

# Covid-19 Secure Working Environment Guidance Note

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## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### Objective

- The Government is starting the process of lifting the lockdown restrictions put in place to help combat the spread of Covid-19.
- As part of that process they have issued guidance to companies to help them properly consider the relevant risk factors and help to share best practice to ensure the safest practicably achievable working environment.
- **Presteigne is committed to ensuring that all our staff work in a safe environment, whether that's at home, in the company premises or on location and this Guidance Note sets out the steps that we will take and which we need you to take in order to achieve this.**

### Background

- The rapid transmission of the novel Coronavirus and its related disease Covid-19 caused Governments around the world to take steps that are unique in our lifetime in order to stamp down hard on its continued transmission and reduce the level of infections and deaths arising from Covid-19.
- These steps included substantial limitations on corporate activity and on personal freedoms, both of which are intended to be in place only for so long as they are strictly necessary for the purposes of bringing the virus under control.
- As of the 11<sup>th</sup> of May the Government has announced a high level road map to the gradual lifting of many of these restrictions, and providing that no further spike in transmission beyond manageable levels arises, then this slow gradual release will continue for some months.
- In order to ensure the gradual increase in economic activity it is critical that all businesses review and, where necessary, amend their working practices to minimise the risk of transmission in the workplace and create a Covid-19 Secure environment.
- This requires both Presteigne as employer and all of us as employees to take various steps to protect our health, the health of our colleagues and the health of others that we interact with.

### General Principles

- The general rule to be adopted until further notice, is that, **wherever possible work should be completed from home.**
- Where home working is not practical (e.g. preparing equipment) then **social distancing should be practised and regular - at least once per hour - hand washing with soap and/or sanitiser undertaken** throughout the time at a workplace.
- In **limited and exceptional circumstances**, where social distancing is not practically possible, then **Personal Protective Equipment** should be used at all times (face mask and gloves). **Use of PPE is not a substitute for good hygiene and appropriate social distancing** and remember to wash your hands before and after putting PPE on.

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- Use your own phone - if you do not have sole use of a phone in the office then you should download the RingCentral App onto your mobile phone and use this when calling other members of staff or making external work related calls.
- **Don't come to our business premises or go to a Clients Premises or an Outdoor Location if you have, or suspect that you have, Covid-19.** If you feel able to work from home and there is work you can do then you should do so but otherwise you should report as sick to your supervisor.

#### Guidance Coverage

This guidance note covers the full range of our activities and is organised in the following sub-sections:

- 1) Safe Working in Engineering and the Warehouse
- 2) Safe Working in the Office
- 3) Safe Working at Home
- 4) Safe Working in the Vehicles
- 5) Safe Working in Client Premises
- 6) Safe Working in Outdoor Locations

Together with the following Appendices:

Appendix A - Self Assessment Health Questionnaire  
Appendix B - Working at Home Questionnaire  
Appendix C - Home Working Information Security Guidelines  
Appendix D - Working at Home Role Specific Equipment  
Appendix E - Location Health Check Questionnaire  
Appendix 1 - Crawley Engineering and Warehouse Risk Assessment  
Appendix 2 - Warrington Engineering and Warehouse Risk Assessment  
Appendix 3 - Crawley Office Risk Assessment  
Appendix 4 - Warrington Office Risk Assessment  
Appendix 5 - Model Home Working Risk Assessment  
Appendix 6 - Model Risk Assessment - Client Premises  
Appendix 7 - Model Risk Assessment - Outdoor Locations

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As with all health and safety legislation, I and the Board of Directors are ultimately responsible for the safe working environment in Presteigne. On a day to day basis supervision of the implementation of the practices and rules set out in this Guidance Note will be handled by Tony Ridler (in relation to the Warehouse and Engineering) and by Chris Eyles (in relation to Office space and Home Working).

#### Worker Status

- All workers must, prior to returning to the workplace, complete a Self-Assessment Health Questionnaire and submit this to the Chief Executive Officer.
- This data may be **Special Category Data** within the terms of the GDPR and so it will be treated as highly confidential information and it will only be used for the purposes of considering appropriate measures to take in relation to your individual safe working within the Covid-19 Secure Working Guidelines.
- This self-assessment form will help you identify whether you are in a category of worker that should take additional precautions.
- You must complete this form accurately to the best of your knowledge and return it to the Chief Executive Officer **BEFORE** returning to your workplace.

#### Implementation

- To be properly effective all of us need to adhere to the practices set out in this Guidance Note.
- If you believe that you are not able to work safely in the way set out in this Guidance Note then you should raise this with Tony or Chris as appropriate (the “**Relevant Supervisor**”).
- If you do not believe that the issue causing you concern has been properly addressed by the Relevant Supervisor then you should raise the issue with me.
- In the event that you do not feel that I have handled the issue causing you concern to your reasonable satisfaction then you should raise the matter with Martin Anderson, Chairman, whose contact details are set out on the Staff Contact List.
- If you still remain unsatisfied then you should contact the HSE by email - [www.hse.gov.uk/contact/concerns.htm](https://www.hse.gov.uk/contact/concerns.htm) - or by telephone - 0300 003 1647.

It is expected that these Guidance Notes will be updated over time as knowledge of the disease increases and as best practice emerges. You will be advised of changes by way of message on The Wall and/or by specific instructions issued by me or a Relevant Supervisor.

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I am confident that by following these Guidance Notes and by each of us exercising proper care in the Workplace, we can create and maintain a safe working environment.

Thank you for your help and support in the implementation of these practices.

Adrian Young  
Chief Executive Officer

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### Safe Working in Engineering and the Warehouse

#### Risk Assessment

- Assessing and managing the risks of COVID-19 is a responsibility of all of us.
- As an employer, Presteigne has a legal responsibility to protect our workers and others from risk to their health and safety.
- We must all recognise that risks from Covid-19 cannot be completely eliminated but we must properly consider the risks that we face and demonstrate that we are doing everything reasonably practicable to minimise them.

Set out in Appendix 1 is our Risk Assessment for the Engineering and Warehouse space in Crawley and, in Appendix 2, a similar exercise for Warrington.

#### Consultation

- We want to ensure that everyone has full confidence in the Risk Assessment undertaken and the steps that we have taken and propose to take in order to minimise the risks arising from Covid-19 in the Workplace.
- To facilitate feedback and full consideration of the factors incorporated in the Risk Assessment, a draft of this Guidance Note and the Risk assessment was circulated to all staff prior to its adoption and issuance.
- A Health & Safety Forum has been organised with volunteers drawn from across the workforce who will initially review this Guidance Note and the Risk Assessments contained within, on a monthly basis for three months whilst new Covid-19 knowledge and best practice emerges and thereafter quarterly, to consider revisions and updates.
- Tony, Chris and myself will be permanent members of this forum, with a further 4 members representing all other areas of the business at any one time.

#### Customer Confidence

- Customers have requested details of the process that Presteigne undertakes to ensure the cleanliness of its equipment.
- To satisfy this natural desire for confidence building measures, Presteigne has developed a **Covid-19 Cleanliness Checklist** that must be included within each equipment case. This card must be ticked to show completed and your initials must be clearly set out on the card so that if infection tracing is required then you can be quickly identified as the engineer by reference to this card.
- On the front of the equipment case you must write a large green C and place a tick in the mouth of the C to indicate the equipment is clean and ready to go. All parties handling the equipment case other than the identified engineer should initial the face of the equipment case so that full tracking is available.

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- When Warehouse receives equipment cases back from a job they should immediately wipe off the Green C and the tick so it is clear at all times which equipment has been checked and sanitised and which is yet to be completed.

#### Steps to Manage Risk

Activity	Presteigne	You	Comments	Definitions
Regular handwashing with soap and hot water "20 second cleaning"	We will ensure that we maintain supplies of soap and hot water	Undertake 20 second cleaning routine on a regular basis - at least once per hour	Consumption of soap is likely to increase beyond historic levels - please notify Bridget if you notice stocks are running low	
Use Hand Sanitiser <b>before</b> touching door handles and other "high touch" surfaces	We will maintain a supply of high alcohol content hand sanitiser in containers near all high touch surfaces	Consistently use hand sanitiser before touching door handles and other high touch surfaces	Consumption of hand sanitiser is likely be high and in great demand - please notify Bridget if you notice stocks are running low	A "high touch" surface is a surface that is likely to be touched by a high number of different people and where the risk of transmission is greatest.
Whilst ensuring Fire safety and the Security of the building is not compromised, all doors should be left wedged open to minimise the requirement to touch a surface to open or close it	We will provide Fire wedges for the safe opening and automatic closing of fire doors in the event of fire.	Avoid touching doors wherever possible. Do not close doors that may remain open. Do not keep open doors that are required to be closed for fire or security purposes.	The door between the canteen and the door well should remain closed and locked. The door from the same door well into the cleaning cupboard should remain closed and locked. The door into the PPU area from the door well should remain closed and locked. The door from reception into the driver area must be closed and locked. One upstairs door in each building should be closed and locked.	All other doors should be unlocked and properly kept open during normal working hours. All external fire doors must comply with the usual health & safety requirements for access and escape. In Warrington, all internal doors should be safely kept open.

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Practice social Distancing - that is maintain a minimum distance between you and any other person of c. 2 metres	We will organise split shifts such that the number of people in the building at the same time is minimised.	You should stay in your designated work area wherever possible and limit your movement around the building	Engineers should stay within their bay area as much as possible and limit trips to collect equipment to the minimum necessary	
Where Social Distancing is not possible - for instance where a piece of equipment needs to be handled by two people - use PPE and face away from each other	We will provide PPE (masks and gloves) for use when social distancing is not possible.	You will use the PPE provided whenever it is appropriate and will face away from the other party wherever possible and practical.	You should consider whether there is an alternative solution prior to breaking social distancing. You should ensure that both parties are wearing PPE before engaging in the activity	Before wearing PPE, clean hands thoroughly with hand sanitiser.
Where Social Distancing is not possible - for instance where a piece of equipment needs to be handled by two people - plan the work so that you use the minimum amount of time to complete the task	Your supervisor will assist you in the planning of the task so that it can be completed in the shortest possible time after social distancing is compromised.	You will consider carefully whether the task requires the assistance of another person, who that person should be and how the task should be completed BEFORE breaking social distancing rules	Whilst you are planning the activity, whether with your supervisor or another member of staff, maintain social distancing and consider the use of non-personal contact (i.e. using the telephone or email) to minimise time in a compromised social distance.	
Presentation of kit for despatch or collection should be completed by both a) wiping down the high touch areas of equipment cases (e.g. handles and corners) and b) marking to show kit is ready for shipment and is clean.	We will supply you with disinfectant wipes that should be applied to the high touch areas of the equipment case and the Customer Confidence Card and green tick should be placed in or on the equipment case.	You should complete the Customer Confidence Card to show the work has been completed and place your initials on it clearly. You should mark the front of the equipment case with the green C and a tick. If you are handling the case but are not the engineer, you should add your initial	It is important that we are able to both project confidence in our processes to customers and demonstrate that, in the case of a suspected contamination, we can trace those persons handling the kit.	

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		to the front of the equipment case.		
Social Distancing must be practiced in all areas of the building including the canteen	Only one chair per table will remain within the canteen. Each table will be moved to ensure appropriate social distancing.	Do not move the tables or chairs when using the canteen - maintain social distancing.	You should use the hand sanitiser both before entering the canteen and leaving it. Before leaving the canteen place all cups, plates and cutlery of any type within the dish washer yourself.	
Entry and Exit to the building - to regulate traffic flow all staff should enter by the staff entrance and leave by the main entrance whenever there are more than three people scheduled to be working in the building	Reminder signs will be posted on both doors.	Observe the flow instructions in order to minimise the risk of congestion in corridors where social distancing cannot be maintained.	In order to avoid inadvertent reduction in social distancing, all flow through entrances should be one way.	Visitors should continue to enter and exit by the main entrance but such visits should be minimised and visitors should be held in reception until collected by the host.
Corridors and passageways - do not congregate or wait in corridors or other narrow passageways that would require you or another person to pass within 2 metres of each other.		Unless you are on an active task, stay within your workspace area. Use a telephone where possible rather than physically move to speak to another person.	In order to avoid inadvertent reduction in social distancing do not wait in areas outside of your workspace.	
Use of Key-pads externally and internally	Regularly sanitise the key-pads.	Use a tissue, a glove or some other physical barrier when typing in the door key codes externally or internally to prevent inadvertent transmission of the virus. Minimise the number of times that you enter or exit using such key pads	These high touch areas have the potential to be a source of transmission - they will be regularly cleaned however minimising use and providing a physical barrier will reduce the risks attached to use.	

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Visual aids to social distancing	We will introduce tape markings to provide guides to the required social distancing	Pay heed to the taped markings to minimise the risk of reducing the social distance between you and any other party	The use of the markings is a visual aid to assist in your assessment as to whether you can maintain social distancing. If you have a task that requires closer working then follow the guidelines above in respect of that activity.	
Meetings - only hold physical meetings when absolutely necessary and only include those that must be there	We will not hold unnecessary meetings, where they are necessary we will ensure social distancing is maintained	Properly consider whether a meeting is necessary and of so who should attend - where possible hold the meeting outdoors and maintain social distancing	Avoid meetings in confined spaces such as the canteen or a meeting room. Where possible consider using the presentation area or outdoors (if information is not sensitive and weather permitting).	
Meal and other breaks - avoid congregating		Consider eating outdoors	You may consider eating your meal or taking your break in an unoccupied part of the building or at your workstation	
Visitor management - only essential visitors are to be allowed into the building. Where possible visitors should be met outside the building.	Minimise external visitors - the use of virtual meetings and other remote tools will be encouraged	Do not invite any non-staff member into the building unless essential. Wear PPE (masks and gloves) when interacting with visitors. Do not share common items such as pens or mugs during such visits	Equipment collections and returns should be handled carefully - the visiting driver should stay within the vehicle and the loading/unloading should be handled by PBH staff wearing PPE. Paperwork should be completed using each person's own pen	
Visitor Management - signage	We will supply signs setting out instructions for delivery drivers and	You should ensure that you act in a manner consistent with this policy and the		

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	other visitors to the premises	signage in order to encourage safe working		
Waste Management - used PPE and other cleaning materials	We will supply special purpose bins for isolated disposal and appropriate collection and disposal programs	Dispose of used PPE and other disinfectant materials ONLY within the special purpose bins provided after use.	It is critical that materials used to prevent the spread of the virus are properly disposed of to ensure they do not themselves become sources of the virus	
Workspace cleaning - maintain a clear and tidy workspace so that effective cleaning can be undertaken	We will provide enhanced cleaning of the building, including high touch areas.	You will facilitate the cleaning by ensuring that your workspace area is uncluttered and only essential equipment remains at your workstation	As far as practical a clear desk policy must be maintained	
Establish and maintain "Clean" and "Dirty" zones	We will establish zones in which Clean equipment is stored prior to despatch, all other areas of the building should be assumed to be Dirty.	When you have finished preparing equipment and have sanitised the equipment case you should place the case in a Clean zone	When equipment has been prepped and the Customer Confidence Card completed, the green C and tick applied it is critical that the equipment is not mixed with other kit that has not yet been through this process.	

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### Use of PPE

The use of PPE is **NOT** an acceptable substitute for good handwashing, appropriate social distancing and minimising the time spent in close contact with others (“**Best Practice**”).

Where Best Practice cannot be maintained then the use of PPE may have some benefit in reducing risks and to achieve the maximum benefit you should:

- Wash your hands thoroughly with soap and water or use hand sanitiser before putting your PPE on **AND** after removing it;
- When wearing PPE, avoid touching your face or face covering as you could contaminate them with germs from your hands;
- Change your face covering if it becomes damp or if you have touched it, disposing of the used PPE in the special bins provided.

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### Safe Working in the Office

#### Risk Assessment

- Assessing and managing the risks of COVID-19 is a responsibility of all of us.
- As an employer, Presteigne has a legal responsibility to protect our workers and others from risk to their health and safety.
- We must all recognise that risks from Covid-19 cannot be completely eliminated but we must properly consider the risks that we face and demonstrate that we are doing everything reasonably practicable to minimise them.

Set out in Appendix 3 is our Risk Assessment for Office Working in Crawley and, in Appendix 4, a similar exercise for Warrington.

#### Consultation

- We want to ensure that everyone has full confidence in the Risk Assessment undertaken and the steps that we have taken and propose to take in order to minimise the risks arising from Covid-19 in the Workplace.
- To facilitate feedback and full consideration of the factors incorporated in the Risk Assessment, a draft of this Guidance Note and the Risk assessment was circulated to all staff prior to its adoption and issuance.
- A Health & Safety Forum has been organised with volunteers drawn from across the workforce who will initially review this Guidance Note and the Risk Assessments contained within, on a monthly basis for three months whilst new Covid-19 knowledge and best practice emerges and thereafter quarterly, to consider revisions and updates.
- Tony, Chris and myself will be permanent members of this forum, with a further 4 members representing all other areas of the business at any one time.

#### General Principles

- Wherever possible you should complete your work at home.
- You should only come to the office when it is necessary to do so in order to complete your work, for instance to collect paperwork or access a physical file.
- When you come to the office you must ensure that you follow all building guidelines set out in this document.
- At all times you must exercise good hand washing hygiene, practice social distancing and minimise contact with others.
- You should not visit the warehouse and engineering areas of the respective buildings unless you have a critical business need to do so - you should use the telephone wherever possible to speak to other members of staff in those areas.

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- You should not use the canteen in Crawley but use the small kitchenette upstairs and maintain the cleanliness of that area after use.
- If you wish to interact socially with others in the building then you should only do so outside and whilst maintaining social distancing.

#### Steps to Manage Risk

Activity	Presteigne	You	Comments	Definitions
Regular handwashing with soap and hot water “20 second cleaning”	We will ensure that we maintain supplies of soap and hot water	Undertake 20 second cleaning routine on a regular basis - at least once per hour	Consumption of soap is likely to increase beyond historic levels - please notify Bridget if you notice stocks are running low	
Use Hand Sanitiser <b>before</b> touching door handles and other “high touch” surfaces	We will maintain a supply of high alcohol content hand sanitiser in containers near all high touch surfaces	Consistently use hand sanitiser before touching door handles and other high touch surfaces	Consumption of hand sanitiser is likely to be high and in great demand - please notify Bridget if you notice stocks are running low	A “high touch” surface is a surface that is likely to be touched by a high number of different people and where the risk of transmission is greatest.
Practice social Distancing - that is maintain a minimum distance between you and any other person of c. 2 metres	Desks that are too close to each other to maintain social distancing will be marked and must not be used. We will install Perspex protective screens between desks that may be used.	You should select and stay at a desk that is socially distanced from any other colleague and limit your movement around the building	You should not use desks that have been marked as out of use due to their proximity to other workspaces. With the reduced need to be in the office there will be adequately spaced desks available.	
Do not share equipment	We will equip you to work effectively from home.	If you need to work in the office then you must bring with you all the equipment that you intend to use and take that equipment away with you after you have finished	You should not share equipment. If you find that you need to use equipment that you have not brought with you then you must thoroughly clean	

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			that equipment after your use.	
Social Distancing must be practiced in all areas of the building including the canteen		If you normally work upstairs then do not use the Canteen in Crawley - use the kitchenette to prepare food, clean the area thoroughly after use and eat at your workstation.	As few people will be in the Office you should clean thoroughly and replace all utensils and cups, mugs or other items that you use after use and replace them in the cupboards. The Dishwasher will not be used.	Upstairs, a kettle will be provided for hot drinks - do not use the hot water machine or the water cooler until further notice as these will not be serviced and/or cleaned
Do not leave food or other personal items in the building	The upstairs refrigerator will be switched on only for the purpose of string milk and food consumed daily.	Bring only the food that you intend to consume during your visit to the office. Take waste away with you wherever possible	Do not leave any personal items, food items or work tools that you need to use in the office as this adds an unnecessary cleaning task.	
Entry and Exit to the building - to regulate traffic flow all staff should enter by the staff entrance and leave by the main entrance whenever there are more than three people scheduled to be working in the building	Reminder signs will be posted on both doors.	Observe the flow instructions in order to minimise the risk of congestion in corridors where social distancing cannot be maintained.	In order to avoid inadvertent reduction in social distancing, all flow through entrances should be one way.	Visitors should continue to enter and exit by the main entrance but such visits should be minimised and visitors should be held in reception until collected by the host.
Corridors and passageways - do not congregate or wait in corridors or other narrow passageways that would require you or another person to pass within 2 metres of each other.		Unless you are on an active task, stay within your workspace area. Use a telephone where possible rather than physically move to speak to another person.	In order to avoid inadvertent reduction in social distancing do not wait in areas outside of your workspace.	
Use of Key-pads externally and internally	Regularly sanitise the key-pads.	Use a tissue, a glove or some other physical barrier when typing in the door key codes externally or	These high touch areas have the potential to be a source of transmission - they will be regularly cleaned however	

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		internally to prevent inadvertent transmission of the virus. Minimise the number of times that you enter or exit using such key pads	minimising use and providing a physical barrier will reduce the risks attached to use.	
Meetings - only hold physical meetings when absolutely necessary and only include those that must be there	We will not hold unnecessary meetings, where they are necessary we will ensure social distancing is maintained	Properly consider whether a meeting is necessary and of so who should attend - where possible hold the meeting outdoors and maintain social distancing	Avoid meetings in confined spaces such as the canteen or a meeting room. Where possible consider using the presentation area or outdoors (if information is not sensitive and weather permitting).	
Meal and other breaks - avoid congregating		Consider eating outdoors	You may consider eating your meal or taking your break in an unoccupied part of the building or at your workstation	
Visitor management - only essential visitors are to be allowed into the building. Where possible visitors should be met outside the building.	Minimise external visitors - the use of virtual meetings and other remote tools will be encouraged	Do not invite any non-staff member into the building unless essential. Wear PPE (masks and gloves) when interacting with visitors. Do not share common items such as pens or mugs during such visits	Equipment collections and returns should be handled carefully - the visiting driver should stay within the vehicle and the loading/unloading should be handled by PBH staff wearing PPE. Paperwork should be completed using each person's own pen	
Visitor Management - signage	We will supply signs setting out instructions for delivery drivers and other visitors to the premises	You should ensure that you act in a manner consistent with this policy and the signage in order to encourage safe working		

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Waste Management - used PPE and other cleaning materials	We will supply special purpose bins for isolated disposal and appropriate collection and disposal programs	Dispose of used PPE and other disinfectant materials ONLY within the special purpose bins provided after use.	It is critical that materials used to prevent the spread of the virus are properly disposed of to ensure they do not themselves become sources of the virus	
Workspace cleaning - maintain a clear and tidy workspace so that effective cleaning can be undertaken	We will provide enhanced cleaning of the building, including high touch areas.	You will facilitate the cleaning by ensuring that your workspace area is uncluttered and only essential equipment remains at your workstation	As far as practical a clear desk policy must be maintained	

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### Use of PPE

It should not be necessary to use PPE in the office environment - if you believe that the use of PPE is required for a specific task you should consider whether that task is necessary or can be done in a way that would maintain the required social distancing.

The use of PPE is a last resort within the office environment and is **NOT** an acceptable substitute for good handwashing, appropriate social distancing and minimising the time spent in close contact with others ("**Best Practice**").

Where Best Practice cannot be maintained then the use of PPE may have some benefit in reducing risks and to achieve the maximum benefit you should:

- Wash your hands thoroughly with soap and water or use hand sanitiser before putting your PPE on **AND** after removing it;
- When wearing PPE, avoid touching your face or face covering as you could contaminate them with germs from your hands;
- Change your face covering if it becomes damp or if you have touched it, disposing of the used PPE in the special bins provided;

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### Safe Working at Home

#### Risk Assessment

- Assessing and managing the risks of COVID-19 is a responsibility of all of us.
- As an employer, Presteigne has a legal responsibility to protect our workers and others from risk to their health and safety.
- We must all recognise that risks from Covid-19 cannot be completely eliminated but we must properly consider the risks that we face and demonstrate that we are doing everything reasonably practicable to minimise them.

Set out in Appendix 5 is our Risk Assessment for Safe Working at Home.

#### Consultation

- We want to ensure that everyone has full confidence in the Risk Assessment undertaken and the steps that we have taken and propose to take in order to minimise the risks arising from Covid-19 in the Workplace.
- To facilitate feedback and full consideration of the factors incorporated in the Risk Assessment, a draft of this Guidance Note and the Risk assessment was circulated to all staff prior to its adoption and issuance.
- A Health & Safety Forum has been organised with volunteers drawn from across the workforce who will initially review this Guidance Note and the Risk Assessments contained within, on a monthly basis for three months whilst new Covid-19 knowledge and best practice emerges and thereafter quarterly, to consider revisions and updates.
- Tony, Chris and myself will be permanent members of this forum, with a further 4 members representing all other areas of the business at any one time.

#### General Principles

- Wherever possible you should complete your work at home until the later of the point at which Government advice in relation to the control of the Covid-19 outbreak changes to no longer discourage office working and the point at which Presteigne asks you to return to the office working environment.
- Subject to the provision of a Covid-19 Secure working environment, Presteigne may request your attendance at the Company's premises at any time during your normal working hours for any reasonable business purpose.
- Working at Home does not affect your obligations to Presteigne under your employment agreement and our Policies and Procedures.

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- In particular you should ensure that you practise good Information Security both online and offline - please refresh yourselves by reading through Appendix C.
- You must still be working your normal hours (unless otherwise agreed with your line manager) and complete your work satisfactorily.
- To help you work productively from home we have devised a standard equipment list (see Appendix D) that is role specific and we will ensure that you have access to the required equipment for your role. This equipment together with any other equipment supplied to you, remains the property of Presteigne at all times.
- If there are other things that you believe that you need in order to work safely and productively at home then you should discuss this with your line manager.

#### Working At Home - Specific Considerations

- You should speak with your household insurance company to advise them that you are now working from home.
- The costs of electricity, water, heating, telephone, broadband and other utilities will not be covered by the Company. These costs will remain the employee's responsibility although you may be able to reclaim some or all of these additional costs from HMRC.
- Employees must not provide their personal address or personal contact details to customers/clients or third parties associated with the Company.
- Meetings between customers/clients and employees at home are prohibited. All communications should be routed through Company email and if it relates to a physical document then through the Company workplaces.
- Employees should take reasonable care of the Company equipment and only use it for Company business. IT and telephony equipment may only be used in accordance with the Company's IT, telephony, data protection and monitoring policies.
- Personal equipment that an employee uses for work purposes remains their responsibility and the Company is not liable for any loss, damage, repair or replacement of any personal equipment. If an item of equipment is deemed necessary for work, the employee should contact their line manager to discuss its use or replacement with a Company owned equivalent.

#### Working At Home - Best Practice

- Separate your workspace as much as possible - designate a desk or part of a room for working only, so it's easier to get into 'work mode' in your working hours and out of it during free time. This can help you achieve a better work-life balance as you feel switch between work/home modes.
- Take regular breaks and move around frequently - take your designated breaks as you would at work. Also, take small breaks every hour - make a cup of tea, walk up and down the stairs, stand and stretch. Taking breaks is essential for reducing stress, but it's all too easy to forget to do this when you're working from home.
- Have virtual tea breaks with colleagues - it's good to check in and have a quick catch up with colleagues, as you would at the office. Invite a colleague to have a virtual tea break!

### **Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note**

- Get up for work in good time - give yourself plenty of time to wake up before work starts, perhaps going for a short walk outside in a quiet area if you don't need to isolate.
- Dress to impress - even if it's just for yourself! - it can be tempting to work from home in your pyjamas, but freshening up and getting dressed will help you feel motivated.
- Check in on your mental health - prolonged working from home and isolation can be difficult. Reach out to colleagues, friends and family online and check in on each other.

#### **Working At Home - Health & Safety**

- When you are working at home, your home becomes a workplace and the usual health & safety rules apply.
- Under health and safety legislation, employees have a duty to notify their employer of unsafe working conditions or hazards. If you are concerned about any aspect of health and safety, or any welfare issues relating to your place of work, you should immediately speak to your line manager and they will advise on the appropriate action to take.
- Accidents must be reported immediately to the nominated person set out in the Company's Health and Safety Policy. Employees are referred to this policy which contains details on the health and safety obligations including RIDDOR, HACCP and COSHH.
- As each Home environment has specific risk characteristics and your line manager is unable to visit you currently to undertake a Risk Assessment then you should:
  - Complete the Working At Home Questionnaire set out in Appendix B; and
  - Compile a Risk Assessment based upon the Model Home Working risk Assessment set out in Appendix 5; and
  - Return both documents to your line manager for consideration.

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### Safe Working in the Vehicles

#### Risk Assessment

- Assessing and managing the risks of COVID-19 is a responsibility of all of us.
- As an employer, Presteigne has a legal responsibility to protect our workers and others from risk to their health and safety.
- We must all recognise that risks from Covid-19 cannot be completely eliminated but we must properly consider the risks that we face and demonstrate that we are doing everything reasonably practicable to minimise them.

Set out in Appendix 6 is our Risk Assessment for Vehicle Working.

#### Consultation

- We want to ensure that everyone has full confidence in the Risk Assessment undertaken and the steps that we have taken and propose to take in order to minimise the risks arising from Covid-19 in the Workplace.
- To facilitate feedback and full consideration of the factors incorporated in the Risk Assessment, a draft of this Guidance Note and the Risk assessment was circulated to all staff prior to its adoption and issuance.
- A Health & Safety Forum has been organised with volunteers drawn from across the workforce who will initially review this Guidance Note and the Risk Assessments contained within, on a monthly basis for three months whilst new Covid-19 knowledge and best practice emerges and thereafter quarterly, to consider revisions and updates.
- Tony, Chris and myself will be permanent members of this forum, with a further 4 members representing all other areas of the business at any one time.

#### General Principles

- Wherever possible the Presteigne van should only be occupied and driven by the nominated driver for that vehicle.
- In the event that someone other than the nominated driver uses the vehicle then all hard surfaces should be disinfected after use and the vehicle thoroughly aired.
- When you come to the Presteigne office you must ensure that you follow all building guidelines set out in this document. When you visit other customers' buildings you must ensure that, as a minimum you comply with these guidelines and if that building imposes a higher standard then you should follow that higher standard.

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- You must contact the customer before leaving Presteigne to understand what their equipment acceptance process is and where necessary discuss that process with your line manager to ensure a safe method of working is in place.
- At all times you must exercise good hand washing hygiene, practice social distancing and minimise contact with others.
- You should disinfect all hard surfaces within your vehicle and high touch areas outside the vehicle (such as door handles, fuel covers) no less frequently than daily at the end of each day.
- If you wish to interact socially with others in the building then you should only do so outside and whilst maintaining social distancing.

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### Steps to Manage Risk

Activity	Presteigne	You	Comments	Definitions
Regular handwashing with soap and hot water “20 second cleaning”	We will ensure that we maintain supplies of soap and hot water	Undertake 20 second cleaning routine on a regular basis - at least once per hour	Consumption of soap is likely to increase beyond historic levels - please notify Bridget if you notice stocks are running low	
Use Hand Sanitiser <b>before</b> touching door handles and other “high touch” surfaces	We will maintain a supply of high alcohol content hand sanitiser in your vehicle and in containers near all high touch surfaces in the building	Consistently use hand sanitiser before touching door handles and other high touch surfaces	Consumption of hand sanitiser is likely to be high and in great demand - please notify Bridget if you notice stocks are running low	A “high touch” surface is a surface that is likely to be touched by a high number of different people and where the risk of transmission is greatest.
Practice social Distancing - that is maintain a minimum distance between you and any other person of c. 2 metres	You should use the presentation area to sit in a socially distanced manner between driving tasks - do not congregate around Keith’s desk or reception	You may sit in your van, or use the chairs in the presentation area upstairs to ensure that you maintain social distancing	Do not move the chairs to reduce the 2m distancing.	
Social Distancing must be practiced in all areas of the building including the canteen		Do not use the Canteen in Crawley - use the kitchenette to prepare food, clean the area thoroughly after use and eat at your workstation.	As few people will be in the Office you should clean thoroughly and replace all utensils and cups, mugs or other items that you use after use and replace them in the cupboards. The Dishwasher will not be used.	Upstairs a kettle will be provided for hot drinks. Do not use the hot water machine or the water cooler until further notice as they will not be cleaned and/or serviced for the time being.
Do not leave food or other personal items in the building	The upstairs refrigerator will be switched on only for the	Bring only the food that you intend to consume during your visit to the	Do not leave any personal items, food items or work tools that you need to use in	

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	purpose of string milk and food consumed daily.	office. Take waste away with you wherever possible	the office as this adds an unnecessary cleaning task.	
Entry and Exit to the building - be careful when using the Goods In/Out entrances to maintain social distancing		Plan the loading and unloading with Warehouse and/or Engineering so that no unplanned reduction of social distancing takes place		
Where Social Distancing is not possible - for instance where a piece of equipment needs to be handled by two people - use PPE and face away from each other	We will provide PPE (masks and gloves) for use when social distancing is not possible.	You will use the PPE provided whenever it is appropriate and will face away from the other party wherever possible and practical.	You should consider whether there is an alternative solution prior to breaking social distancing. You should ensure that both parties are wearing PPE before engaging in the activity	Before wearing PPE, clean hands thoroughly with hand sanitiser.
Where Social Distancing is not possible - for instance where a piece of equipment needs to be handled by two people - plan the work so that you use the minimum amount of time to complete the task	Your supervisor will assist you in the planning of the task so that it can be completed in the shortest possible time after social distancing is compromised.	You will consider carefully whether the task requires the assistance of another person, who that person should be and how the task should be completed BEFORE breaking social distancing rules	Whilst you are planning the activity, whether with your supervisor or another member of staff, maintain social distancing and consider the use of non-personal contact (i.e. using the telephone or email) to minimise time in a compromised social distance.	
Corridors and passageways - do not congregate or wait in corridors or other narrow passageways that would require you or another person to pass within 2 metres of each other.		Unless you are on an active task, stay within your workspace area. Use a telephone where possible rather than physically move to speak to another person.	In order to avoid inadvertent reduction in social distancing do not wait in areas outside of your workspace.	

### Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

Meal and other breaks - avoid congregating		Consider eating outdoors	You may consider eating your meal or taking your break in an unoccupied part of the building or at your workstation	
Waste Management - used PPE and other cleaning materials	We will supply special purpose bins for isolated disposal and appropriate collection and disposal programs	Dispose of used PPE and other disinfectant materials ONLY within the special purpose bins provided after use.	It is critical that materials used to prevent the spread of the virus are properly disposed of to ensure they do not themselves become sources of the virus	
Unloading at Customer Site - Driver unloading alone - you should maintain social distancing and unload in the normal way	We will supply hand sanitiser in each vehicle cab.	Maintain social distancing and use hand sanitiser both BEFORE and AFTER unloading. Encourage the accepting party to sign our paperwork using their pen	Where the equipment is capable of being unloaded by you alone and the Customers building rules allow then you should unload in the normal way	
Unloading at Customer Site - Driver requires assistance - you should maintain social distancing and unload in the normal way	We will supply hand sanitiser and PPE in each vehicle cab together with a receptacle for used PPE.	Minimise the time spent within 2m of distance of another party. Use hand sanitiser, apply PPE (gloves and mask) and, where possible, face away from the other party whilst unloading. Remove the PPE and dispose of in the provided receptacle and use hand sanitiser.	It is important to minimise the time you are in close contact with a third party. You should use PPE to further reduce the risk.	
Avoid having anyone else in your vehicle - where this cannot be avoided take extra precautions	We will help you plan your work to minimise the times that two people are required on a journey	You should fully consider whether a second person is required or can be avoided.	After the journey is completed the vehicle should be disinfected and well aired.	

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		If it cannot be avoided then keep the windows open wherever possible for ventilation, use a face covering, do not face each other and regularly use hand sanitiser.	The use of PPE can be considered however this should be a last resort if no other means of reducing the risk is available.	
End of Day Procedure - disinfect your key and all major touch surfaces before leaving	You will be provided with hand sanitiser for your use in the vehicle and disinfectant for use on high touch surfaces at the end of each day	Clean the high touch surfaces and the vehicle key with the provided disinfectant at the end of each day.		

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### Use of PPE

The use of PPE is **NOT** an acceptable substitute for good handwashing, appropriate social distancing and minimising the time spent in close contact with others (“**Best Practice**”).

Where Best Practice cannot be maintained then the use of PPE may have some benefit in reducing risks and to achieve the maximum benefit you should:

- Wash your hands thoroughly with soap and water or use hand sanitiser before putting your PPE on **AND** after removing it;
- When wearing PPE, avoid touching your face or face covering as you could contaminate them with germs from your hands;
- Change your face covering if it becomes damp or if you have touched it, disposing of the used PPE in the special bins provided.

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### Safe Working in Client Premises

#### Risk Assessment

- Assessing and managing the risks of COVID-19 is a responsibility of all of us.
- As an employer, Presteigne has a legal responsibility to protect our workers and others from risk to their health and safety.
- We must all recognise that risks from Covid-19 cannot be completely eliminated but we must properly consider the risks that we face and demonstrate that we are doing everything reasonably practicable to minimise them.

Set out in Appendix 6 is our Model Risk Assessment for Client Premises which you must complete as soon as you have all the available information.

#### Consultation

- We want to ensure that everyone has full confidence in the Risk Assessment undertaken and the steps that we have taken and propose to take in order to minimise the risks arising from Covid-19 in the Workplace.
- To facilitate feedback and full consideration of the factors incorporated in the Risk Assessment, a draft of this Guidance Note and the Risk assessment was circulated to all staff prior to its adoption and issuance.
- A Health & Safety Forum has been organised with volunteers drawn from across the workforce who will initially review this Guidance Note and the Risk Assessments contained within, on a monthly basis for three months whilst new Covid-19 knowledge and best practice emerges and thereafter quarterly, to consider revisions and updates.
- Tony, Chris and myself will be permanent members of this forum, with a further 4 members representing all other areas of the business at any one time.

#### Customer Confidence

- Customers have requested details of the process that Presteigne undertakes to ensure the cleanliness of its equipment and that it has a clearly understood and implemented Safe Working Process for any staff that will operate on the customer's premises.
- If the customer has a set of rules or guidelines for operation on its premises then you should apply the higher standard when comparing our guidelines and theirs.

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- In addition to the normal respect that we should show our customers when on their premises, we should show enhanced awareness of risks attached to Covid-19 by minimising the time we spend in their premises, maintaining social distancing and undertaking regular hand-washing and/or sanitising.
- All equipment that you use on a customer's site case must bear the large green C and tick that evidences that the equipment is clean and ready to go. All parties handling the equipment case other than the identified engineer should initial the face of the equipment case so that full tracking is available.
- You should wear shoe covers, gloves and face masks where appropriate to minimise the impact on the customer's environment.
- You may **NOT** enter an environment in which a person is self-isolating with symptoms or is "shielding" and if you believe that there is someone who is at enhanced risk (e.g. Clinically Vulnerable") you should agree your risk management plan with the customer and your line manager **BEFORE** entering the premises.
- You must complete the Location Health Check Questionnaire set out in Appendix E

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### Steps to Manage Risk

Activity	Presteigne	You	Comments	Definitions
Travel to site - wherever possible travel alone and in your own vehicle.	See guidance for Safe Working in Vehicles	Follow guidance set out in Safe Working in Vehicles.		
Plan properly	Discuss with your line manager whether you should go to site and if so for how long.	Make sure you have clear objectives and a work plan and consider how you should minimise risk - complete an appropriate Risk Assessment as soon as you have the relevant information.	Consider whether physical barriers, re-purposed vehicles or marquees should be used to effect appropriate social distancing.	
Regular handwashing with soap and hot water "20 second cleaning"		Undertake 20 second cleaning routine on a regular basis - at least once per hour	You should agree with the customer what cleaning facilities will be available at the site prior to arrival.	
Use Hand Sanitiser <b>before</b> touching door handles and other "high touch" surfaces	We will maintain a supply of high alcohol content hand sanitiser for you to take to site.	Consistently use hand sanitiser before touching door handles and other high touch surfaces		A "high touch" surface is a surface that is likely to be touched by a high number of different people and where the risk of transmission is greatest.
Consider the location and whether it is appropriate to wear PPE such as shoe covers and gloves to minimise impact on the site.	We will supply shoe covers for use in internal premises where appropriate	Consider whether the environment will warrant the use of PPE such as shoe covers (carpet areas) and gloves (multiple high touch surfaces).		
Practice social Distancing - that is maintain a minimum distance between you and		You should plan with the customer and any other parties on the site, what you intend to do so that	Co-ordination of activity with other parties to minimise the risk of	

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any other person of c. 2 metres		you can maintain social distancing	congestion in small spaces is advised.	
Where Social Distancing is not possible - for instance where a piece of equipment needs to be handled by two people - use PPE and face away from each other	We will provide PPE (masks and gloves) for use when social distancing is not possible.	You will use the PPE provided whenever it is appropriate and will face away from the other party wherever possible and practical.	You should consider whether there is an alternative solution prior to breaking social distancing. You should ensure that both parties are wearing PPE before engaging in the activity	Before wearing PPE, clean hands thoroughly with hand sanitiser and clean them again after removal of the PPE.
Where Social Distancing is not possible - for instance where a piece of equipment needs to be handled by two people - plan the work so that you use the minimum amount of time to complete the task	Your supervisor will assist you in the planning of the task so that it can be completed in the shortest possible time after social distancing is compromised.	You will consider carefully whether the task requires the assistance of another person, who that person should be and how the task should be completed BEFORE breaking social distancing rules	Whilst you are planning the activity, whether with your supervisor or another member of staff, maintain social distancing and consider the use of non-personal contact (i.e. using the telephone or email) to minimise time in a compromised social distance.	
Corridors and passageways - do not congregate or wait in corridors or other narrow passageways that would require you or another person to pass within 2 metres of each other.		Unless you are on an active task, stay within your workspace area. Use a telephone where possible rather than physically move to speak to another person.	In order to avoid inadvertent reduction in social distancing do not wait in areas outside of your workspace.	
Meetings - only hold physical meetings when absolutely necessary and only include those that must be there	We will not hold unnecessary meetings, where they are necessary we will ensure social distancing is maintained	Properly consider whether a meeting is necessary and of so who should attend - where possible hold the meeting outdoors and maintain social distancing	Avoid meetings in confined spaces such as the canteen or a meeting room. Where possible consider using the presentation area or outdoors (if information is not sensitive).	

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Meal and other breaks - avoid congregating		Consider eating outdoors	You may consider eating your meal or taking your break in an unoccupied part of the building or at your workstation	
Waste Management - used PPE and other cleaning materials	We will supply special purpose bins for isolated disposal and appropriate collection and disposal programs	Dispose of used PPE and other disinfectant materials ONLY within the special purpose bins provided after use.	It is critical that materials used to prevent the spread of the virus are properly disposed of to ensure they do not themselves become sources of the virus	
Workspace cleaning - maintain a clear and tidy workspace so that effective cleaning can be undertaken	We will provide enhanced cleaning of the building, including high touch areas.	You will facilitate the cleaning by ensuring that your workspace area is uncluttered and only essential equipment remains at your workstation	As far as practical a clear desk policy must be maintained	

#### Use of PPE

The use of PPE is **NOT** an acceptable substitute for good handwashing, appropriate social distancing and minimising the time spent in close contact with others (“**Best Practice**”).

Where Best Practice cannot be maintained then the use of PPE may have some benefit in reducing risks and to achieve the maximum benefit you should:

- Wash your hands thoroughly with soap and water or use hand sanitiser before putting your PPE on **AND** after removing it;
- When wearing PPE, avoid touching your face or face covering as you could contaminate them with germs from your hands;
- Change your face covering if it becomes damp or if you have touched it, disposing of the used PPE in the special bins provided.

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### Safe Working in Outdoor Locations

#### Risk Assessment

- Assessing and managing the risks of COVID-19 is a responsibility of all of us.
- As an employer, Presteigne has a legal responsibility to protect our workers and others from risk to their health and safety.
- We must all recognise that risks from Covid-19 cannot be completely eliminated but we must properly consider the risks that we face and demonstrate that we are doing everything reasonably practicable to minimise them.

Set out in Appendix 7 is our Model Risk Assessment for Outdoor Locations which you must complete as soon as you have all the available information.

#### Consultation

- We want to ensure that everyone has full confidence in the Risk Assessment undertaken and the steps that we have taken and propose to take in order to minimise the risks arising from Covid-19 in the Workplace.
- To facilitate feedback and full consideration of the factors incorporated in the Risk Assessment, a draft of this Guidance Note and the Risk assessment was circulated to all staff prior to its adoption and issuance.
- A Health & Safety Forum has been organised with volunteers drawn from across the workforce who will initially review this Guidance Note and the Risk Assessments contained within, on a monthly basis for three months whilst new Covid-19 knowledge and best practice emerges and thereafter quarterly, to consider revisions and updates.
- Tony, Chris and myself will be permanent members of this forum, with a further 4 members representing all other areas of the business at any one time.

#### Customer Confidence

- Customers have requested details of the process that Presteigne undertakes to ensure the cleanliness of its equipment and that it has a clearly understood and implemented Safe Working Process for any staff that will operate in an Outdoor Location.
- If the customer has a set of rules or guidelines for operation at an Outdoor Location controlled by it then you should apply the higher standard when comparing our guidelines and theirs.
- In addition to the normal respect that we should show our customers when in an Outdoor Location controlled by them, we should show enhanced awareness of risks attached to Covid-19 by minimising the time we spend in their premises, maintaining social distancing and undertaking regular hand-washing and/or sanitising.

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- All equipment that you use on an Outdoor Location case must bear the large green C and tick that evidences that the equipment is clean and ready to go. All parties handling the equipment case other than the identified engineer should initial the face of the equipment case so that full tracking is available.
- You should wear shoe covers, gloves and face masks where appropriate to minimise the impact on the customer's environment.

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### Steps to Manage Risk

Activity	Presteigne	You	Comments	Definitions
Travel to site - wherever possible travel alone and in your own vehicle.	See guidance for Safe Working in Vehicles	Follow guidance set out in Safe Working in Vehicles.		
Plan properly	Discuss with your line manager whether you should go to site and if so for how long.	Make sure you have clear objectives and a work plan and consider how you should minimise risk - complete an appropriate Risk Assessment as soon as you have the relevant information.	Consider whether physical barriers, re-purposed vehicles or marquees should be used to effect appropriate social distancing.	
Regular handwashing with soap and hot water "20 second cleaning"		Undertake 20 second cleaning routine on a regular basis - at least once per hour	You should agree with the customer what cleaning facilities will be available at the site prior to arrival.	
Use Hand Sanitiser <b>before</b> touching "high touch" surfaces including in vehicles, desks, doors and equipment	We will maintain a supply of high alcohol content hand sanitiser for you to take to site.	Consistently use hand sanitiser before touching high touch surfaces		A "high touch" surface is a surface that is likely to be touched by a high number of different people and where the risk of transmission is greatest.
Practice social Distancing - that is maintain a minimum distance between you and any other person of c. 2 metres		You should plan with the customer and any other parties on the site, what you intend to do so that you can maintain social distancing	Co-ordination of activity with other parties to minimise the risk of congestion in small spaces is advised.	
Where Social Distancing is not possible - for instance where a piece of equipment needs to be handled by two	We will provide PPE (masks and gloves) for use when social	You will use the PPE provided whenever it is appropriate and will face away from the other party	You should consider whether there is an alternative solution prior to breaking social distancing. You should	Before wearing PPE, clean hands thoroughly with hand sanitiser and clean them again after removal of the PPE.

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people - use PPE and face away from each other	distancing is not possible.	wherever possible and practical.	ensure that both parties are wearing PPE before engaging in the activity	
Where Social Distancing is not possible - for instance where a piece of equipment needs to be handled by two people - plan the work so that you use the minimum amount of time to complete the task	Your supervisor will assist you in the planning of the task so that it can be completed in the shortest possible time after social distancing is compromised.	You will consider carefully whether the task requires the assistance of another person, who that person should be and how the task should be completed BEFORE breaking social distancing rules	Whilst you are planning the activity, whether with your supervisor or another member of staff, maintain social distancing and consider the use of non-personal contact (i.e. using the telephone or email) to minimise time in a compromised social distance.	
Corridors and passageways - do not congregate or wait in corridors or other narrow passageways that would require you or another person to pass within 2 metres of each other.		Unless you are on an active task, stay within your workspace area. Use a telephone where possible rather than physically move to speak to another person.	In order to avoid inadvertent reduction in social distancing do not wait in areas outside of your workspace.	
Meetings - only hold physical meetings when absolutely necessary and only include those that must be there	We will not hold unnecessary meetings, where they are necessary we will ensure social distancing is maintained	Properly consider whether a meeting is necessary and of so who should attend - where possible hold the meeting outdoors and maintain social distancing	Avoid meetings in confined spaces such as the canteen or a meeting room. Where possible consider using the presentation area or outdoors (if information is not sensitive).	
Meal and other breaks - avoid congregating		Consider eating outdoors	You may consider eating your meal or taking your break in an unoccupied part of the building or at your workstation	

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Waste Management - used PPE and other cleaning materials	We will supply special purpose bins for isolated disposal and appropriate collection and disposal programs	Dispose of used PPE and other disinfectant materials ONLY within the special purpose bins provided after use.	It is critical that materials used to prevent the spread of the virus are properly disposed of to ensure they do not themselves become sources of the virus	
Workspace cleaning - maintain a clear and tidy workspace so that effective cleaning can be undertaken	We will provide enhanced cleaning of the building, including high touch areas.	You will facilitate the cleaning by ensuring that your workspace area is uncluttered and only essential equipment remains at your workstation	As far as practical a clear desk policy must be maintained	

#### Use of PPE

The use of PPE is **NOT** an acceptable substitute for good handwashing, appropriate social distancing and minimising the time spent in close contact with others (“**Best Practice**”).

Where Best Practice cannot be maintained then the use of PPE may have some benefit in reducing risks and to achieve the maximum benefit you should:

- Wash your hands thoroughly with soap and water or use hand sanitiser before putting your PPE on **AND** after removing it;
- When wearing PPE, avoid touching your face or face covering as you could contaminate them with germs from your hands;
- Change your face covering if it becomes damp or if you have touched it, disposing of the used PPE in the special bins provided.

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### APPENDIX A - SELF ASSESSMENT HEALTH QUESTIONNAIRE

#### Definitions

##### Who is 'Clinically Extremely Vulnerable'?

**Clinically Extremely Vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP.**

Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19.

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.

1. Solid organ transplant recipients.
2. People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

If you have not received a letter but believe that you should be in this group then you should discuss your concerns with your GP or hospital clinician.

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### Who is “Clinically Vulnerable”?

Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed below:

- 1) aged 70 or older (regardless of medical conditions)
- 2) under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):
  - a. chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
  - b. chronic heart disease, such as heart failure
  - c. chronic kidney disease
  - d. chronic liver disease, such as hepatitis
  - e. chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
  - f. diabetes
  - g. a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets
  - h. being seriously overweight (a body mass index (BMI) of 40 or above)
  - i. pregnant women

### Shielding

You’re strongly advised to stay at home at all times and avoid any face-to-face contact if you’re clinically extremely vulnerable to protect yourself.

Shielding means:

- 1) Do not leave your house.
- 2) Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services.
- 3) Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough.

The Government is currently advising people to shield until the end of June and is regularly monitoring this position.

### Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or

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- high temperature
- New loss of taste and/or smell

For most people, coronavirus (COVID-19) will be a mild illness.

#### **Self Isolation**

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for **7 days** from when your symptoms started.
- After 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, as a cough can last for several weeks after the infection has gone
- If you live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but 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.
- For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.
- Staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community
- If you can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period
- If you cannot move vulnerable people out of your home, stay away from them as much as possible
- Reduce the spread of infection in your home: wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser; cover coughs and sneezes
- If you have coronavirus (COVID-19) symptoms:
  - do **not** go to a GP surgery, pharmacy or hospital
  - you do not need to contact 111 to tell them you're staying at home
  - testing for coronavirus (COVID-19) is not needed if you're staying at home
- If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 7 days, then use the [NHS 111 online](#) coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999
- If you develop new coronavirus (COVID-19) symptoms at any point after ending your first period of isolation (self or household) then you need to follow the same guidance on self-isolation again

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### Self-Assessment Health Questionnaire

Complete sequentially unless the “Go To Next Question” allows you to skip a question or questions

This information is collected and used only for the purposes of Covid-19 Secure Working business planning.

Question Number	Question	Explanation	Answer (YES/NO)	Go To Next Question
1	Do you have Symptoms?	See Definition above		If Yes go to Note 1
2	Does anyone in your household have Symptoms	See Definition above		If Yes go to Note 2
3	Have you received a letter telling you that you are Clinically Extremely Vulnerable?	See Definition above		If Yes go to Note 3
4	Are you in a household with someone who has received a letter telling them that they are Clinically Extremely Vulnerable?	See Definition above		If Yes go to Question 5 If No go to Question 6
5	Are you able to isolate yourself from the CEV household member once you return to the workplace	See Definition above		If No go to Note 4
6	Do you fall within any part of the Clinically Vulnerable category or does anyone else in your household fall into this category	See Definition above		If Yes go to Note 5
7	Is there any other reason not covered above which means that you or we should exercise greater care and precautions than those otherwise set out in this Covid-19 Secure Working Guidance Note?			If Yes, please discuss with the CEO
	NAME	DATE		SIGNATURE

### Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

**Notes:**

- 1) If you currently have symptoms you must Self Isolate (see Definition) for 7 days from the day on which you first showed symptoms, then follow the guidelines in the Definition section above. This Self Isolation period is a period of sickness absence for monitoring and salary payment purposes and you should advise your line manager accordingly. When you have completed Self Isolation and no further Symptoms exist then you should re-start this Questionnaire.
- 2) You are required to Self Isolate (see Definition) for 14 days from the point at which the other person in your household first displayed symptoms. This Self Isolation period is a period of sickness absence for monitoring and salary payment purposes and you should advise your line manager accordingly. When you have completed Self Isolation and no further Symptoms exist then you should re-start this Questionnaire.
- 3) If you are in this CEV group you should not return to the workplace until the Government advice changes. This will be treated as sickness absence for monitoring and salary payment purposes and we will update your records accordingly.
- 4) If you are unable to isolate yourself from the member of the household who holds a CEV letter then we will treat you as if you are a holder of the CEV letter and you should not return to the workplace until the Government advice changes. This will be treated as sickness absence for monitoring and salary payment purposes and we will update your records accordingly.
- 5) If you are able to undertake your normal work from home then we will enable you to do this. If you need to undertake your normal role from the workplace, you may return to the workplace but you must ensure that you strictly adhere to the guidelines in relation to good hand hygiene, social distancing and limited time in the presence of other people.

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### APPENDIX B - WORKING AT HOME QUESTIONNAIRE

The objective of this questionnaire is to determine whether you have a suitable and safe environment at home in which to work. This questionnaire needs to be completed and approved with your line manager as soon as possible.

The guidelines below will assist your line manager in assessing your suitability for home working on a long term basis and their approval is final. Should you answer NO to any questions, then further investigations should be carried out to ensure that you can work from home safely. Any necessary changes will need to be implemented as quickly as possible and you must take action to limit any unreasonable risks in working from home whilst the position is being remedied. Any actions taken to resolve issues raised should be noted on this form. This will be stored on your HRToolkit record until superseded by an updated questionnaire or 36 months after you stop working from home.

Once your line manager has approved your home working request, it will be your responsibility to maintain a safe and healthy working environment. You should inform your line manager if there is any change to the information provided in this questionnaire, including moving home, changes to your job role or health problems. If you do have an accident whilst working from home, however minor, you must report it to your line manager or the Health and Safety team.

<b>Name</b>	
<b>Team/Department</b>	
<b>Date</b>	
<b>Anticipated period of working from home</b>	
<b>Home working address</b>	
<b>Workstation location within the home</b>	

### Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

	Yes/No	Actions required	Completed?
<p><b>1. Can you identify an area in your home from which you will be able to work?</b>  <i>A suitable workspace needs to provide a good working atmosphere while not intruding on home life. The workspace may be a separate room, or a section in a multipurpose room, but must provide sufficient space to accommodate you working comfortably and safely.</i>  <i>Many factors should be considered when selecting a suitable workspace, including:</i></p> <ul style="list-style-type: none"> <li>• <i>the type of work you will be doing,</i></li> <li>• <i>whether you have enough space for a desk, a chair, other equipment you may need such as computer, printer, phone line and any storage,</i></li> <li>• <i>sources of noise,</i></li> <li>• <i>whether the environment is comfortable (ventilation, temperature and humidity).</i></li> </ul> <p><b>Presteigne encourage you to ensure that you have a working smoke detector and a plan for escape in the event of a fire.</b></p>			
<p><b>2. Do you have a desk or table that is large enough for you to work from comfortably?</b></p>			
<p><b>3. Do you have a suitable computer screen (whether a laptop or desktop)?</b>  <i>When answering this question, the following must be satisfied:</i></p> <ul style="list-style-type: none"> <li>• <i>the screen is clean, easy to read and with no flicker, reflection or glare,</i></li> <li>• <i>the screen can be adjusted to a comfortable position,</i></li> <li>• <i>the screen brightness and contrast can be adjusted easily.</i></li> </ul>			

### Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

<p><b>4. Do you have a suitable chair?</b>  <i>A chair will be regarded as suitable if:</i></p> <ul style="list-style-type: none"> <li>• <i>it is comfortable,</i></li> <li>• <i>it can be adjusted to a comfortable position,</i></li> <li>• <i>your feet are able to comfortably rest on the floor, and</i></li> <li>• <i>it has a stable base.</i></li> </ul>			
<p><b>5. Is there a suitable power socket in your work area and are all wires and plugs free from damage?</b></p>			
<p><b>6. If using a laptop can you use:</b></p> <ul style="list-style-type: none"> <li>• <b>a separate screen, or</b></li> <li>• <b>a raiser and separate a full sized keyboard and mouse?</b></li> </ul>			
<p><b>7. Is the work area that you have identified adequately lit?</b>  <i>If it is not, consider how this can be done e.g. increasing wattage of light bulbs, repositioning the desk, purchasing a desk lamp. Do not overload power sources though!</i></p>			
<p><b>8. If you need to use an extension lead, can it be positioned:</b></p> <ul style="list-style-type: none"> <li>• <b>to prevent physical damage, and</b></li> <li>• <b>to prevent tripping hazards?</b></li> </ul> <p><i>If any part of this question is answered 'no', consider the following options. Is it possible to reposition the work area or install an extra electrical socket (this would be self funded).</i></p>			
<p><b>9. Is home working compatible with your domestic circumstances?</b>  <i>Consider the presence of children at the beginning/end of day, during school holidays, other occupants, visitors, etc who may unavoidably stop you from working effectively.</i></p>			

**Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note**

<p><b>10. Are there any other hazards that might affect you when working at home?</b> <i>Please identify these hazards. For example, a requirement to handle loads that are heavy, bulky or unstable or a requirement to handle hazardous substances.</i></p>			
<p><b>11. Do you have all of the Equipment identified as appropriate for your role as set out in Appendix D Working At Home Role Specific Equipment?</b></p>			
<p><b>12. Do you believe that you need to make any special provision for you personally, for example relating to a disability that might impact on you working from home?</b></p>			
<p><b>13. Do you have a home internet connection and what speed are you receiving and is there anything that could impact on this?</b>  <i>ie lots of people using your broadband, gaming etc. Please visit <a href="http://www.fast.com">www.fast.com</a> to test your connection speed. Remember do not connect to the VPN when testing your home speed.</i></p>			

## **Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note**

### **APPENDIX C - HOME WORKING INFORMATION SECURITY GUIDELINES**

#### **Company Information**

Where it is necessary, and only to the extent that it is necessary, for the proper performance of your role in a home working environment, as an exception to the normal Company Policies and Procedures, you may, subject to these guidelines, hold private and confidential information at your home.

You should only hold such information and for such period as you need for your role.

You should ensure that the information you hold is effectively secured and is not open to be misplaced or viewed or taken by someone (even another member of your household) who should not have this information.

The Company and each of us as employees have an obligation under GDPR to maintain strong levels of security over personal data and you should re-familiarise yourself with the GDPR policy and ensure you take such steps as are necessary to comply with the relevant requirements as it applies in your home working setting.

When you have finished using confidential information then you should either a) safely return the information to the office safely (whenever safe to do so within the scope of this Covid-19 Secure Working Guidelines) or b) securely dispose of such information subject to the information retention guidelines in the Company Policy and Procedures.

#### **IT Policy Guidelines**

Unless otherwise varied or amended by this Appendix D, the Company's existing IT Policy Guidelines apply.

#### **Antivirus & Firewall**

We currently use Panda Adaptive Defence 360 for our antivirus protection. As this is a cloud based application updates are issued and checked for on a regular basis as long as an internet connection is present. These updates do not require PBH remote access but you should periodically connect to the internet and check that you have the most updated versions.

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### **Windows Updates**

We currently use Panda Management which allows control and deployment of certain/specific windows updates. As this is cloud based, updates are issued and installed weekly, these are checked for on a regular basis as long as an internet connection is present. These updates do not require PBH remote access but you should periodically connect to the internet and check that you have the most updated versions.

\*\* PBH Remote access - refers to connection via a VPN application which gives access to our systems as if you are in the Presteigne building.

### **System Access**

Systems that require PBH Remote Access to view/use

- R2
- Mapped network drives
- Printers

We currently use Watchguard VPN which is linked to our firewall protection, this is checked weekly and updated when necessary with security patches. The mobile VPN software is then updated when you sign in.

So that we can all utilise the network bandwidth do not access services unnecessarily or sit signed into VPN or R2 when not actively using the systems.

### **Laptop security**

All laptops are encrypted which adds a layer of security should your laptop be lost or stolen. The encryption prompt is only effective on boot/startup so be sure to power down your laptop at the end of each day DO NOT use sleep mode or leave logged on.

### **Passwords**

All passwords are currently set to not expire so there will be no prompts for windows sign on to change/update your password - it is best practice to change passwords regularly and recommend that you do so on a monthly basis. To do this please provide updated details to IT so that they can maintain a secure register of passwords as both a backup and in order to ensure IT access is available when required. If you believe your password may have been compromised, please contact IT ASAP for the required protection and changes to be made.

### Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

#### **Internet**

Please refer to the IT Policy and Guidelines in the company handbook for permitted use of company IT equipment. DO NOT download any software that has not been approved by IT for use on company property and should you receive a suspicious email DO NOT open it without first checking with IT.

**Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note**

**APPENDIX D - WORKING AT HOME ROLE SPECIFIC EQUIPMENT**

	Desk phone (sidecar) & power adapter	Desk phone headset	Laptop	Dock & power supply	1 external monitor (as minimum)	Cabling for monitor(s)	Keyboard & mouse	Powerline Adapter	Network cable(s)	Riser if necessary for laptop /monitor
HIREDISK/SALES	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ADMIN	✓		✓	✓	✓	✓	✓	✓	✓	✓
ACCOUNTS	✓		✓	✓	✓	✓	✓	✓	✓	✓
PROJECTS	✓		✓	✓	✓	✓	✓	✓	✓	✓
ENGINEERING			✓ (+ power supply)							
IT	✓		✓	✓	✓	✓	✓	✓	✓	✓

## Covid-19 Secure Working - Presteigne Broadcast Hire Guidance Note

### APPENDIX E - LOCATION HEALTH CHECK QUESTIONNAIRE

This questionnaire is to be completed on the evening prior to each day of the relevant event and held in the Project file for that relevant event.

In the event that a) any answer is YES, b) your temperature recording is greater than 37.6 degrees Celsius or c) you have received a positive test result for

Question Number	Question	Answer Yes/No
1	Have you experienced a fever in the last 14 days?	
2	Have you had a new persistent cough in the last 14 days?	
3	Have you experienced a sore throat or limb pain in the last 14 days?	
4	Have you experienced any breathing difficulty in the last 14 days?	
5	Have you experienced any reduced sense of taste or smell in the last 14 days?	
6	Have you been in contact with a Covid-19 patient or someone experiencing the symptoms of Covid-19 in the last 14 days?	
7	Have you been in an area designated as high risk for Covid-19 (such as a medical facility or an area identified by health authorities as high risk) in the last 14 days?	
8	Have you been tested and found positive for Covid-19?	
9	What is your temperature	
Date	Name	Signature

Covid-19 then you must not go to the Outdoor Location and you should immediately contact your line manager.