

Definitions:	
Common areas	Refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry
Clinically extremely vulnerable people	Refers to people who have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract COVID-19. Clinically extremely vulnerable people will have received a letter telling them they are in this group, or
Clinically vulnerable people	Refers to people who may be at increased risk from COVID-19, including those aged 70 or over and those with some underlying health conditions. Who is 'clinically vulnerable'?

Section	Title	Objective	Steps that will usually be needed	Actions taken	Actions outstanding
1.1	Managing risk	To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	In every workplace, increasing the frequency of handwashing and surface cleaning.	Handwashing posters by every handwash basin. Surface wipes available in all communal areas. Staff encouraged to wash hands more frequently and clean surfaces e.g. shared work stations before leaving work. Increased working hours for cleaning staff, to encompass more frequent cleaning of common area work surfaces, door handles etc.	None
			Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).	- DDRC management have placed staff on home working wherever possible, which started on the 20th of March 2020. Staff who are not able to work from home but are either not required to attend the site or unable to for health reasons remain on full pay. - To support home working as a first option where applicable, DDRC uses a local IT support company who have been working staff as required, and the Business Systems manager is available where appropriate. - DDRC uses technology available such as Microsoft teams to support home working. - In order to maintain provision of the emergency service that DDRC provides, there is a system of skeleton crew which attend the building but adhere to social distancing. The staff follow a system where (if they operate outside of the 'skeleton crew' they must request permission to attend the site from their line manager.	DDRC will need to consider the implication for staff should working from home become the norm. This includes IT and office equipment being available and risk assessments to be undertaken.
			Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Further mitigating actions include: - increasing the frequency of hand washing and surface cleaning - 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 (rather than face-to-face) whenever possible - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)	When diving patients try to use the same team throughout treatment e.g SUP/OP/TEN. Usually twelve hours between treatments. Refer to DHW procedure on face coverings	None
			If people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. Your assessment should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.	Supervisor and Doctor to risk assess pre dive. DDRC Doctor will advise on vulnerable staff	None
1.2	Sharing your risk assessment		You should share the results of your risk assessment with your workforce. If possible, you should consider publishing it on your website (and we would expect all businesses with over 50 employees to do so). You will find a notice you should display in your workplace to show you have followed this guidance here: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf	Document placed on intranet and website (good practice)	None
				Printed, laminated and displayed around the building	None

2	Who should go to work	That everyone should work from home, unless they cannot work from home.	Staff should work from home if at all possible. Consider who is needed to be on-site; for example: (i) workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. (ii) workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.	- DDRC have placed staff on home working where at all possible. Some workers do need to be onsite as part of the skeleton crew supporting the chamber or to support the business by undertaking critical tasks. These tasks are kept to a minimum and grouped together to limit the number of visits to the site - for example, administration staff do not attend the site daily. Managers of all teams are in contact with staff to ascertain if anyone needs additional support or equipment to enable working from home. Additional equipment has been purchased.	DDRC could now put in place a system for requesting additional IT equipment for staff if it is required following risk assessment.
			Planning for the minimum number of people needed on site to operate safely and effectively.	<u>PRCL-35 Minimum crew (CB)</u> <u>(GRS) Minimum staff numbers for minimum time to maintain all systems operational. Shift allocation system in place with Supervisor cover for core working hours</u>	None
			Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.	- DDRC has recently issued its annual staff survey. The organisation has been issuing regular updates from the CEO. Managers have had team meetings using available technology such as Microsoft Teams. Informal meetings available weekly where welfare of all managers is addressed. CEO has one-to-one meetings with any managers who are seen to be struggling in any way. Each manager considers the mental health and welfare of their team on a minimum weekly basis through normal contact.	None
			Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	Informal meetings available weekly where welfare of all managers is addressed. CEO has one-to-one meetings with any managers who are seen to be struggling in any way. Each manager considers the mental health and welfare of their team on a minimum weekly basis through normal contact.	None
		Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.	DDRC network facilitates remote working, supported by Acronyms Ltd. Where requested new IT equipment (eg laptop) is being provided	None	
2.1	Protecting people who are at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals.	Providing support for workers around mental health and wellbeing. This could include advice or telephone support.	Mental health and wellbeing is important to the organisation. DDRC has recently sourced and engaged with a new occupational health provider who can provide a number of services relating to mental health. Managers can request a referral via the HR manager or the Operations Director. Managers are encouraged to discuss concerns. All staff undertake adult safeguarding training. The Private Health Insurance package provided by DDRC (Aviva) to its employees includes access to counselling and mental health facilities	Publicise free internet welfare sites to all staff eg 'Evert Mind Matters' (NHS site)
		Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.	See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.	DDRC has no clinically extremely vulnerable employees	None
		Clinically vulnerable individuals , who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.	If unable to work from home: - individuals should be offered the option of the safest available on site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. - as for any workplace risk you must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. - Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.	Those staff who have been recommended to take extra care either through pre-existing conditions or due to clinically (extremely) vulnerable individuals in their households are assisted to work from home whenever possible and duties assessed and changed where necessary in the workplace to minimise risk.	None
2.2	People who need to self-isolate	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with	Enabling workers to work from home while self-isolating if appropriate. See current guidance for employees relating to statutory sick pay due to COVID-19. See current guidance for employers relating to statutory sick pay due to COVID-19.	With many staff now working from home currently, this could continue if a team member was self isolating as long as they were not too ill to do so. There is no instance whereby an employee advised to stay at home under government guidance would be caused to travel to work. A positive attitude to test and trace has been circulated and assurances given that employees will not suffer financially in any way should they need to self isolate, regardless of whether their work can be completed from home.	DDRC will modify its sickness reporting procedure to ensure that payroll get the information required (I think this has been done?)

		someone who has symptoms.	See current guidance for people who have symptoms and those who live with others who have symptoms.		
2.3	Equality in the workplace	To treat everyone in your workplace equally.	Understanding and taking into account the particular circumstances of those with protected characteristics.	DDRC has an equality policy in place and takes advice (RBS Mentor) to ensure we are treating those with protected characteristics fairly.	
			Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any measures you are considering implementing inappropriate or challenging for them.	DDRC has a robust system of risk assessments all of which consider protected characteristics where appropriate. Individuals are encouraged to speak to their managers regarding any issues of concern. This is encouraged at all times regardless of the current pandemic and the necessary alterations to working conditions.	
			Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	Equalities legislation is considered at all times in all aspects of DDRC's policies and procedures.	None
			Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	DDRC has a robust system of risk assessments for staff. - DDRC uses an occupational health department locally to undertake both pre employment checks and management referrals with regards to highlighting reasonable adjustments. DDRC may consider referrals for staff who are now working from home.	None
			Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	DDRC management is considering the personal circumstances (where disclosed by the individual) in every aspect of dealing with the pandemic. DDRC has taken a caring and flexible approach to caring responsibilities and other commitments.	None
3	Social distancing at work	To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.	You must maintain social distancing in the workplace wherever possible.	Signage throughout DDRC facilities to instruct on systems for maintaining 2m social distancing. Social distancing is achievable in all aspects of DDRC activity except some clinical work covered by appropriately modified SOPs.	None
			Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.	Social distancing guidelines achievable between staff in full. Distancing not achievable in some aspects of clinical work between staff and clients/patients and these are covered by appropriate SOPs	None
			Mitigating actions include: - further increasing the frequency of hand washing and surface cleaning - 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 (rather than face-to-face) whenever possible - reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)	See action in 1.1. Staggered work attendance times is being planned so that only one person in an office at one time and minimising the number of teams working in an area at one time, e.g. nurses/chamber team working pm/am. Working from home encouraged wherever possible and time in work is being minimised where possible.	None. Remain cognisant of government guidelines and react to changing advice regarding the workplace
			Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing.	All aspects of DDRC activity have been addressed. Examples include: new individual desks purchased for classrooms to provide measured (2m) separation; seating in coffee areas appropriately spaced; medicals suite renovated to remove small rooms and increase space to facilitate 2m distancing where possible; one-person-per-office working arrangements	None
3.1	Coming to and leaving work	To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	Split shifts for departments 0830-1145 / 1200- 1700 , Contact SMT for approval to work in building	None
			Providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.	DDRC has parking facilities onsite and has agreed access to an additional parking area close to the Hyperbaric Medical Centre. Bike racks / storage and shower facilities available on site.	- DDRC to consider additional bike storage if required. Is there some bike storage as part of the new extension?
			Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	DDRC car use to be minimised. Car to be used by a single individual only wherever possible. Car to be internally disinfected with wipes after each use.	None
			Reducing congestion, for example, by having more entry points to the workplace.	DDRC does not attract normally large numbers of visitors. However, in order to accommodate social distancing at all times many measures have been adopted to reduce numbers in the building simultaneously. Entry and exit routines have been modified to avoid crowding and facilitate 2m distancing at all times. Unexpected visitors are directed from reception or duty Supervisor (front door/ chamber door/Staff entrance).	None
			Providing more storage for workers for clothes and bags.	DDRC has adequate storage for staff items. Staff invited to ask for more space if required and suitable adjustments will be made if necessary.	None

		handwashing upon arrival.	Using markings and introducing one-way flow at entry and exit points.	Markings and one-way flow in place wherever practicable. Building zoned according to 3 activities (clinical, occupational, training)	None
			Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points and not using touch-based security devices such as keypads.	See action in. 1.1. Cleaning of key pads and door handles has been increased. Increased number of hand sanitiser available in rooms and corridors. Appropriate posters displayed. As a healthcare facility all staff are trained in infection control and cognisant of the requirement for cleanliness and handwashing at all times.	None
			Providing alternatives to touch-based security devices such as keypads.	Touchpads have been disabled with exception of server room. Proximity reader installation planned for critical access points	None. Installation of proximity access system will improve security above previous levels (currently compromised to an acceptable level by disabled touch pad access control)
			Defining process alternatives for entry/exit points where appropriate, for example, deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel at a distance.	As per 3.1.4 above	None
3.2	Moving around buildings and worksites	To maintain social distancing wherever possible while people travel through the workplace.	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	Building has been zoned for (1) Clinical treatments (2) Occupational medicals (3) Training courses.	None
			Restricting access between different areas of a building or site.	Building zoned to minimise travel throughout building. Toilets and refreshment facilities allocated to each zone	None
			Reducing job and location rotation.	Completed via reduced working in building	None
			Introducing more one-way flow through buildings.	Signage in place	None
			Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.	Signage on lift - maximum occupancy of one person.	None
			Making sure that people with disabilities are able to access lifts.	DDRC has a lift available. Disabled people are directed to this if access to the first floor is required.	None
			Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.	By Signage and closing of double doors to mark areas	None
3.3	Workplaces and workstations	To maintain social distancing between individuals when they are at their workstations.	If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission.	All workstations are 2m apart when in use, facilitated by means of split shifts and risk assessed activity	None
			Review layouts and processes to allow people to work further apart from each other.	Olive suite (used for occupational medicals) has been remodelled to increase available space and maximise potential distancing. Patient lounge area under consideration to maintain useful training class sizes with appropriate distancing. Desk layouts changed in training rooms to accommodate 2m distancing.	None
			Using floor tape or paint to mark areas to help workers keep to a 2m distance.	Floor tape and signage in place where appropriate. Dive control marked for clinical aspects.	None
			Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	No current reason for occupied workstations to be within 2m of each other	None
			Only where it is not possible to move workstations further apart, using screens to separate people from each other.	Will be considered if staff numbers increase to a level whereby 2m separation of workstations is not achievable	None
			Managing occupancy levels to enable social distancing.	Controlled shift patterns minimising multiple occupancy of small areas such as offices	None
			Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment.	All workstations are occupied on a day by day basis and if a workstation has multiple users it is cleaned between working days. No multi-use of workstations withing a single day is permitted. All staff are made aware of this directive.	None
3.4	Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	Using remote working tools to avoid in-person meetings.	We have introduced MS Teams for meetings to facilitate remote participation. Zoom is being used for webinars. All requirements to be in a designated room for a meeting have been removed such that meetings can be joined from office or home.	Migration to Office 365 will further enhance remote working. Planned 2021
			Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	DDRC has adopted Microsoft Teams to facilitate remote attendance at meetings.	None
			Avoiding transmission during meetings, for example avoiding sharing pens and other objects.	Meetings conducted remotely - no reason to be in same room therefore sharing objects not an issue.	None
			Providing hand sanitiser in meeting rooms.	No meeting rooms being used. Hand sanitiser available throughout building and in training rooms.	None
			Holding meetings outdoors or in well-ventilated rooms whenever possible.	All meetings held remotely. Training conducted in rooms with minimum 2m separation	None

			For areas where regular meetings take place, using floor signage to help people maintain social distancing.	Floor signage in place in all public areas. Staff numbers kept to a minimum in other areas - no signage deemed necessary	None
3.5	Common areas	To maintain social distancing while using common areas.	Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions, staircases.	Working closely with our current tenants to ensure consistency and safety across all aspects of operations within the building	None
			Staggering break times to reduce pressure on break rooms or canteens.	DDRC has adopted the option of 'shifts' in the building such as 08:00 - 13:00 and 13:30 - 17:00 for example. 5 hour shifts mean that the main break of 30 minutes would not occur during onsite working hours. (Times are just an example to demonstrate the principle). The shift patterns are flexible according to individual need.	None
			Using safe outside areas for breaks.	DDRC is currently having an extension built which means there is a shortage of safe outside space while building working are in progress.	None
			Creating additional space by using other parts of the workplace or building that have been freed up by remote working.	No additional space currently available so limitations on numbers of personnel have been adopted as control measure. Completion of the ongoing extension build will create large new area into which expansion can occur.	None
			Installing screens to protect staff in receptions or similar areas.	New acrylic screens fitted in reception. Currently no screening required elsewhere but this is kept under review as activity increases.	None
			Providing packaged meals or similar to avoid fully opening staff canteens.	DDRC does not provide meals except for the out of hours on-call team usually serviced by deliveries or frozen meals prepared by a single person in the staff kitchen.	None
			Encouraging workers to bring their own food.	Staff who eat their own food at work are encouraged to find a socially distanced areas or utilise outside space	None
			Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	Most current layouts support appropriate spacing. Split shifts and good communication about working hours ensure safety is not compromised. Further actions can be introduced if necessary as activity increases.	None
			Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.	Not significant for DDRC activities. Minimal cause to move off site for work purposes but all social distancing guidance followed if caused to do so.	None
			Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.	Multi-use toiled facilities changed to single use by utilising locks and signs on the main door into the toilet facility. Personal effects held in lockers	None
			Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	Staff instructed to bring minimal property into work and to leave items in own car/at home whenever possible. If items are brought in, use lockers and avoid carrying personal items around the building. Clothing to be stored in lockers if changing on arrival.	None
3.6	Accidents, security and other incidents	To prioritise safety during incidents.	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.	Supervisor or Manager to advise and take control	None
			People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	Supervisor or Manager to advise and take control	None
4	Managing your customers, visitors and contractors				
4.1	Manage Contacts	To minimise the number of unnecessary visits to offices.	Encouraging visits via remote connection/working where this is an option.	Staff are able to work remotely using VPN access or remote owa access, and are able to use microsoft teams. DDRC does occasionally offer training at different locations - there is investment in software to facilitate this being done remotely.	None
			Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.	Visitors can no longer enter building without receptionist or supervisor facilitating admission. Information and instruction regarding social distancing and hygiene given to visitors on arrival.	None
			Limiting the number of visitors at any one time.	Number of participants on any course limited by ability to social distance in the classroom, thus number reduced by approximately 50%. Waiting facilities for medicals customers removed - waiting in the car / outside is mandatory. Visitors only accepted by prior appointment in small groups capable of social distancing.	None
			Limiting visitor times to a specific time window and restricting access to required visitors only.	Visitors only accepted by prior appointment in small groups capable of social distancing.	None
			Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Operations Director to coordinate with daily Supervisor	None. Installation of proximity access system will improve security above previous levels (currently compromised to an acceptable level by disabled touch pad access control)
			Maintaining a record of all visitors, if this is practical.	DDRC keeps a record of all visitors.	None. Advanced signing in processes being considered as part of building access and security systems in conjunction with the new build.

			Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	Reception staff could complete the visitor book on behalf of the visitor if appropriate	None
4.2	Providing and explaining available guidance	To make sure people understand what they need to do to maintain safety.	Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	Visitors can no longer enter building without receptionist or supervisor facilitating admission. Information and instruction regarding social distancing and hygiene given to visitors on arrival. All visitors are asked to use hand gel and may be asked to wear a mask if appropriate. Clear information available on the DDRC website regarding expected behaviour for all visitors.	None
			Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.	Training team and medicals team to be briefed on requirements, work instructions issued	None
			Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	Visitors can no longer enter building without receptionist or supervisor facilitating admission.	None
			Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.	Ongoing dialogue with tenants regarding safety and security within the building. Dialogue working very well - no issues.	None
5	Cleaning the workplace				
5.1	Before reopening	To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including: - an assessment for all sites, or parts of sites, that have been closed,	Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	Checked correct	
			Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	Checked correct	
			Opening windows and doors frequently to encourage ventilation, where possible.	Supervisor to monitor in chamber room, staff informed	
5.2	Keeping the workplace clean	To keep the workplace clean and prevent transmission by touching contaminated surfaces.	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	DDRC has employed cleaning staff who follow work plans to ensure areas are clean. DDRC staff reminded to clean equipment as per their departmental procedures. Staff reminded not to hot desk and alert management if any issues are noticed or foreseen.	None
			Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.	DDRC cleaners clean frequently used objects and surfaces more often. Staff have access to cleaning wipes to do this as well.	None
			Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	Staff instructed not to hot desk and not to bring in unnecessary personal items.	None
			Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.	All such items within DDRC have been considered and usage minimised wherever reasonable.	None
			If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.	Standard procedures published and available	None
5.3	Hygiene: handwashing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day.	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Handwashing posters by every handwash basin. Catch it, bin it posters displayed in common areas. Surface wipes available in all communal areas.	None
			Providing regular reminders and signage to maintain personal hygiene standards.	Handwashing posters by every handwash basin. Catch it, bin it posters displayed in common areas. Surface wipes available in all communal areas.	None
			Providing hand sanitiser in multiple locations in addition to washrooms.	Hand sanitiser available in multiple locations	None
			Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	All toilet areas are now single use. Signage advising staff to lock the door or place sign on 'occupied' upon entering. Cleaning staff are now working increased hours to allow for extra cleaning of facilities. Updates on personal hygiene and toilet facilities delivered through 'Weekly Snippets'.	None
			Enhancing cleaning for busy areas.	Cleaning staff are working increased hours to allow for extra cleaning.	None
			Providing more waste facilities and more frequent rubbish collection.	Waste facilities available in every room. All bins checked and emptied daily during the working week. Main external bin collected weekly. This can be reviewed if it becomes full sooner than one week.	None
			Providing hand drying facilities – either paper towels or electrical driers.	Paper towels next to all handwashing basins. Spares towel available and level remaining checked daily by cleaning staff.	None
5.4	Changing rooms and showers	To minimise the risk of transmission in changing rooms and showers.	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible.	Increased hours for cleaning staff allows more frequent cleaning of showers and other facilities. Wipes available in toilets/changing rooms for staff to wipe down if required but frequent cleaning and handwashing should maintain hygiene satisfactorily. Staff instructed to clean lockers after use if shared, using wipes to be made available by the lockers. Staff encouraged to avoid bringing personal items to work.	None

			Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	Increased cleaning hours for cleaning staff allows enhanced cleaning each day.	None
5.5	Handling goods, merchandise and other materials, and onsite vehicles	To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	Cleaning procedures for goods and merchandise entering the site.		
			Cleaning procedures for vehicles.	One vehicle - to be cleaned internally after each use. Vehicle is used infrequently and staff instructed to minimise further use.	None
			Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.	Hand sanitiser available at reception	None
			Regular cleaning of vehicles that workers may take home.	Staff are not routinely permitted to take the company vehicle home. Any use is followed by disinfection using the wipes provided. <u>Use of the vehicle is infrequent (less than once per week) under normal circumstances and less frequent during the current C-19 period.</u>	None
			Restricting non-business deliveries, for example, personal deliveries to workers.	Staff have been requested not to have personal items delivered to DDRC	None
6	Personal protective equipment (PPE) and face coverings		Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.	Minimal PPE used as standard for non-COVID patients. Use of FFP3 face protection and other appropriate PPE has been added to standard operating procedures for high risk patients	None
			When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.	Not applicable to clinical environments but applicable to non-clinical DDRC activities.	None
			The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE, for example, first responders and immigration enforcement officers. If you are in one of these groups you should refer to the advice at: Coronavirus (COVID-19): personal protective equipment (PPE) plan Coronavirus (COVID-19): cleaning in non-healthcare settings	Clinical aspects of operations at DDRC have taken account of governmental advice regarding PPE	None
			Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.	No action	None
				Situations where risk of transmission is high and new standard operating procedures have been developed taking account of national and international guidance	None
6.1	Face coverings		Wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing.	Information only - no action required	None
			A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers.	Information only - no action required	None
			Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.	Information only - no action required	None

			Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers: - wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it - when wearing a face covering, 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've touched it - continue to wash your hands regularly - change and wash your face covering daily - if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste - practise social distancing wherever possible	Information only - no action required. DDRC support the use of face coverings for those who choose to wear them and encourage their use if a 2m distance cannot be achieved at all times.	None
7	Workforce management				
7.1	Shift patterns and working groups	To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.	As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	Consultation with departments regarding splitting working day into two halves	None
			Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.	DDRC has a screen at reception (main drop off point.)	None
7.2	Work-related travel				
7.2.1	Cars, accommodation and visits	To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	Minimising non-essential travel –consider remote options first. Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.	All non-essential travel stopped. Remote participation in meetings wherever possible. Vehicle is single person (driver) only except if required for exceptional clinical circumstances (transport of a patient) when appropriate PPE will be worn and the vehicle disinfected on completion of each journey.	None
			Cleaning shared vehicles between shifts or on handover.	DDRC vehicle is not routinely used. Not applicable. Cleaning regime between occasional use in place.	None
			Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	Working away from home is required infrequently, predominantly for the delivery of a training course but occasionally to undertake a training course. Accommodation logged centrally	Log system to be set up for registering hotel accommodation used by staff
7.2.2	Deliveries to other sites	To help workers delivering to other sites such as branches, or suppliers' or customers' premises to maintain social distancing and hygiene practices.	Putting in place procedures to minimise person-to-person contact during deliveries to other sites.	N/A. DDRC has only a single site.	None
			Maintaining consistent pairing where 2-person deliveries are required.	N/A	None
			Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	N/A	None
7.3	Communications and Training				
7.3.1	Returning to Work	To make sure all workers understand COVID-19 related safety procedures.	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	Regular communications in place from CEO and Communications Manager through Staff Updates or Weekly Snippets	None
			Engaging with workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements.	Changes in working arrangements explained to staff via emails, staff updates and weekly snippets	None
			Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	All relevant aspects of in house training adapted for COVID awareness. External infection control updates have been sourced and will be provided to staff.	Staff attendance at COVID-focussed external infection control training
7.3.2	Ongoing communications and signage	To make sure all workers are kept up to date with how safety measures are being implemented or	Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.	Improvement log system available for suggestions from all staff members. Frequent discussion between managers and their teams to discuss any changes and how they may be accommodated.	None
			Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).	Regular weekly meetings (formal and informal) with all management to assess mental health of the manager and invite any potential issues with their staff. Each issue dealt with on an individual basis. Ensure everyone feels supported (mentally and financially).	None
			Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Clear messaging throughout building using commercially available signage.	None

		implemented or updated.	Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	White boards uses for continuous updates of core team and items for consideration.	None
			Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	No changes applicable to suppliers. Training course and medicals customers informed via website, by personal email or by telephone (email/telephone for those who enquire or have a course/medical booked)	None
8	Inbound and outbound goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site.	Revising pick-up and drop-off collection points, procedures, signage and markings.	All deliveries are handled via doorbell on staff entrance by Administration staff or daily Supervisor who are versed in the appropriate procedures	None
			Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.	Perspex screen up at reception. Hand gel available at reception. Staff pre warned of due deliveries and the time expected where possible.	None
			Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Staff have been asked to avoid ordering personal items for delivery to DDRC. Managers aware that orders need to be arranged to reduce the number of deliveries where possible.	None
			Where possible and safe, having single workers load or unload vehicles.	Deliveries Left outside to be taken in by staff	None
			Where possible, using the same pairs of people for loads where more than one is needed.	Supervisor to enforce	None
			Enabling drivers to access welfare facilities when required, consistent with other guidance.	Entry via doorbell communication, visitor to use single occupancy toilet/ changing room downstairs	None
			Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	N/A	None