** staff can safely be in the office/meeting room or staff room at a time to maintain social distancing and measures to achieve this e.g. by staggering breaks
* Put **notices on room doors** as a reminder of the maximum capacity
* **Clean** workstations with sanitiser wipes at least twice a day
* **Declutter** desks and work stations to make cleaning easier
* If using **hot desks** wipe down phones and computer stations at the start and end of your shift
* Provide **visual reminders** i.e. posters/floor and wall markings. For advice please contact the Estates and Facilities team on extension 1990.
* Comply with the Trust **uniform policy** and do not travel to and from work in uniform
* **PPE** must be wornin accordance with Trust guidance (available via the Trust intranet site)
* **Remove** excess seating/furniture to avoid compromising the social distancing compliance.

**The Estates and Facilities Management Team can provide support with risk assessments and more specific advice regarding the health and safety of the work environment: extension 1258/6970 or email steve.gallimore@sthk.nhs.uk**