

<b>JLSG Inns Ltd Safe System of Work</b>	<b>Working Safely During COVID-19</b>	<b>Prepared by</b>	<b>Date</b>
		<b>Shaun Gardner</b>	<b>26.06.2020</b>

This safe system of work has been developed with reference to UK Government Guidance for employers and businesses on coronavirus (COVID-19).

You must read, understand and follow the safe systems of work, standard operating procedures in place for your health, safety and welfare. Correctly use all equipment and PPE provided and cooperate with your employer on health and safety matters. You **MUST** inform your manager if you identify any equipment defects; and ensure your activities do not put yourself or others at risk.

**Hazards (potential to cause harm)**

- Contracting the coronavirus (Covid 19) whilst at work. You are at increased risk of severe illness from coronavirus if you have an underlying health condition or are pregnant, see Government guidelines for more details.

**Precautions (measures taken to reduce risk of harm)**

- Anyone who is showing COVID-19 symptoms, or is in a household where someone is showing symptoms, **MUST NOT** come to work and should self-isolate as per Government guidelines.
- Do not enter site before your designated start time, please wait in your car if you arrive early.
- Staff should work from home wherever possible
- All staff on site **MUST** attend the daily briefing
- Avoid the use of public transport and car sharing wherever possible.
- Follow the one way systems for entering, leaving or traveling around the site.
- Sanitise your hands each time you enter and leave The Sally
- Anyone who develops any COVID-19 symptoms at work should be sent home immediately.
- Objects and surfaces that are touched regularly should be sanitised / disinfected before starting work, and at regular intervals during the day as advised.
- Wash your hands more often with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, and prior to eating or handling food.
- Avoid touching your eyes, nose, and mouth.
- Cough or sneeze into a tissue, then throw the tissue in a bin and wash or sanitise your hands.
- Keep 2 metres (6ft) away from other people wherever possible. Where this is not possible we have implemented measures, which must be adhered to in order to minimise the risk and help with social distancing.
- Stay in your work area, and with your work group as much as possible, do not move into other areas unless absolutely necessary, this must be agreed with your manager.
- Follow the tag system for entering toilet facilities.
- Keep to the left and face away from anyone you pass in walkways or corridors where 2m is not possible
- Follow the staggered break times you have been given, do not leave site at break times.
- If a person requires first aid then both the first aider and the patient should wear face coverings if practicable.

**PPE** (Face masks, gloves and visors are being provided as an option for all staff).

The protection of any face masks will be severely reduced by the presence of any facial hair.

Visors provide barrier protection to the facial area and related mucous membranes (eyes, nose, and lips) and are considered an alternative to goggles.

- All PPE should be used following manufacturer’s instructions and the SOP. Masks should be disposed of if they become soiled, damaged, or hard to breathe through.
- Hand hygiene should be performed before and after removing the face mask.

<b>Name</b>	<b>Signature</b>	<b>Date</b>