

# Shop local. Shop Monmouthshire

## Practical actions for businesses

### FIVE MAIN STEPS

# 1

#### Carry out a COVID-19 risk assessment

Before restarting work you should ensure the safety of the workplace by:

Carrying out a risk assessment in line with the HSE guidance

Consulting with your workers or trade unions

Sharing the results of the risk assessment with your workforce and on your website

# 2

#### Develop cleaning, handwashing and hygiene procedures:

Increase the frequency of handwashing and surface cleaning by:

Encouraging people to follow the guidance on hand washing and hygiene

Providing hand sanitiser around the workplace, in addition to washrooms

Frequently cleaning and disinfecting objects and surfaces that are touched regularly

Enhancing cleaning for busy areas

Setting clear use and cleaning guidance for toilets

Providing hand drying facilities – either paper towels or electrical dryers

# 3

#### Take all reasonable steps to help people work from home by:

Discussing home working arrangements

Ensuring they have the right equipment, for example remote access to work systems

Including them in all necessary communications

Looking after their physical and mental wellbeing

# 4

#### Maintain social distancing of people by:

Putting up signs to remind workers and visitors of social distancing guidance

Avoiding sharing workstations

Using floor markings to help people keep to a safe distance

Arranging one-way traffic through the workplace if possible

Switching to seeing visitors by appointment only if possible

# 5

#### Where people cannot maintain social distance, manage transmission risk by:

Considering whether an activity needs to continue for the business 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 partnering