



COVID 19

STAFF & VISITORS' INDUCTION

& RISK ASSESSMENT

COVID 19 SYMPTOMS

If you are showing signs of; High temperature, new dry cough and loss of smell and taste, then return home immediately and self- isolate as per government guidance

SOCIAL DISTANCING

Please stay 2m away from any person at all times. If you can't stay 2m apart, avoid face- to face contact, keep activity to a minimum and stay side- to side or back- to back

PPE

Keeping 2m social distancing and regular hand washing is more effective than face masks or gloves.

INFECTION CONTROL

Regularly wash or sanitise hands. Cough or sneeze into your elbow. Avoid touching your face. Help to keep your work surfaces and equipment clean. Avoid sharing equipment i.e. pens staplers etc

WELFARE & COMMON AREAS

Keep social distancing. Use paper towels instead of shared material towels.

SIGNAGE, ACCESS & EGRESS

Please ensure you follow all signage to assist with social distancing.

EMERGENCIES

If a fire or major accident occurs, you do not have to stay 2m apart if it would be unsafe to do so. Ensure sanitization measures are taken immediately afterwards

DELIVERIES

Minimise contact with people. Encourage drivers to stay in their vehicles. Collect item left in safe collection point. Ensure contactless receipt confirmation.

MEETINGS

Ensure 2m social distancing. Keep number of people to a minimum

RETURNING FROM ABROAD

Confirm that you have self- isolated for 14 days before visiting Audio Note work site.

MENTAL HEALTH

All personnel are encouraged to discuss any issues or concerns with their manager or Health & safety adviser

UP TO DATE INFORMATION

Keep up to date with the latest government guidelines or NHS and Gov. websites