

COVID-19 Response Procedures for Visiting Helyx at Brockeridge Business Park

Helyx 09-CoronavirusResources-01-0003-I-0-O VisitorProceduresAtBBP2020

02 June 2020



HM Government 

CORONAVIRUS STAY ALERT TO THE SYMPTOMS

**HIGH TEMPERATURE OR NEW CONTINUOUS COUGH
OR LOSS OF TASTE OR SMELL?**

No one in your household should leave home if any one person has symptoms.
Find out how to get a test, and how long to isolate, at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES



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1. Introduction

1.1 Background

With the relaxation of some of the guidelines regarding lockdown, staff may wish to return to working in the Helyx offices on a more regular basis. Helyx has therefore undertaken a risk assessment to inform this document to mitigate the risks if staff choose to do so. Helyx continues to encourage all staff, visitors and suppliers to work from home where possible and this is not an instruction to return to work at the office without a specific need.

This document will outline the procedures to be carried out when working at the Helyx offices in Brouckeridge Business Park (BBP) during the COVID-19 infection. We will be following guidelines issued by the [Government](#).

This document does not constitute procedures for working at customer sites, that should be covered by site procedures, however these procedures will give a good reference for best practice.

If you have a question, concern or observation about these procedures please send an email to HelyxCOVID-19ResponseTeam@helyx.co.uk.

1.2 Aim

The aim of this document is to set out the procedures to be carried by visitors at the Helyx offices in Brouckeridge Business Park, near Tewkesbury. For directions please use this [link](#).

1.3 Risk Assessment

This document has been informed by the Risk Assessment conducted on 28 May 20 at BBP. The risk assessment was carried out in accordance with the Health & Safety Executive (HSE) and government guidelines. The risk assessment will be reviewed on a regular basis and this document updated accordingly.

In developing these procedures we have used the guidance provided by the Government and HSE and we have based the procedures on the following general mitigations.

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we have considered whether that activity needs to continue for the business to operate, and if so, taken all the mitigating actions possible to reduce the risk of transmission between our staff, visitors and suppliers.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then we have assessed whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. In our assessment we have particular regard as to whether staff doing the work are especially vulnerable to COVID-19.



We are staying COVID-19 Secure in 2020

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Helyx SIS Ltd Date 28 May 20

Who to contact: HelyxCOVID-19ResponseTeam@helyx.co.uk
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

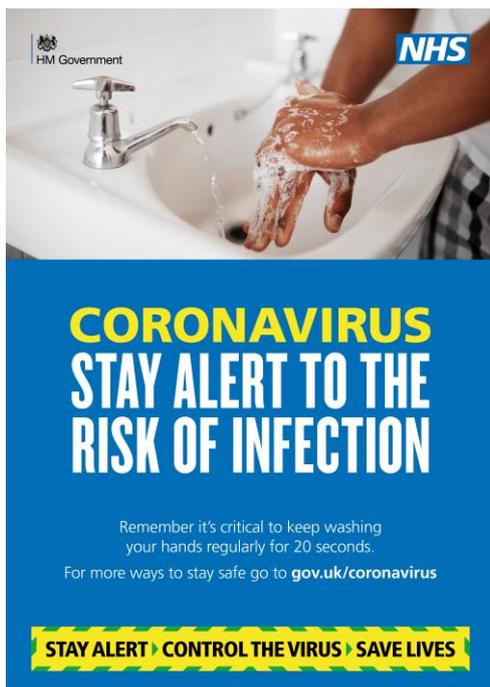


2. General Guidelines

The baseline for keeping us all safe is to rigorously maintain our social distancing and increased hygiene procedures. This is assumed for all of the procedures described in this document.

Set out below are a few reminders about the basic protocols.

2.1 Handwashing



2.2 Stopping the infection from Spreading

How to stop the infection spreading

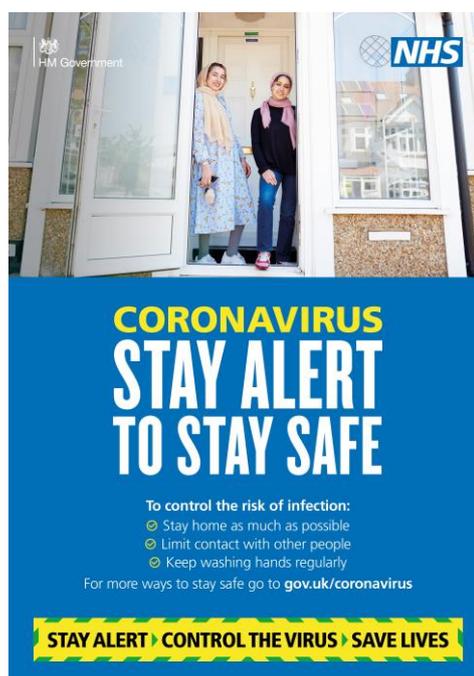
There are also other things you can do to help reduce the risk of you and other people getting ill with coronavirus.

Do

- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ wash your hands as soon as you get home
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin immediately and wash your hands afterwards
- ✓ if you can, wear something that covers your nose and mouth when it's hard to stay away from people, such as on public transport – see [staying safe outside your home on GOV.UK](https://www.gov.uk/staying-safe-outside-your-home)

Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean





3. Travel to and Arrival at BBP

3.1 Overview

When travelling to BBP it will be necessary to use private transport as there are no public transport links to the business park.

If you have any of the symptoms related to COVID-19 do not travel to BBP you must stay at home. Follow the procedure outlined [here](#). If someone in your household has symptoms of COVID-19 do not travel to site, stay at home and follow the guidance [here](#). The current COVID-19 related symptoms are:

- **High temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

HM Government NHS

CORONAVIRUS STAY ALERT TO STAY SAFE

To control the risk of infection:

- ☑ Travel by car or bicycle if possible
- ☑ Keep a safe distance from others
- ☑ Keep washing hands regularly

For more ways to stay safe go to gov.uk/coronavirus

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3.2 General

3.2.1 When travelling to and arriving at BBP please follow these guidelines:

- Work from home if you can or arrange a virtual meeting.
- Travel directly to BBP from your home, do not stop on your journey unless absolutely necessary. If you do need to stop follow the general guidelines on social distancing and hand washing.
- Do not car share with colleagues unless they are from the same household.
- When parking at BBP in a Helyx allocated space, leave a parking space between other vehicles where possible.
- If there are other people in the car park when arriving, wait until they have left the car park before leaving the vehicle. If this is not possible, ensure that social distancing is maintained.
- Visiting at Helyx is only permitted between 0930 and 1600. Please ensure that your visit is concluded and you have left site by 1600.
- When proceeding to Reception (Unit 2 Hanley Court) check that the archway in Hanley Court is clear before entering, if not wait until it is before passing through.
- Once at a building entrance ensure that, after entering the lobby you wash or sanitise your hands immediately. There will be facilities available.
- When arranging your visit or meeting your host will ask you whether:
 - You are currently self-isolating or;
 - Have any COVID-19 symptoms or;
 - If you have been in contact with anyone who has.
- If you answer to any of these questions is yes you will not be permitted to enter the site.
- Once in reception please obey all instructions from staff and guidance from the signage.
- You will not be required to physically sign in or wear a visitor badge/lanyard.
- You will be escorted at all times by a Helyx member of staff.
- If you would prefer to wear PPE, this will be available from Reception on request.
- Your host will inform you of the relevant procedures specific to your visit.
- You will be expected to adhere to the general government guidelines and those outlined here whilst on site at the Helyx offices at Brockridge Business Park.

3.3 Conference Rooms

- Make meetings virtual unless absolutely necessary. If it has to be face to face the number of attendees should be limited to the limit of the conference room being used. Your host will advise you of this limit.
- Do not move the chairs in any of the conference rooms as these have been spaced to adhere to social distancing methods. All other chairs have been stacked or moved out of the way.
- Where possible doors and windows can be left open to encourage ventilation.
- Keep desks clear. Remove all equipment, documents etc when not in use. Clear desks completely and clean area once work completed.
- If you use any of the equipment in the conference rooms clean it with the resources provided both before and after use.