

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ☒ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ☒ We have cleaning, handwashing and hygiene procedures in line with guidance
- ☒ We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- ☒ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ☒ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer

 signature

Employer

HARVEYS BREWERY Employer name

Date

21/09/20

Who to contact:

Adam

Bayliffe

Your Health and Safety Representative

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

COVID-19 Re-opening Risk assessment

Company name: Harveys Brewery Shop

Date of risk assessment: 16/09/20

Risk Assessment by: EP

What are the hazards?	Who might be harmed and how?	Controls	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Visitors	<p>Water, soap and drying facilities provided</p> <p>Information provided about how to was hands properly</p> <p>Hand sanitizer provided in entrance points and by work stations</p> <p>Signs installed reminding people to wash their hands</p>	<p>-Monitoring and supervision to make sure people are following controls</p> <p>-Provide information to your workers about when and where they need to wash their hands</p> <p>-If people can't wash hands, provide information about how and when to use hand sanitiser</p> <p>-Ongoing replenishing of handwashing/sanitising facilities</p> <p>-Make sure people are checking their skin for dryness and cracking and tell them to report any issue to EP</p>	EP	16/09/20 - ongoing	YES

Getting or spreading coronavirus in common use high traffic areas such as kitchen, corridors, rest rooms, toilet facilities, entry/exit points to facilities, and other communal areas	Workers	<p>Reorganise messroom – space out seating area, remove table, restrict access to shop staff only. Daily cleaning of surfaces. Door to be open when possible to eliminate contact with handle. Clear all surfaces.</p> <p>Toilets – managed by brewery</p> <p>Corridors – use one way system in place for office staff to eliminate squash points</p> <p>Daily Clearing of passage to promote good housekeeping</p> <p>Entry points – shop door from passage to be open when possible. Sanitizer to be provided by door when closed. Regular cleaning of touch points.</p> <p>Kitchen - Shop staff to not use office kitchen</p> <p>Smoking areas – outside/one Staff member smokes</p> <p>Keep area behind tills clear to allow easy movement</p>	<p>-Monitoring and supervision to make sure people are following controls</p> <p>-Ongoing replenishing of sanitising facilities</p>	EP	18/09/20 - ongoing	YES

Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors	<p>Doors open when possible, regular cleaning when not to prevent transmission</p> <p>Regular cleaning of bannisters in shop to prevent transmission</p> <p>Shopping baskets cleaned after every use. Different pick and put down areas. Cleaning by member of staff on door duty.</p> <p>Different phones for members of staff.</p> <p>Staff assigned to individual tills. Cleaning before and after each shift.</p> <p>Computer to be used by one person per day. Cleaned at end of day.</p> <p>Casks for each member of staff to limit using of the same tap</p> <p>More pipes for casks. Replacement after every refill. Daily cleaning of used pipes.</p> <p>Daily cleaning of surfaces in mess room</p> <p>More bins provided to allow staff to clean effectively</p> <p>Cleaning materials provided for use with barrow</p>	<p>-Monitoring and supervision to make sure people are following controls</p> <p>-Ongoing replenishing of sanitising facilities</p> <p>-Maintain a daily cleaning check sheet to assess if work is being done</p> <p>-Find a reliable and fast cleaning method for pipes</p>	EP	18/09/20 - Ongoing	YES
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Spreading the virus by not social distancing	Workers Customers Visitors	<p>One way system instigated in shop. New door made to enable different entrance/exit.</p> <p>Makers on floor to aid with social distancing</p> <p>Limit amount of customers present to 4 initially to prevent crowding in tight areas of the shop</p> <p>Restrict staff access to shop staff</p> <p>Drop zone for returned bottles</p> <p>Screens installed by tills</p> <p>Face shield provided for the staff members for when not behind screen.</p> <p>Encourage customers to collect at allotted time</p> <p>Daily deliveries</p> <p>Daily clearing of outside passage to enable distancing</p> <p>Limit workers using the wine and spirit stores to 1 person</p>	<p>-Monitoring and supervision to make sure people are following controls</p> <p>-Ongoing replenishing of sanitising facilities</p> <p>-Continuously assess controls to see if they function as envisioned</p>	EP	18/09/20 - Ongoing	Yes
Spreading the virus by attending work or visiting shop whilst unwell	Workers Customers Visitors	<p>Signs in store to remind people of the need to self-isolate and get a COVID-19 test</p> <p>Importance of isolating to be reminded to staff when the shop reopens</p>	<p>-Monitoring and supervision to make sure people are following controls</p>	EP	18/09/20 - Ongoing	YES



2.1 Manage contacts

Objective: To minimise the contact resulting from visits to stores or outlets.

Steps that will usually be needed:

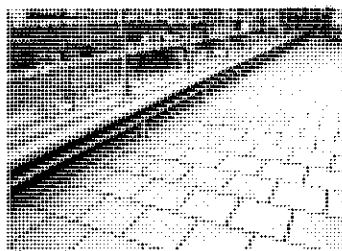
- Calculating the maximum number of customers that can reasonably follow social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) within the store and any outdoor selling areas. Take into account total floorspace as well as likely pinch points and busy areas.
- Limiting the number of customers in the store, overall and in any particular congestion areas, for example doorways between outside and inside spaces.
- Encouraging customers to use hand sanitiser or handwashing facilities as they enter the premises to reduce the risk of transmission by touching products while browsing.
- Encouraging customers to avoid handling products whilst browsing, if at all possible.
- Suspending or reducing customer services that cannot be undertaken without contravening social distancing guidelines. This may include re-thinking how assistance is provided, for example, using fixed pairs of colleagues to lift heavy objects rather than a single colleague lifting with a customer.
- Encouraging customers to shop alone where possible, unless they need specific assistance.
- Reminding customers who are accompanied by children that they are responsible for supervising them at all times and should follow social distancing guidelines.
- Looking at how people move through the shop and how you could adjust this to reduce congestion and contact between customers, for example, queue management or one-way flow, where possible.
- Ensuring any changes to entrances, exits and queue management take into account reasonable adjustments for those who need them, including disabled shoppers. For example, maintaining pedestrian and parking access for disabled customers.
- Working with neighbouring businesses and local authorities to provide additional parking or facilities such as bike-racks, where possible, to help customers avoid using public transport.
- Using outside premises for queuing where available and safe, for example some car parks.
- Managing outside queues to ensure they do not cause a risk to individuals, other businesses or additional security risks, for example by introducing queuing systems, having staff direct customers and protecting queues from traffic by routing them behind permanent physical structures such as street furniture, bike racks, bollards or putting up barriers.
- Working with your local authority or landlord to take into account the impact of your processes, including queues, on public spaces such as high streets and public car parks.
- Shopping centres should take responsibility for managing the number of customers in the centre and the queuing process in communal areas on behalf of their retail.



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2.1 Manage contacts (continued)

Social distancing markers
in store



Customers queuing outside
maintaining social distance



Steps that will usually be needed:



Having clearly designated positions from which colleagues can provide advice or assistance to customers whilst maintaining social distance.



Working with neighbouring businesses and local authorities to consider how to spread the number of people arriving throughout the day for example by staggering opening hours, this will help reduce demand on public transport at key times and avoid overcrowding.



Avoid sharing vehicles except within a family, for example on test drives. If it is not possible, keep the number of people in the vehicle to a minimum and as distanced within the vehicle space as possible, and use other safety measures such as ensuring good ventilation.



Customer restaurants and cafes should refer to guidance on keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services

2.2 Providing and explaining available guidance

Objective: To make sure people understand what they need to do to maintain safety.

Steps that will usually be needed:



Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage and visual aids.



Informing customers that they should be prepared to remove face coverings safely if asked to do so by police officers and staff for the purposes of identification.



Providing written or spoken communication of the latest guidelines to both workers and customers inside and outside the store. You should display posters or information setting out how clients should behave on your premises to keep everyone safe. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.



Creating social distancing champions to demonstrate social distancing guidelines to customers, if helpful.



Ensuring latest guidelines are visible in selling and non-selling areas.



Ensuring information provided to visitors, such as advice on the location or size of queues, does not compromise their safety.



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2.3 Ventilation

Objective: To use ventilation to mitigate the transmission risk of COVID-19.

Ventilation into the building should be optimised to ensure the maximum fresh air supply is provided to all areas of the facility wherever possible.

Ventilation systems should provide a good supply of fresh air.

Steps that will usually be needed:



Increasing the existing ventilation rate by adjusting the fan speed.



Operating the ventilation system when there are people in the building.



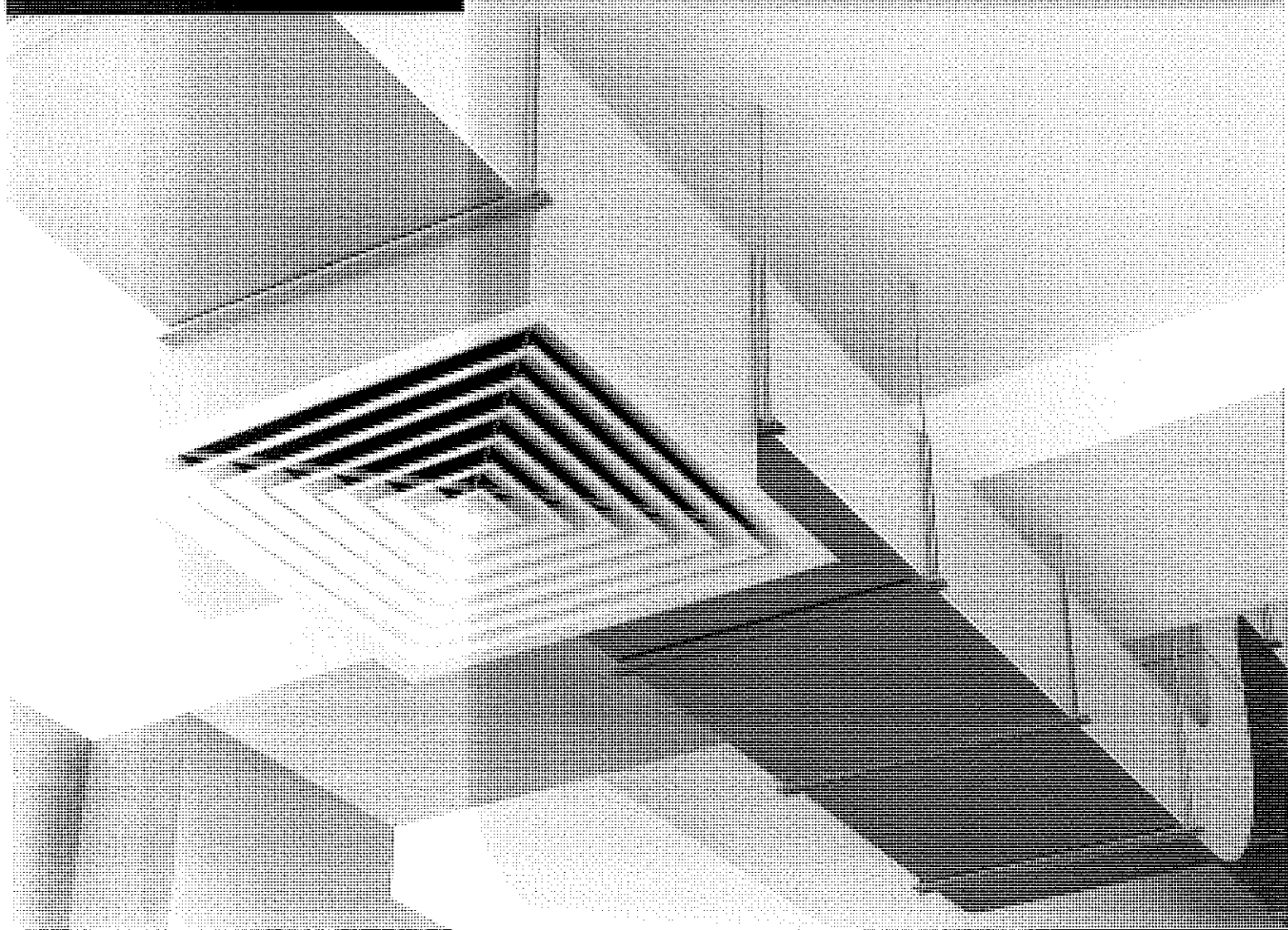
Monitoring and managing filters in accordance to manufacturer instructions.



Keeping doors and windows open if possible.



Using ceiling fans or desk fans to improve air circulation, provided there is good ventilation.





2.4 Customer toilets

Objective: To ensure that toilets are kept open and to ensure/promote good hygiene, social distancing, and cleanliness in toilet facilities.

- Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

Steps that will usually be needed:



Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to 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.



Consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks).



To enable good hand hygiene consider making hand sanitizer available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available.



Setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces.



Keeping the facilities well ventilated, for example by fixing doors open where appropriate.



Special care should be taken for cleaning of portable toilets and larger toilet blocks.



Putting up a visible cleaning schedule can keep it up to date and visible.



Providing more waste facilities and more frequent rubbish collection.

3. Who should go to work

Objective:

Employers should ensure workplaces are safe whilst also enabling working from home.

In order to keep the virus under control, it is important that people work safely. Working from home remains one way to do this. However, the risk of transmission can be substantially reduced if COVID-19 Secure guidelines are followed closely. Employers should consult with their employees to determine who, from the 1st August, can come into the workplace safely taking account of a person's journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration should be given to those people at higher risk. Businesses should consider the impact of workplaces reopening on local transport and take appropriate mitigating actions (e.g. staggered start and finish times for staff). When employers consider that workers should come into their place of work, then this will need to be reflected in the COVID-19 workplace risk assessment and actions taken to manage the risks of transmission in line with this guidance. The decision to return to the workplace must be made in meaningful consultation with workers (including through trade unions or employee representative groups where they exist). A meaningful consultation means engaging in an open conversation about returning to the workplace before any decision to return has been made. This should include a discussion of the timing and phasing of any return and any risk mitigations that have been implemented. It is vital employers engage with workers to ensure they feel safe returning to work, and they should not force anyone into an unsafe workplace.

Steps that will usually be needed:

- ✓ Considering the maximum number of people who can be safely accommodated on site.
- ✓ Planning for a phased return to work for people safely and effectively.
- ✓ Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workplace, especially if the majority of their colleagues are on-site.
- ✓ Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.
- ✓ Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.



3.1 Protecting people who are at higher risk

Objective: To support those who are at a higher risk of infection and/or an adverse outcome if infected.

The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.

The higher-risk groups include those who:

- are older males
- have a high body mass index (BMI)
- have health conditions such as diabetes
- are from some Black, Asian or minority ethnicity (BAME) backgrounds

You should consider this in your risk assessment.

From 1st August, clinically extremely vulnerable individuals can return to their workplace providing COVID-secure guidelines are in place but should work from home wherever possible. If extremely clinically vulnerable individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). It may be appropriate for clinically extremely vulnerable individuals to take up an alternative role or adjusted working patterns temporarily.

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.

Steps that will usually be needed:



Providing support for workers around mental health and wellbeing. This could include advice or telephone support.



See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.







Discussing the safest possible roles for clinically extremely vulnerable workers who are returning to the workplace.



3.2 People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home under existing government guidance to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service.

Steps that will usually be needed:






-  Enabling workers to work from home while self-isolating if appropriate.
-  See current guidance for employees and employers relating to statutory sick pay due to COVID-19.
-  Ensuring any workers who have symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia - however mild, should self-isolate for at least 10 days from when the symptoms started. Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive whilst not experiencing symptoms but developed symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. This only applies to those who begin their isolation on or after 20 July.
-  See current guidance for people who have symptoms and those who live with others who have symptoms.

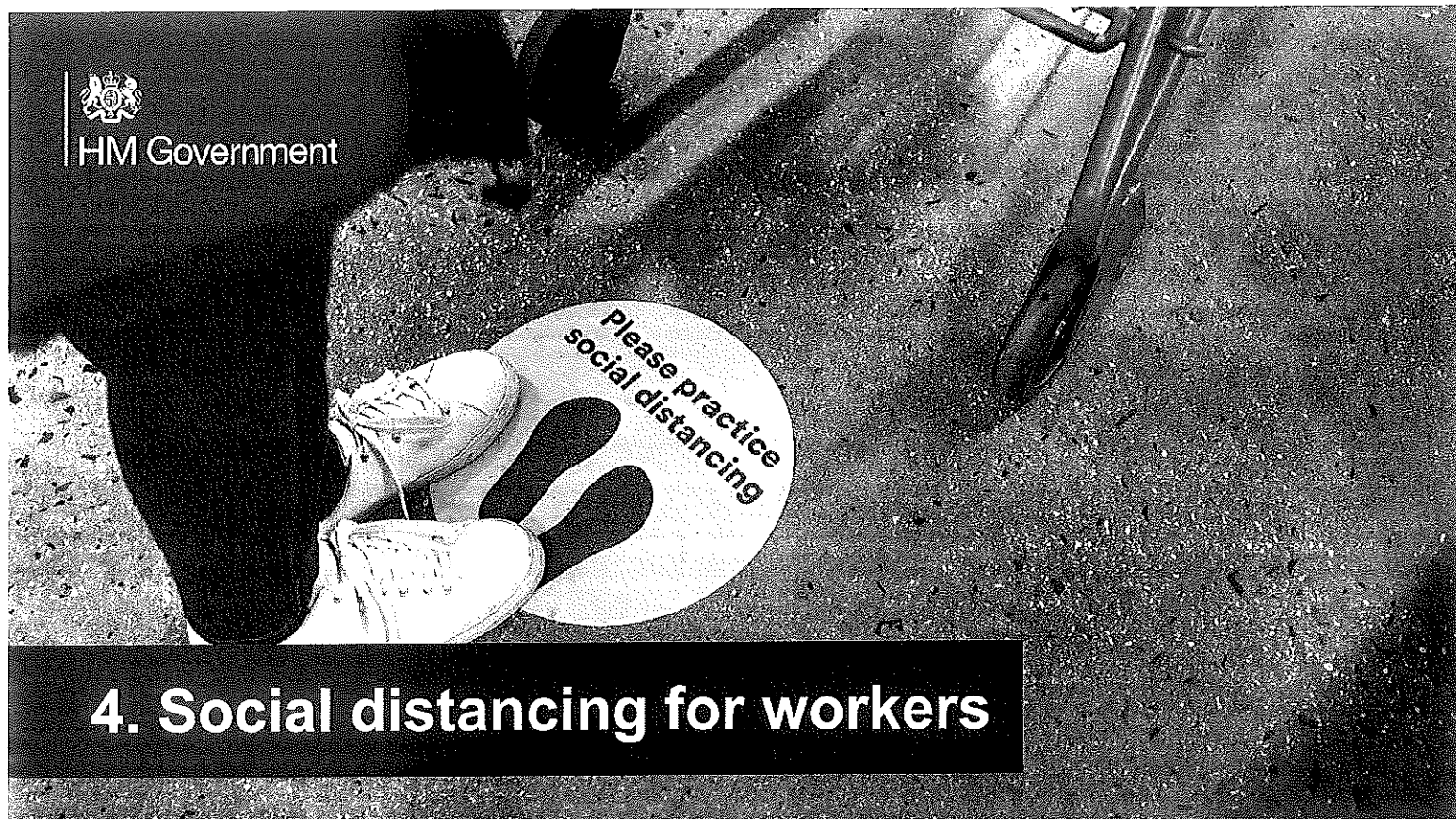
3.3 Equality in the workplace

Objective: To make sure that nobody is discriminated against.

- In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.
- It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex, disability, race or ethnicity.
- Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.

Steps that will usually be needed:

-  Understanding and taking into account the particular circumstances of those with different protected characteristics.
-  Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.
-  Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.
-  Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.
-  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.



4. Social distancing for workers

Objective:

Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including arriving at and departing from work, while in work and when travelling between sites.









- You must maintain social distancing in the workplace wherever possible.
- Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable. 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).
- Where the social distancing guidelines cannot be followed in full, even through redesigning 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 staff.
- 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 and workers should be specifically reminded.



4.1 Coming to work and leaving work

Objective: To maintain social distancing wherever possible, on arrival and departure and to enable handwashing upon arrival.






Steps that will usually be needed:

-  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.
-  Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.
-  Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.
-  Reducing congestion, for example, by having more entry points to the workplace in larger stores.
-  Using markings and introducing one-way flow at entry and exit points.
-  Providing handwashing facilities (or hand sanitiser where not possible) at entry and exit points and not using touch-based security devices such as keypads where possible.
-  Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, clearing pass readers regularly and asking staff to hold their passes above pass readers rather than touching them.
-  See government guidance on travelling to and from work.

4.2 Moving around buildings and stores

Objective: To maintain social distancing as far as possible while people travel through the workplace.

Steps that will usually be needed:

-  Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices where permitted, and cleaning them between use.
-  Introducing more one-way flow through buildings. Providing floor markings and signage should remind both workers and customers to follow to social distancing wherever possible.
-  Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.
-  Making sure that people with disabilities are able to access lifts.
-  Managing use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.



4.3 Workplaces and workstations

Objective: To maintain social distancing between individuals when they are at their workstations.

- For people who work in one place, workstations should allow them to maintain social distancing wherever possible.
- Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.
- If it is not possible to ensure workstations comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), 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.

Steps that will usually be needed:

Transparent screens at point of transaction



Plastic panel at point of transaction



Reviewing layouts and processes to allow staff to work further apart from each other.



Using floor tape or paint to mark areas to help people comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).



Avoiding people working face-to-face. For example, by working side-by-side or facing away from each other.



Using screens to create a physical barrier between people.



Using a consistent pairing system if workers have to be in close proximity. For example, maintenance activities that cannot be redesigned.



Minimising contacts around transactions, for example, considering using contactless payments, where possible.



Rethinking demonstrations and promotions to minimise direct contact and to maintain social distancing.



4.4 Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Steps that will usually be needed:

- ☒ Using remote working tools to avoid in-person meetings.
- ☒ Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).
- ☒ Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.
- ☒ Providing hand sanitiser in meeting rooms.
- ☒ Holding meetings outdoors or in well-ventilated rooms whenever possible.
- ☒ For areas where regular meetings take place, use floor signage to help people maintain social distancing.

4.5 Common areas

Objective: To maintain social distancing while using common areas.

Steps that will usually be needed:

- ☒ Staggering break times to reduce pressure on the staff break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.
- ☒ Using safe outside areas for breaks.
- ☒ Creating additional space by using other parts of the working area or building that have been freed up by remote working.
- ☒ Installing screens to protect workers serving customers at till points.
- ☒ Providing packaged meals or similar to avoid fully opening staff canteens.
- ☒ Reconfiguring seating and tables to optimise spacing and reduce face-to-face interactions.
- ☒ Encouraging workers to remain on-site and, when not possible, maintaining social distancing while off-site.
- ☒ Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.

Revised staff kitchen layout





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4.6 Accidents, security and other incidents

Objective: To prioritise safety during incidents.

- In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.
- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Steps that will usually be needed:



Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.



Considering whether you have enough appropriately trained staff to keep people safe. For example, having dedicated staff to encourage social distancing or to manage security.



Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.



For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.



Following government guidance on managing security risks.



5. Cleaning the workplace





5.1 Before reopening

Steps that will usually be needed:



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.



Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisors.

Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.

Steps that will usually be needed:



Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.



Frequent cleaning of objects and surfaces that are touched regularly, including self-checkouts, trolleys, coffee machines, betting machines or staff handheld devices, and making sure there are adequate disposal arrangements for cleaning products.



Cleaning workspaces and removing waste and belongings from the work area at the end of a shift.

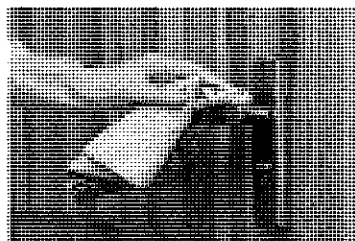


If you are cleaning after a known or suspected case of COVID-19 then you refer to the [specific guidance](#).



Providing extra non-recycling bins for workers and customers to dispose of single-use face coverings and PPE. You should refer to guidance for information on how to dispose of personal or business waste, including face coverings and PPE.

Cleaning high touch objects and surfaces such as door handles and trolleys





5.3 Hygiene – handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day.

Steps that will usually be needed:



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.



Providing regular reminders and signage to maintain hygiene standards.



Providing hand sanitiser in multiple locations in addition to washrooms.



Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.



Enhancing cleaning for busy areas.



Providing more waste facilities and more frequent rubbish collection.



Providing hand drying facilities – either paper towels or electrical dryers.



5.4 Customer fitting rooms

Objective: To minimise the risk of transmission through customer fitting rooms.

Steps that will usually be needed:



Fitting rooms should be closed wherever possible given the challenges in operating them safely.



Where fitting rooms are essential, for example to support key workers buying critical protective clothing, they should be cleaned very frequently, typically between each use.



Creating procedures to manage clothes that have been tried on, for example delaying their return to the shop floor (see section 5.5 below).



Limiting contact between customers and colleagues during fitting, for example by suspending fitting assistance.

