

FreshStart

Quick tips for reopening your business following COVID19



HYGIENE & SAFETY CONSULTANTS

Policies

Policies are vital for any business. If your business has 5 or more employees, you are legally obliged to provide certain policies. They are the fundamentals needed to run your business safely and efficiently, with good appropriate policies you will be legally compliant and have a good Due Diligence defence.

When you return to work, you will need to go through all your policies, these should be updated on a yearly basis. Check each policy and make sure that it is up to date and that if any changes in legislation or practices need to be added. Your Policies should include:

- Health and Safety Policy
- Food Safety Policy
- Fire Policy
- COSHH Policy

If you do not have these policies or they are out of date HSC can help to create or tailor these to help your business moving forward.

Risk Assessments

Risk assessments are vital for every business. They are a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking, helping business understand and control any potential risks that anyone may face.

Again these need to be updated and reviewed on an annual basis.

HSC provides each client with full risk assessments for every part of the business, giving you peace of mind and time to run your business efficiently.

Licenses

When returning all licenses have to be checked that they are still in date. A license is a permit from an authority to own or use something, complete a particular activity, or carry on a trade (especially in alcoholic drink).

Licenses vary in length some may last a year and some may last a lot longer.

Training

All businesses need to give their staff regular training. With most staff either working from home or furloughed it's a good idea to set up a Learning Management System that your employees can access from home or on the go.

Safety training should include:

- Health and Safety
- Food Safety
- Allergens
- COSHH
- Fire
- Fire Marshall
- First Aid
- Induction Training

All necessary training should be completed, and refresher training should be completed on a regular basis.

If your training has fallen behind it should be a priority to get in back in check. New training should be given to all staff regarding Covid-19 and precautions that should be taken to create and keep a safe environment for all staff, customers, and visitors.

We recommend using [glo™ learn LMS by Digits Industries](#). glo™ learn provides a branded platform with reporting, automatic refresher training reminders and a library of learning content you can choose from.

You can also use glo™ learn to book virtual training with HSC through popular software like Zoom and Microsoft teams.

COVID19 Advice (Reception areas)

- Display signage at all entrances reminding customers of the social distancing rules and stating that if anyone is suffering a fever or symptoms of Covid-19 – they will not be permitted to enter the building
- Provide touchless hand sanitizing gel dispensers (with at least 60% alcohol content) and hand sanitizing signage at all the Reception areas entrances which customers and staff may use.
- Reception staff must be instructed to observe social distancing between themselves and the customers by staying one side of the Reception counter– (it may also be advisable that Reception staff wear face coverings which will be a Company decision or as dictated by the Authorities).
- Reception counters / desks , doors / handles (hand touch points) will require frequent disinfecting throughout the day.
- We advise that customers be limited to small numbers in Reception areas and 2 metre floor marking and appropriate signage may be required to aid with social distancing - this includes the staff sides of the Reception areas.
- If practical, physical barriers such as partitions or 'Plexiglas' barriers at Receptions are acceptable.
- The use of contactless payment should be encouraged.
- For reception areas with passenger lifts – the hand contact points (call buttons, hand rails etc) will need to be wiped down on a very frequent basis using a fresh cloth (disposable cloths are advised) sprayed with disinfectant (**Safety Note:** make sure the cloth is damp with disinfectant - not dripping wet).

For more advice or a more detailed help guide specific to your industry contact HSC

How we can help your business

HSC offers support and help in all subjects within this document. We work with many different clients around the UK and abroad. We create all bespoke necessary Risk Assessments, Policies, Records, Training and give all clients a 24/7 helpline.

With our help you can become fully complaint in these subjects, creating peace of mind that no rock is left unturned and it gives you the time to focus on running your business by not being bogged down by health and safety etc.

To help your business further, we will send you some simple checklists which you can use to verify that you have completed all the necessary tasks.

Contact Information

HSC is based in Hampshire, however we cover all of the UK and abroad. We give a 24/7 support helpline to all businesses that we work with. If you want a FreshStart please do not hesitate to contact us, we will get back to you as soon as possible.

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