

# Covid 19 Secure Inspection Guide

**THIS TABLE IS USED WITH THE KEY POINTS DISCUSSED DURING THE VISIT AS WRITTEN OVERLEAF. EACH POINT HAS BEEN REFERENCED WITH ITEMS 'A' TO 'J' BELOW. THE ITEM SUMMARISES THE KEY LAW, AND GUIDANCE IN RELATION TO COVID-19 AND TO HOW TO COMPLY.**

Further advice on COVID-19 matters can be found at [www.havering.gov.uk](http://www.havering.gov.uk), [www.hse.gov.uk](http://www.hse.gov.uk), and <https://www.gov.uk/coronavirus>

	COVID-19 Health & Safety Legal Requirements	Guidance to Compliance
A	<p><b>Risk Assessments</b>  <i>The Management of Health and Safety at Work Regulations 1999 Regulation 3</i>            - COMPLETE WITHIN 2 WEEKS</p>	<p>You should update your risk assessment to manage the risk of coronavirus in your business. The risk assessment process requires you to: identify what work activity or situations might cause transmission of the virus, think about who might be at risk, decide how likely it is that someone could be exposed, act to remove the activity or situation, or if this isn't possible, control the risk.</p> <p>If you employ five persons or more you need to write down the significant findings of your risk assessment and bring them to the attention of staff. Self-employed persons are required to assess risk to themselves and other people.</p> <p>You should review your risk assessment regularly and in line with any changes to their government guidance.</p> <p>Further guidance on writing a risk assessment: <a href="http://www.hse.gov.uk/simple-health-safety/risk/">www.hse.gov.uk/simple-health-safety/risk/</a>  <a href="http://www.havering.gov.uk/covid19openyourbusiness">www.havering.gov.uk/covid19openyourbusiness</a></p>
B	<p><b>Training</b>  <i>Management of Health and Safety at Work Regulations 1999, Regulation 13.</i>            - COMPLETE WITHIN 2 WEEKS</p>	<p>You must ensure that your employees are provided with adequate training in relation to COVID-19. Training will need to be repeated periodically to ensure continued compliance.</p>
C	<p><b>RIDDOR Reporting of COVID-19</b>  <i>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</i>            - COMPLETE IMMEDIATELY</p>	<p>In relation to COVID-19 you should make a report under RIDDOR when one of the following applies:</p> <ul style="list-style-type: none"> <li>an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence</li> <li>a worker has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease.</li> <li>a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.</li> </ul> <p>If a reportable incident occurs you should complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will be able to download a copy for your records. All incidents can be reported online at <a href="http://www.hse.gov.uk">www.hse.gov.uk</a>. A telephone service is provided for reporting fatal/specified, and major incidents only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).</p>
D	<p><b>Hand Washing Facilities</b>  <i>The Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 21</i>            -COMPLETE WITHIN 21 DAYS</p>	<p>You must ensure that suitable and sufficient hand washing facilities are provided at readily accessible places. They should include a supply of clean hot and cold, or warm water, soap and a suitable means for hands to be dried.</p>
E	<p><b>Ventilation</b>  <i>The Workplace (Health, Safety and Welfare) Regulations 1992, Regulation 6</i>            -COMPLETE IMMEDIATELY</p>	<p>Provision should be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air.</p>
	COVID-19 Key Guidance Requirements	Guidance to Compliance
F	<p><b>Government Guidance</b></p>	<p>You should follow the most recent government guidance in relation to COVID-19. You should be aware of the relevant guidance documents specific to your sector and check regularly for any updates. You should update your risk assessment to reflect any changes in the government guidance that are applicable to your business.</p> <p>You can check the sector specific guidance online at <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p>
G	<p><b>Procedures for Cleaning and Hygiene</b></p>	<p>You should increase the frequency of handwashing and surface cleaning by:</p> <ul style="list-style-type: none"> <li>encouraging people to follow the guidance on hand washing and hygiene</li> <li>providing hand sanitizer around the workplace</li> <li>frequently cleaning and disinfecting objects and surfaces that are touched regularly</li> <li>enhanced cleaning of busy areas</li> <li>setting clear use and cleaning guidance for toilets</li> <li>providing hand drying facilities- either paper towels or electrical dryers</li> </ul>
H	<p><b>Help people to work from home</b></p>	<p>You should take all reasonable steps to help people work from home by:</p> <ul style="list-style-type: none"> <li>discussing home working arrangements</li> <li>ensuring they have the right equipment, for example remote access to work systems</li> <li>including them in all necessary communications</li> <li>looking after their physical and mental wellbeing</li> </ul>
I	<p><b>Maintain 2m social distancing, where possible</b></p>	<p>Where possible, you should maintain 2m between people by:</p> <ul style="list-style-type: none"> <li>putting up signs to remind workers and visitors of social distancing guidance</li> <li>avoiding sharing workstations</li> <li>using floor tape or paint to mark areas to help people keep to a 2m distance</li> <li>arranging one-way traffic through the workplace if possible</li> <li>switching to seeing visitors by appointment only if possible</li> </ul>
J	<p><b>Manage transmission risk, where people cannot be 2m apart</b></p>	<p>Where it's not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:</p> <ul style="list-style-type: none"> <li>considering whether an activity needs to continue for the business to operate</li> <li>keeping the activity time involved as short as possible</li> <li>using screens or barriers to separate people from each other</li> <li>using back-to-back or side-to-side working whenever possible</li> <li>staggering arrival and departure times</li> <li>reducing the number of people each person has contact with by using 'fixed teams or partnering'</li> </ul>