

## 5 Key Steps for Business – Anchor Group Services

The Government have released practical steps for businesses focused on 5 key points, which should be implemented as soon as it is practical. These steps including their application at Anchor Group Services are summarised below:

### 1. Work from home, if you can

The guidance states: *'All reasonable steps should be taken by employers to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work.'*

Due to the nature of our frontline services we are unable to implement working from home procedures so staff should go to work as normal.

### 2. Carry out a COVID-19 risk assessment, in consultation with workers

The guidance states: *'This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we expect all businesses with over 50 employees to do so.'*

All contract locations should already have a COVID-19 risk assessment, if this is not in place it will need to be in place before services can resume. There are templates available on risk assessor (<https://www.riskassessor.net/departments/getDepartmentData/23552>). As a business we are working on a COVID-19 page on our website, this page will be a hub of resources for you and our customers.

### 3. Maintain 2 metres social distancing, wherever possible

The guidance states: *'Employers should re-design workspaces to maintain 2 metre distances between people by staggering start times, creating one way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms.'*

As most of our work is carried out on client premises, we need to work in close partnership with our clients to ensure that social distancing measures have been implemented. We have a range of products available to our clients to assist with implementing procedures if required.

### 4. Where people cannot be 2 metres apart, manage transmission risk

The guidance states: *'Employers should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring colleagues are facing away from each other.'*

Our risk assessments should identify any areas where social distancing cannot be implemented. Recommendations for PPE or alternative measures should be made within assessments. Where reasonably possible we must supply anything we identify as a requirement for an employee to safely carry out their duties. Careful consideration should be given to all recommendations you make to ensure that a job can still be undertaken, and the recommended item can be sourced, supplied and maintained.

### 5. Reinforcing cleaning processes

The guidance states: *'Workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points.'*

This is another key area that we need to work in close partnership with our clients to achieve. We should make recommendations on how we can vary the scope of their cleaning services to meet their COVID Secure objectives. Our range of products will also assist them in this area.

Once all of the above steps have been taken A Staying COVID-19 Secure poster must be issued to the location.

### Associated Documentation:

- AGS-HL-PR 003 COVID Secure Poster
- Location / Industry Specific Working Safely During Coronavirus Guidance  
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

### Acknowledgement:

I have read and understood the contents of this document.

Anything I did not understand has been explained to me to my satisfaction.

Print Name:	Signed:	Date: