
GUIDE TO WORKING SAFELY DURING COVID-19

Martinspeed guide to working safely during COVID-19

This document relates to all Martinspeed *offices and indoor environments*.

This document is to help everyone employed by Martinspeed understand what is necessary to work safely during the COVID-19 pandemic. This document will be updated and is based on UK government and HSE advice.

Please note no guidance for COVID-19 replaces any health and

safety, employment or equality law and those guidelines must still be followed.

It is important that the below guidance is followed at all times and that any concerns or questions are referred to your manager or a director of Martinspeed.

A risk assessment has been completed by Jonathan Kennedy and available to all staff.

All Martinspeed staff that enter and work in the office will be asked to

Wash their hands with soap or hand sanitiser when entering the office

Clean their own desk with surface spray or anti bacterial wipes on arrival. This will be provided and should not be shared.

All managers will remind their teams to regularly wash hands and clean their surrounding areas.

Posters will be displayed at points around Martinspeed reinforcing this message. The UK Government Covid- 19 secure image will also be displayed as instructed.

How to wash your hands: [Visit page](#)

GOV.UK, Coronavirus (COVID-19): [Visit page](#)

Who should come to work

Martinspeed staff should work from home where possible unless asked to be present by their manager or have an important need to attend. Any decision must be in consultation with your department manager.

It will be communicated through your department manager and the board of directors which staff should be on site in order to operate safely and efficiently.

Steps will be undertaken to review work schedules including start & finish times/shift patterns, working from home to reduce number of people on site at any one time.

Department managers should be in touch with their department staff at home to keep them updated and maintain contact.

Any Martinspeed colleague who feels they are particularly vulnerable (due a pre-existing condition or clinically vulnerable) will need to speak to their manager or a director, before returning to work, about their daily work role.

Any employee who has symptoms of COVID-19 *should not come to work and self isolate if necessary*. Self-certificates will be required (not GP) and SSP guidelines will be followed (if needed).

Social distancing

Martinspeed will require all office staff to maintain social distancing in the workplace. This extends to the office, kitchen, tearooms and toilet areas. There is separate guidance for warehouse and technical work.

Consideration should be taken when going through and using the kitchen. You are encouraged to bring your own, cold food in and not to use the microwaves, make large drink rounds or gather in groups.

It is not anticipated screens will be needed between desks due to the minimal amount of people present in the office. This will be reviewed depending on the number of people in the office.

Managers will be asked to look at staggering the arrival and departure times of any staff present in the office and encourage staff to walk, cycle and run to work.

A one way system will not be put in place as it is thought this will encourage too much mixing. However, everyone will be reminded to only go to necessary areas. There will be specific entry and exit points.

Hot desking should not be practiced.

Meetings should be kept to those who are essential to be present otherwise, it is encouraged via video call or telephone. Pens and equipment should not be shared and hand sanitiser will be placed around the offices.

No one is encouraged to congregate in groups within the office.

Emergencies

In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

People helping others should pay attention to sanitation measures immediately afterwards including washing hands.

Client contact and visits

Communication should be encouraged via video call and telephone as much as possible. Separate document and communication has been produced for viewings and third party carriers. This is also on the website.

Non-essential travel is discouraged.

Signage and guidance

Posters and visual aids will be displayed where needed regarding distancing and handwashing/hygiene procedures.

Cleaning

All Martinspeed premises will be cleaned and tidied. Operators should not store any personal non-essential items on or near their desks for longer than one day. The printing of all paper except essential paperwork for jobs (eg. CD notes and packing notes) is not authorised. When returned, it should be scanned, attached to the Moveware folder and recycled.

All office staff should clean their own desk and equipment frequently with surface spray or antibacterial wipes. Their immediate areas should be kept clean and free of unnecessary objects. Printers should be wiped after use.

The PIN entry systems will be wiped regularly.

PPE and face covering

There is no requirement for any office based staff to wear PPE or face covering. UK Government advice is that this is unnecessary in the workplace.

Current UK Government advice is that it is not necessary to wear a face covering in an office environment. Anyone choosing to wear a face covering is supported though it will be regarded as a personal choice; as long as it does not affect ability to do day to day work. It does not negate the need to follow any other guidance in this document.

Communication

Martinspeed will update staff regularly to help understand how to work and any change in requirements. Please speak to your manager or a director if you have any questions or ideas to help.

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support is deemed suitable to help.

Coronavirus and your wellbeing: [Visit page](#)
