

# Re-Form Heritage at Middleport Pottery

## Covid-19 Lockdown Easing Strategy



This strategy is written to guide Re-Form Heritage in a safe and sustainable route out of the Covid-19 lockdown and towards establishing a *Covid-19 Secure* environment for staff, visitors and tenants. The strategy timing will be dependent on UK Government policy and reflects the current roadmap key dates of 1st June, 15th June and 4th July 2020. A detailed action plan with responsible individuals allocated to tasks to implement this strategy and risk assessment is attached.

### OVERALL

Monitoring implementation and any reviews or amendments of this strategy will be undertaken via the Middleport Pottery Health and Safety Working Group. This Strategy and any amendments will be approved by the Re-Form Heritage Board of Trustees. Risk mitigation actions will remain flexible and will be adapted in response to the numbers of people on the Middleport Pottery site.

### Internal communication

Staff and tenants: The primary route of communicating aspects of this strategy with tenants and staff is via email from Clare Wood and/or Dave Poulosom.

Volunteers: The primary route for communicating aspects of this strategy with volunteers is via email from Clare Wood. Adele Swinney will be asked to follow up with volunteers without email.

### KEY ELEMENTS OF THIS STRATEGY

- A) A formal **risk assessment** and action plan
- B) Physical and operational changes to the site, installation of screens, repositioning of workstations, use of virtual meetings, increased working from home and access limitation to confined areas
- C) Regular and comprehensive **communication** including
  1. Clear signage placed throughout the site emphasising the key messages of
    - a) Maintain 2m **social distancing** at all times
    - b) **Handwashing** is one of the most effective methods of controlling transmission, wash hands thoroughly and regularly
  2. Briefing packs for staff and volunteers returning to work which will include this strategy document and a checklist of the key points of being *Covid-19 Secure*
  3. *Covid-19 Secure* messages reinforced in all regular staff/volunteer/tenant meetings
- D) Revised site **cleaning** procedures reviewed and agreed in writing with the external cleaning contractor
- E) *Covid-19 Secure* compliance checks

The commencement of activities that cannot be undertaken whilst observing social distancing will be kept under regular review and will not be restarted until government guidance allows or amendments to delivery can enable the activity to be undertaken safely. This may include group-led tours of Heritage Areas, learning visits, Burleigh Factory Tours, major events and some venue hire bookings.

## **INTERNAL FOCUS**

### **Ending staff furlough arrangements**

The end dates for staff furlough status will be timed to meet business requirements and will vary across the team. Return to work dates will be communicated with staff members by telephone in the first instance, and then followed up with email confirmation.

It may be necessary to review role responsibilities during the lockdown easing period, and staff may be temporarily assigned to new areas of work. Annual leave requests will be carefully managed in the lockdown lifting period and staff may be asked to be flexible in accommodating alternative dates or times of year. On return to work, staff will be allocated a workstation and will be asked to remain there as much as possible during their working hours to reduce movement of people around the site. Staff will not share workstations. Staff and volunteers will be required to use outdoor or covered areas during breaks and not to use the ground floor office or Lodge as a break/lunch space.

### **Recommencing volunteering**

During lockdown some occasional volunteering of a few hours will be arranged for specific purposes as required such as warming up the boiler, which requires two trained staff/volunteers to be on site. This will be arranged via email on an individual basis.

Once government policy allows for the full site to be reopened to the public, the volunteer team will be invited to return to their volunteering roles. It may be necessary to review role responsibilities during the lockdown easing period, and volunteers may be temporarily assigned to new areas of work including heritage area supervision. Volunteers will be informed of the content of this strategy to ensure their safety on site and will be advised about social distancing compliance. We anticipate that some volunteers will wish to extend their volunteering suspension due to caring and work responsibilities and some may decide not to return to volunteering. Where this happens, we will have individual discussions with the people involved.

### **Social distancing**

Staff and volunteers will be advised in writing of expected social distancing behaviour before returning to work. This will involve aiming to keep 2m apart from other people at all times whilst on site. Where it is absolutely not possible to maintain this distance (for example some maintenance tasks), staff, volunteers and contractors will be required to wear appropriate PPE supplied by Re-Form. The only time physical contact is permitted is for PPE equipped trained first aiders administering first aid or those responding to emergencies. Repeated failure to maintain social distancing behaviour will be considered a serious issue and may result in disciplinary action.

### **Front of house and retail support staff and volunteers**

Clear acrylic screens will be installed at the Information Desk, Tea Room and Lodge to separate staff members from the public. Screens and counter tops in public facing areas will be cleaned each morning, or more frequently if visitor numbers are high. Bleach based cleaner and a clean cloth/paper towels will be available and staff members will be asked to do an additional clean of equipment and counter areas at midday. Bleach based cleaners must not be used on any heritage assets. Alcohol based/virus effective hand sanitiser will be provided for Information Desk staff and retail support volunteers. Bleach based/virus effective cleaning materials will be provided for cleaning of Heritage Area gate fobs before and after each use. Provision of hand sanitiser in retail areas will be met in alignment with Government/HSE guidance.

### **Office based staff**

Office space has been reviewed, and workstations separated to ensure a 2m gap between each staff

member. The ground floor office will accommodate four staff members and the first-floor office will accommodate two staff members. The Duty Manager will be located in the Lodge, Visitor Experience Assistant in the Information Desk area and the Site and Maintenance Manager and Maintenance Apprentice in the workshop. Desk-based volunteers will be asked to work remotely.

Each workstation will have basic equipment (telephone, stapler, hole punch, pen/pencil/notebook) to avoid equipment sharing. Where equipment must be shared, such as laminators and printers, staff will be asked to wipe down all hard areas of the equipment after use. Radios will be labelled and issued to individuals and not shared.

Flat surfaces will be cleared and staff members will be required to maintain this approach and file away all paper at the end of each day. All non-heritage asset flat surfaces in the office will be cleaned with a bleach based cleaner each morning.

A bleach based cleaner and clean cloth/paper towels will be available in office spaces. All staff will be required to clean their own telephone and office equipment each morning and to wipe their desk area in the morning, at lunch time and when leaving the office.

### **Reporting Covid-19 symptoms**

Where a staff member, tenant or volunteer develops symptoms of Covid-19 or is contacted as part of the Government “Test and Trace” policy whilst on site, they will be required to leave the site immediately and advised to self-isolate and follow government guidance regarding “Test and Trace”. The person involved must ensure they have minimal contact with other people as they leave the site. They must contact their respective line manager / volunteer manager via telephone as soon as they can responsibly do so. After the person has left site their work station will be thoroughly cleaned. The person who develops symptoms will not be permitted to return to the Middleport Pottery site for a minimum of fourteen days and will not be permitted to return if they still have any symptoms. For staff members, their line manager will discuss possible working from home and sickness absence procedure via telephone where necessary. For staff and volunteers, their return to site must be done only with advance agreement with their line manager/volunteer manager.

Where staff members or volunteers develop symptoms of Covid-19 or are contacted as part of the Government “Test and Trace” policy whilst away from the Middleport Pottery site, they are asked to contact their line manager/volunteer manager via telephone, but not to report to site.

## **EXTERNAL FOCUS**

### **External communication**

Clear communications will be essential. The primary routes for communicating this strategy with the public will be via the Re-Form Heritage website ([www.re-form.org](http://www.re-form.org)) and via Twitter. A summary of this strategy and a related FAQ section about *Covid-19 Secure* procedures will be made clearly accessible on the website. These communication channels will be managed by Clare Wood and/or Sarah Nadin. Updates from these primary channels will then be referenced via secondary communication channels of Facebook, Instagram, telephone answering machine and email signatures where necessary.

Communication on site will be achieved with signs clearly indicating guidance and additional measures in place. These will be designed in the Re-Form Heritage branding and produced in Correx to ensure longevity.

Media enquiries related to Covid-19 must be directed to Clare Wood and/or Sarah Nadin. No media responses shall be given without prior agreement with Clare Wood and/or Sarah Nadin.

### **Audience development**

It is likely that visitors will be reluctant to return to leisure venues in the same numbers that they did pre-lockdown. Firstly, this will be addressed through measures to reassure visitors that *Covid-19 Secure* procedures are in place to ensure a safe visit. This will comprise careful messaging on the website and via social media, clear and highly visible signs on site and participation in the lockdown lifting charter mark that is being proposed for tourism venues.

Highly visible marketing, combined with visiting incentives, will be important. This may include local radio advertising, liberal use of Heritage Trail vouchers including door drops in key areas and targeted messaging for coach/group travel organisers. Communications focused staff and volunteers will be brought back to work early to plan and implement this activity.

Restrictions on large gatherings are likely to remain in place beyond the lifting of restrictions on non-essential retail. Management of group bookings will be subject to a separate *Covid-19 Secure* risk assessment process. Group bookings on the Middleport Pottery site are currently suspended until 1 November 2020. This date will be kept under review. Aligned with lifting of restrictions, similar focus will be required to rebuild venue hire bookings, with the probable use of incentives to secure bookings. This might include a campaign to offer an incentivised 'celebration package' for families and groups that have been unable to mark a celebration in person during the lockdown. This, however, is highly dependent upon government guidance around group gatherings and may require a re-evaluation of room capacities which will impact the events that can be accommodated.

### **Phased lockdown easing**

As non-essential retailing is permitted to reopen before museums/leisure attractions and cafes/bars, we will liaise with tenants to manage a phased opening of the site. Depending on the motivation of tenants we will aim to open part of the site to enable access to the Factory Shop, Middleport Studio units and Clay College Gallery, whilst keeping other areas closed. This will be done in close discussion with tenants and may initially involve opening on a limited number of days per week. Tenants will need to demonstrate appropriate *Covid-19 Secure* readiness (risk assessment/strategy) to Re-Form Heritage prior to being permitted to open. Tenants have been advised that it will take at least two days to remobilise.

In the event that non-essential retailing and the Middleport Heritage attraction is permitted to reopen from 15<sup>th</sup> June providing social distancing is maintained it is likely that we will choose to keep the heritage areas closed for a further month until the start of the summer holiday period on 20<sup>th</sup> July and then open only for five days per week. This would be done on the grounds of ensuring staff safety and the cost benefit of opening to a potential limited audience. In this scenario a small number of staff will be unfurloughed. The Covid-19 Job Retention Scheme has been extended until October with indications that the scheme will now allow for part time furloughing; when details are available, we will look to ensure that staff are unfurloughed when the cost benefit analysis indicates a neutral or net benefit position.

### **Social distancing responsibilities**

Responsible management of social distancing will be important to encouraging people to return to the Middleport Pottery site. Re-Form Heritage will enforce responsible social distancing management in communal areas and Heritage Trail areas. Tenants will be individually responsible for enforcing safe social distancing procedures in tenanted spaces.

Social distancing guidance will be to aim to keep at least a 2m distance between you/your party and any other people on site and to go through all doorways in single file. This will be communicated on posters displayed throughout the site.

Parents and carers of children and vulnerable adults will be responsible for ensuring that children and vulnerable adults on site understand and abide by *Covid-19 Secure* guidance.

**Seating adjustments**

Seating adjustments will be made throughout the site (both indoors and outside) to prevent individuals or groups from getting too close to each other.

**Tea Room**

The Tea Room will have a clear acrylic screen installed to separate staff from customers when ordering. Enhanced cleaning procedures will be discussed and agreed with Totally Delicious in advance of any easing of lockdown on site.

In discussion with Totally Delicious, the Tea Room will be rearranged to allow a one-way ordering/queuing system to be implemented. Additional covered areas outside will be considered using the Re-Form Heritage gazebos and additional signage to direct Tea Room visitors to alternative seating.

The use of disposable crockery will be considered to reduce the need for contact between Totally Delicious staff and customers. Visitors bringing picnics/their own food onto site will be controlled, as per normal visiting practice.

**Payments**

Re-Form will temporarily stop cash payments to reduce risk to Visitor Experience Assistant staff members and reduce cash handling risks.

**Reporting Covid-19 symptoms**

Where a visitor develops symptoms of Covid-19 whilst on site, they will be supported to leave the site in a timely manner and advised to self-isolate and follow government guidance regarding treatment and reporting. The person involved must ensure they have minimal contact with other people as they leave the site.

# Re-Form Heritage at Middleport Pottery

## Covid-19 Lockdown Easing Strategy



Action plan for establishing a <i>Covid-19 Secure</i> site under sequential scenarios				
	Scenario	Action	Lead	status
1. retail only open 2. retail and heritage open with restrictions on "group gatherings" 3. large group gathering allowed (to be managed via separate Covid-19 Secure group activities risk assessment)				
1		Share Re-Form Heritage at Middleport Pottery Covid-19 Lockdown Easing Strategy with the Middleport Pottery Health and Safety Working Group. Agree that monitoring, implementation and any reviews or amendments of this strategy will be undertaken through them.	CW	First assessment completed. Monitoring ongoing.
2		Share Re-Form Heritage at Middleport Pottery Covid-19 Lockdown Easing Strategy with Trustees	CW/DP	Completed
3		Develop and implement <i>Covid-19 Secure</i> compliance checks procedures, with relevant staff briefings	DP	
4	1	Share Re-Form strategy and risk assessment template with tenants	DP	
5	1	Review with retail tenants (inc B&L) the cost benefit of opening retail only for 0-5 days a week and agree opening dates.	CW	Started
6	1	Review tenants (inc B&L) risk assessment templates or equivalent and number limitations in demise before allowing retail opening	DP	
7	1	Layout 2m distance markers in queue areas (not floor marking) and install "this is 2m" indicators	DMB	
8	1	Secure supplies of PPE for first aiders, maintenance staff and staff using public transport	DP	Started
9		Secure separate office supplies and radios for office-based staff	CW	
10	1	Design, procure and fix signs clearly advising all site users of Covid-19 management requirements on site,	CW/DMB	
11	1	Install info signage encouraging staff, volunteer, tenant and contractor hand washing and ensure adequate hand washing facilities	CW/DMB	
12	1	Develop <i>Covid-19 Secure</i> messaging on the website and via social media combined with visiting incentives (to cover guidelines, contactless card payments only, future event formats). Add summary of the Lockdown Easing Strategy and a FAQ section regarding Covid-19 procedures to website.	CW/SN	
13	1	Seating adjustments made throughout the site (both indoors and outside) to discourage individuals or groups from getting too close to each other, including possible use of gazebos.	DMB	
14	1	Information Desk, Tea Room and Lodge will have a clear acrylic screen installed to separate staff from customers.	DMB	Started
15	2	Signage to restrict access for public from stairwell entrance to Tea Room / Create one-way route to Tea Room counter and create signs to direct public	CW/DMB	
16	1	Agree with Totally Delicious unlocking strategy under the 3 likely to be sequential scenarios 1. retail only open 2. retail and heritage open with restrictions on "group gatherings" 3. large group gathering allowed	CW/DP	Started

17	1	The use of disposable crockery will be considered to reduce the need for contact between Totally Delicious staff and customers.	CW/ Totally Delicious	
18	2	Carry out re-evaluation of heritage areas <i>Covid-19 Secure</i> capacities and develop procedures to ensure compliance, e.g. do not touch signs	DP/SN	
19	2	Implement "work from home" policy for vulnerable staff, staff who have someone shielding in their home or by rota if business need allows	CW/DP	
20	2	Purchase alcohol based/virus effective hand sanitiser for Information Desk staff and retail support volunteers	DP	
21		Maintain full supplies of soap, paper towels and tissues throughout site	DMB/Duty Manager	
22	2	Design and implement new cleaning regime for cleaning contractor	CW/DP	
23	2	Secure supplies of office cleaning materials (one bottle and cloth for each workstation)	DP	
24	2	Office space will be reviewed, and workstations separated to ensure a 2m gap between each staff member ideally back to back.	CW	Complete
25	2	Review if additional kitchenette facility needs to be created	CW	
26	2	Re-Form will temporarily stop cash payments to reduce risk to Visitor Experience Assistant staff members and reduce cash handling risks.	DP	
27		Create staff working from home rota	DP/CW	
28	2	Undertake "Keeping Covid-19 Secure" briefing for staff and issue checklist for staff  <i>Keep Covid-19 Secure</i>  a. Thoroughly clean your workstation every day (including your telephone and hand-held equipment) b. Keep all workstation surfaces clear of paperwork/clutter to allow effective cleaning c. Always maintain 2m SD d. Wash hands on arrival and frequently. It's the best infection prevention. e. Make 365 Teams video the first choice for all meetings f. Don't eat at your workstation g. Use outside areas for breaks whenever possible h. If you are symptomatic go home phone 119 and "self-isolate" for 14 days. Ring your line manager at first opportunity.	CW/DP	
29	1	Review first aiders and implement any temporary suspension of duties where necessary.	DP	

30	2	<p>Undertake "Keeping Covid-19 Secure" briefing for first aiders</p> <p>Keep Covid-19 Secure</p> <ul style="list-style-type: none"> <li>a. Use provided PPE</li> <li>b. If first aid can be effectively administered with 2m SD, do this as first preference.</li> <li>c. Ensure others (non-first aiders or those without PPE) keep to 2m SD</li> <li>d. Wash hands, face and any other exposed skin after administering first aid</li> </ul>	DP/CW	
31	2	Implement Heritage Area supervision into volunteering rota	DP/VEA	
32	2	<p>Undertake "Keeping Covid-19 Secure" briefing for volunteers re. checklist and heritage area supervision requirements and issue checklist for volunteers</p> <p>Keep Covid-19 Secure</p> <ul style="list-style-type: none"> <li>e. Always maintain 2m SD</li> <li>f. Ensure any groups engaged with are 5 people or fewer</li> <li>g. Wash hands frequently. It's the best infection prevention</li> <li>h. Don't eat at your volunteering station</li> <li>i. Use outside areas for breaks whenever possible</li> <li>j. If you are symptomatic go home phone 119 and "self-isolate" for 14 days. Ring the Information Desk at first opportunity.</li> <li>k. Call a first aider immediately for any first aid incident. Do not try to assist, breaching the 2m SD, unless an emergency.</li> </ul>	CW/DP	
33		Temporarily disengage any interactive elements of heritage areas – telephones in Victorian Offices and tablet interactives on first floor.	CW/DMB	
34	2	Maximum safe occupancy levels will be decided for all rooms and a sign placed on the entrance to the room. Compliance checks by staff will ensure that these numbers are not exceeded.	DP	



**Risk assessment template**

**Company name: Re-Form Heritage**

**Assessment carried out by: Dave Poulson, Reviewed by Clare Wood**

**Date of next review: 12<sup>th</sup> June 2020**

**Date assessment was carried out: 12<sup>th</sup> May 2020**

- ✗ identify what work activity or situations might cause transmission of the virus;
- ✗ think about who could be at risk;
- ✗ decide how likely it is that someone could be exposed;
- ✗ act to remove the activity or situation, or if this isn't possible, control the risk.

what work activity or situations might cause transmission of the virus	Who might be harmed and how?	how likely it is that someone could be exposed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Visiting public direct transmission</b>	Visitor Experience Assistants (VEA)	High	<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Polycarbonate screening</li> <li>3. Contactless card only transactions</li> </ol>	Compliance checks	Dave Poulson (DP) / Clare Wood (CW)	By site reopening	
	Duty Managers (DM)	Medium	<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Polycarbonate screening in Lodge area</li> <li>3. Maintaining 2m social distancing (SD)</li> </ol>	Compliance checks	DP/CW	By site reopening	
	Volunteers	High	<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Maintaining 2m social distancing (SD)</li> <li>3. Restrictions on engaging with groups of visitors no greater than 5.</li> </ol>	Compliance checks	DP/CW	By site reopening	

what work activity or situations might cause transmission of the virus	Who might be harmed and how?	how likely it is that someone could be exposed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Visiting public direct transmission (cont.)</b>	Office staff	Low	<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Maintaining 2m SD</li> </ol>	Compliance checks	DP/CW	By site reopening	
	Site and Maintenance Manager / Maintenance Apprentice and all Re-Form Heritage contractors	Medium	<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Maintaining 2m SD</li> <li>3. Wearing appropriate PPE if maintenance task requires limited contact closer than 2m</li> <li>4. Require thorough washing of hands, face and any other exposed skin after close contact working.</li> </ol>	Compliance checks	DP/CW	By site reopening	
	Tenants	High	<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Maintaining 2m SD</li> <li>3. Requirement for tenants to provide evidence of appropriate <i>Covid-19 Secure</i> planning and infection risk mitigation strategies to be shown to Re-Form Heritage</li> <li>4. Limiting numbers in demise</li> </ol>	Compliance checks	DP/CW	By site reopening	

what work activity or situations might cause transmission of the virus	Who might be harmed and how?	how likely it is that someone could be exposed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Visiting public direct transmission (cont.)</b>	First aiders (Re-Form Heritage)	High	<ol style="list-style-type: none"> <li>1. Review qualified first aiders and temporarily suspend first aid duties for any vulnerable staff or staff who have someone shielding in their home.</li> <li>2. Provide appropriate PPE</li> <li>3. Advise first aiders to maintain 2m SD if first aid can be administered safely and appropriately in this context.</li> <li>4. Require first aider to thoroughly wash hands, face and any other exposed skin after administering first aid.</li> </ol>	<ol style="list-style-type: none"> <li>1. Compliance checks</li> </ol>	DP/CW	By site reopening	
	Other visitors		<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Limiting numbers in confined areas</li> <li>3. 2m distance markers in queue areas</li> <li>4. Maintaining 2m SD</li> </ol>	<ol style="list-style-type: none"> <li>1. Compliance checks</li> <li>2. Restrictions on group sizes in line with government guidance on hospitality and leisure</li> </ol>	All/CW	By site reopening	

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<p><b>Visiting public, contractors, staff, volunteers and tenants indirect transmission (contamination of surfaces)</b></p>	<p>All staff, volunteers, tenants, contractors and other visitors.</p>	<p>High</p>	<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Reduced sharing of equipment</li> <li>3. Introduce policy of staff cleaning workstations daily / Adequate cleaning materials provided</li> <li>4. Request for site users to undertake regular handwashing / Adequate handwashing facilities</li> <li>5. Requirement for tenants to provide evidence of appropriate <i>Covid-19 Secure</i> planning and infection risk mitigation strategies to be shown to Re-Form Heritage</li> <li>6. Increased cleaning regime of hard surfaces (where there is no risk of heritage asset damage) based on contact levels in public areas.</li> <li>7. Installation of 'Do not touch' notices and supervision in heritage areas.</li> </ol>	<ol style="list-style-type: none"> <li>1. Compliance checks</li> <li>2. Enhanced cleaning procedure</li> </ol>	<p>CW/DP</p>	<p>By site reopening</p>	

what work activity or situations might cause transmission of the virus	Who might be harmed and how?	how likely it is that someone could be exposed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Staff, volunteers, and tenants direct transmission</b></p>	<p>All staff, volunteers, tenants, and visitors</p>		<ol style="list-style-type: none"> <li>1. Signs advising all site users of Covid-19 management requirements on site</li> <li>2. Enforce Government “self-isolate if symptomatic” guidance</li> <li>3. Implement “work from home” policy for vulnerable staff, staff who have someone shielding in their home or if business need allows</li> <li>4. Install Polycarbonate screening in reception, Tea Room and Lodge</li> <li>5. Maintaining 2m SD</li> <li>6. Prohibit entry or restrict numbers in confined spaces</li> <li>7. Use MS Teams video conferencing as first choice for all meetings</li> <li>8. Enforce no eating at workstation policy</li> <li>9. Encourage using outside areas for breaks</li> <li>10. Ensure workstations are appropriately spaced &gt;2m, ideally back to back</li> <li>11. Requirement for tenants to provide evidence of appropriate <i>Covid-19 Secure</i> planning and infection risk mitigation strategies to be shown to Re-Form Heritage4. Prohibit volunteers from entering Lodge area</li> </ol>	<ol style="list-style-type: none"> <li>1. Compliance checks</li> <li>2. Regular comms on risks</li> <li>3. Monitor staff, volunteers and tenants for symptoms</li> </ol>	<p>DP/CW</p>	<p>By site reopening</p>	

what work activity or situations might cause transmission of the virus	Who might be harmed and how?	how likely it is that someone could be exposed	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Direct or indirect transmission on travel to/from work</b>	All staff and volunteers	Low, (most staff have own transport)	<ol style="list-style-type: none"> <li>1. Implement "work from home" policy for vulnerable staff, staff who have someone shielding in their home or if business need allows</li> <li>2. Support staff to avoid public transport wherever possible</li> <li>3. Provide PPE for staff who have no option other than public transport to ensure that wearer does not infect others.</li> <li>4. Request all staff and volunteers to wash their hands on arrival on site</li> </ol>	Compliance checks	DP/CW	By site reopening	

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)