

CORONAVIRUS TOOL-BOX TALK FOR the SES GROUP

Reason	Coronavirus is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working, it can be passed on through families and other contacts. You can spread the virus even if you don't have symptoms.
Outline	This talk covers the ways to maintain your health while working as a SES employee

Getting to work

1. Wherever possible travel to site alone, using your own transport (for example, a car or bicycle).
2. Avoid public transport.

On site

1. Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough and after eating or handling food) and again when you leave site.
2. Always keep at least 2 metres away from other workers. This includes while you are working and during breaks and mealtimes – staggered breaks will help achieve this.
3. Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share items (for example, cups).
4. Only hold meetings that are absolutely necessary. Ideally, these should take place outdoors, with the minimum number of people and those people should be kept at least 2 metres apart.

Close work

Close working should be avoided.

1. Non-essential physical work that requires close contact between workers should not be carried out.
2. Work requiring skin-to-skin contact should not be carried out.
3. All other work should be planned to minimise contact between workers.
4. Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
5. Single use PPE should be disposed of so that it cannot be reused.
6. Stairs should be used in preference to lifts or hoists.

Cleaning

Extra cleaning should be carried out on site, particularly in the following areas.

1. Taps and washing facilities.
2. Toilet flush and seats.
3. Door handles and push plates.
4. Handrails on staircases and corridors.
5. Lift and hoist controls.
6. Machinery and equipment controls.
7. Food preparation and eating surfaces.
8. Telephone equipment.
9. Keyboards, photocopiers and other office equipment.

What to do if you think you are ill

If you develop a high temperature or a persistent cough while at work, you should:

1. Report this to your supervisor.
2. Avoid touching anything.
3. Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.
4. Return home immediately.
5. You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed.

Self-isolation

If you have any one of the following criteria, do not come to site.

1. A high temperature or a new persistent cough – follow the guidance on self-isolation (see: <https://bit.ly/3dH6GOW>)
2. Are a vulnerable person by virtue of age, underlying health condition, clinical condition or pregnancy (see: <https://bit.ly/2xyzEje>)
3. Living with someone in self-isolation or with a vulnerable person.

Site policy

Now inform your workers of the site-specific policy on coronavirus. (Please refer to CV Risk Assessment).

Follow the 2 metre rule at all times.

Further guidance

Poster-based PDFs are available at the end of this document to print and display in your workplace.

1. Coronavirus hand washing.
2. Catch it bin it kill it.
3. Cleaning and disinfection.

The Security Industry Authority has issued Coronavirus advice see:

<https://www.sia.homeoffice.gov.uk/Pages/home.aspx>

aimed at introducing consistent measures in line with the Government's recommendations on social distancing and keyworker status.

Note: this is a rapidly developing situation – please ensure that you follow the latest Government guidance as it is published.



HM Government



Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.

CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**



HM Government



CATCH IT.



BIN IT.



KILL IT.

Cleaning and disinfection guidance

Common symptoms of coronavirus (COVID-19)



new and continuous cough

or



high temperature

If **you have symptoms** of coronavirus, you need to **self-isolate for 7 days**

If **you live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

Stop the spread of coronavirus



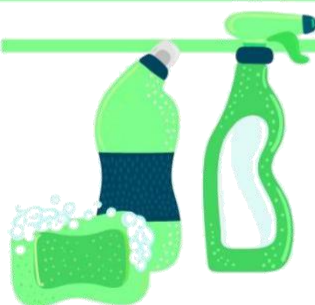
Wash your hands more often and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Cleaning an area with regular household disinfectant after someone with suspected coronavirus has left will reduce the risk of passing the infection on to other people

The amount of virus living on surfaces will reduce significantly after

72 hours

If an area can be kept closed and secure, wait until this time has passed before cleaning



Wherever possible, wear disposable or washing up gloves and aprons for cleaning. These should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished



Using a disposable cloth, first clean hard surfaces with warm soapy water



Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to **frequently touched areas and surfaces**, such as bathrooms, grab-rails in corridors and stairwells and door handles

If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, **consider using protection for the eyes, mouth and nose** as well as gloves and apron

Wash hands regularly with soap and water, **and after removing** gloves, aprons and other protection used whilst cleaning