
GUIDE TO WORKING SAFELY DURING COVID-19

Martinspeed guide to working safely during COVID-19

This document relates to all Martinspeed *technicians and warehouse work*.

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 to 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 staff to maintain social distancing wherever possible. 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.

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.

Where social distancing cannot be maintained a practice involving side-to-side or back-to-back working is encouraged (not face-to-face).

It is encouraged that teamwork is maintained with the same people and not changed regularly; so there are 'fixed teams' per vehicle, for example. This has been called 'co-horting' in official advice.

There will be a maximum number of two technicians allowed per vehicle with any extra staff needing to arrive on site separately or via an alternative vehicle. UK Government guidance allows two people in a vehicle cab. Technicians are advised to stay in their vehicles and only exit when necessary.

Person to person contact with third parties during deliveries should be minimised.

Communication via telephone, radio or video call will be encouraged between departments (eg. packing and warehouse).

Workstations (eg. packing benches) 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 and cleaned after use.

If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene by the user. Workstations should not be face to face.

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

Common areas

Break times should be staggered to reduce the number of people in any area. Social distancing should be maintained with no one sitting next to each other (one seat apart) and ideally not face-to-face.

No one is encouraged to congregate in groups.

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.

Signage and guidance

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

Cleaning and handling

All Martinspeed premises will be cleaned and tidied. There should be no storage any personal non-essential items for longer than one day.

All staff should clean their designated vehicles and equipment frequently with surface spray and keep areas clean and free of unnecessary objects. Cleaning equipment will be provided.

Showers and lockers should be kept clean and tidy after use and social distancing achieved as much as possible.

When handling artworks and cases, please regularly wash your hands.

The PIN entry systems will be wiped regularly.

PPE and face covering

There is no strict requirement for any technician to wear PPE or face covering for COVID-19. UK Government advice is that this is unnecessary in the workplace. Anyone wearing a face covering is discouraged to do so and it is regarded as a personal choice as long as it does not affect ability to work. It does not negate the need to follow any other guidance in this document.

This does not affect any PPE being worn in order to safely complete work.

However, Martinspeed is offering face coverings to technicians who wish to do so on return to work (a FFP2 face covering) as well as the usual nitrile gloves.

If wearing an optional face covering you must:

- wash your hands before and after applying the mask
- wash hands for a minimum of twenty seconds or with hand sanitiser
- not reuse the face covering if it becomes wet or overly touched
- make sure the face covering is changed or washed regularly

It is understood that some clients may request technicians to wear masks or gloves when on site; particularly if in a private house.

Communication

Martinspeed will update staff regularly to help understand how to work and any change in requirement. 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](#)