



# CORONAVIRUS (COVID-19) POLICY & PROCEDURES

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## INTRODUCTION

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This Policy & Procedures will assist Redlynch Leisure Installations Ltd and their staff in staying open safely during coronavirus (COVID-19).

During this time of unprecedented disruption, the UK Government is not asking all businesses to shut – indeed it is important for business to carry on. Only some non-essential shops and public venues have been asked to close.

In order that Redlynch Leisure Installations Ltd can remain open for business safely, and so play our part in preventing the spread of the virus, employees shall be encouraged to work from home unless it is impossible for them to do so.

This Policy & Procedures sets out advice for Redlynch Leisure Installations Ltd to follow to protect our workforce and customers, whilst continuing to trade. It includes social distancing, hygiene, cleanliness, staff sickness advice and staying at home.

## 1. WHAT YOU NEED TO KNOW

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Redlynch Leisure Installations Ltd shall make every possible effort to enable working from home as a first option. Where working from home is not possible, Redlynch Leisure Installations Ltd shall make every effort to comply with the social distancing guidelines set out by the government.

Members of staff who are vulnerable or extremely vulnerable, as well as individuals whom they live with, shall be supported as they follow the recommendations on social distancing and shielding respectively.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, Redlynch Leisure Installations Ltd shall consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Staff who are unwell with symptoms of coronavirus (COVID-19) should not travel to or attend the workplace.

Staff may be feeling anxious about coming to work and also about impacts on livelihood. Redlynch Leisure Installations Ltd shall ensure staff are fully briefed and appropriately supported at this time.

Any member of staff who develops symptoms of coronavirus (COVID-19) (a new, continuous cough and/or a high temperature) shall be sent home and should stay at home for 7 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance.

Redlynch Leisure Installations Ltd shall support employees to adhere to the recommendation to stay at home to reduce the spread of coronavirus (COVID-19) to others.

Employees shall be reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues.

Redlynch Leisure Installations Ltd shall frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.

Those who follow advice to stay at home will be eligible for statutory sick pay (SSP) from the first day of their absence from work.

Redlynch Leisure Installations Ltd shall use discretion concerning the need for medical evidence for certification for employees who are unwell.

If evidence is required by Redlynch Leisure Installations Ltd, those with symptoms of coronavirus (COVID-19) can get an isolation note from NHS 111 online, and those who live with someone that has symptoms can get a note from the NHS website.

## **2. SYMPTOMS**

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The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a 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)

To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have these symptoms. Stay at home.

## **3. GOOD PRACTICE FOR EMPLOYERS**

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Redlynch Leisure Installations Ltd shall:

- keep everyone updated on actions being taken to reduce risks of exposure to coronavirus (COVID-19) in the workplace;
- ensure employees who are in a vulnerable group are strongly advised to follow social distancing guidance;
- ensure employees who are in an extremely vulnerable group and should be shielded are supported to stay at home;
- make sure everyone's contact numbers and emergency contact details are up to date;
- make sure managers and supervisors know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action;
- make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them.

## **4. SOCIAL DISTANCING IN THE WORKPLACE - PRINCIPLES**

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Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19). Redlynch Leisure Installations Ltd shall encourage employees to work at home, wherever possible.

If you cannot work from home then you can still travel to work. This is consistent with the Chief Medical Officer for England's advice.

The advice on social distancing measures applies to everyone and should be followed wherever possible.

Redlynch Leisure Installations Ltd workplaces need to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres (3 steps) between individuals wherever possible. This advice applies both to inside the workplace, and to where staff may need to interact with customers.

Staff shall be reminded to wash their hands regularly using soap and water for 20 seconds and particularly after blowing their nose, sneezing or coughing. Where facilities to wash hands are not available, hand sanitiser should be used.

Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.

Redlynch Leisure Installations Ltd shall:

- make regular announcements to remind staff and/or customers to follow social distancing advice and wash their hands regularly;
- encourage the use of digital and remote transfers of material where possible rather than paper format, such as using e-forms, emails and e-banking;
- provide additional pop-up handwashing stations or facilities if possible, providing soap, water, hand sanitiser and tissues and encourage staff to use them;
- where it is possible to remain 2 metres apart, use floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form);
- where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible;
- where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible;
- as much as possible, keep teams of workers together (cohorting), and keep teams as small as possible.

Additionally, for customer-facing, Redlynch Leisure Installations Ltd shall:

- use signage to direct movement into lanes, if feasible, while maintaining a 2 metre distance;
- regulate entry so that the premises do not become overcrowded;
- use additional signage to ask customers not to enter the premises if they have symptoms;
- if feasible, place plexiglass barriers at points of regular interaction as an additional element of protection for workers and customers (where customers might touch or lean against these, ensure they are cleaned and disinfected as often as is feasible in line with standard cleaning procedures).

## **5. SHIFT-WORKING AND STAGGERING PROCESSES**

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Where it is not possible for work to be completed at home, Redlynch Leisure Installations Ltd shall consider shift working or the staggering of processes which would enable staff to continue to operate both effectively and where possible at a safe distance (more than 2 metres) from one another. Staggering on-premises hours can also reduce public transport use during peak periods and provide benefit to employees and the wider public effort.

Practically, Redlynch Leisure Installations Ltd shall consider:

- splitting staff into teams with alternate days working from home, or splitting across a day and night shift;
- as far as possible, where staff are split into teams, fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals;
- spreading out standard processes, so that only one team needs to be on the premises to complete a task at a given time;
- where it is possible to remain 2 metres apart, using signage such as floor markings to facilitate compliance, particularly in the most crowded areas. This includes entry points to buildings, toilets and communal break areas where queues may form.

Additionally, for working on shift patterns, Redlynch Leisure Installations Ltd shall:

- ensure that the social distancing measures are effectively communicated to all staff;
- ensure frequent cleaning and disinfecting of objects and surfaces that are touched regularly, using standard cleaning products and particularly at the end and beginning of shifts.

## **6. STAFF CANTEENS AND REST AREAS**

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Where possible, staff shall be encouraged to bring their own food, and staff canteens and distributors shall move to takeaway.

Where there are no practical alternatives, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing. The following principles shall be applied:

- canteen staff who are unwell should not be at work;
- canteen staff should wash their hands often with soap and water for at least 20 seconds before and after handling food;
- staff should be reminded to wash their hands regularly using soap and water for 20 seconds and before and after eating. If possible, increase the number of hand washing stations available;
- a distance of 2 metres should be maintained between users, wherever possible;
- staff can continue to use rest areas if they apply the same social distancing measures;
- notices promoting hand hygiene and social distancing shall be placed visibly in these areas;
- frequently clean and disinfect surfaces that are touched regularly, using standard cleaning products;
- consider extending and staggering meal times to avoid crowding.

## **7. STAYING AT HOME IF YOU, OR SOMEONE IN YOUR HOUSEHOLD, HAS SYMPTOMS OF CORONAVIRUS (COVID-19) ON SITE**

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If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they shall be advised to follow the stay at home guidance for households with possible coronavirus (COVID-19) infection. If these symptoms develop whilst at work they shall be sent home, they should return home quickly and directly. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection.

It is not necessary to close the business or workplace or send any staff home, unless government policy changes. Redlynch Leisure Installations Ltd shall keep monitoring the government response page for the latest details.

If an employee needs clinical advice, they should go to NHS 111 online, or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance.

## **8. SICK PAY**

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Those who follow advice to stay at home and who cannot work as a result will be eligible for statutory sick pay (SSP), even if they are not themselves sick.

Redlynch Leisure Installations Ltd shall use discretion and respect the medical need to self-isolate in making decisions about sick pay.

Anyone not eligible to receive sick pay, is able to claim Universal Credit and/or contributory Employment and Support Allowance.

For those on a low income and already claiming Universal Credit, it is designed to automatically adjust depending on people's earnings or other income. However, if someone needs money urgently they can apply for an advance through the journal in their Universal Credit account.

## **9. CERTIFYING ABSENCE FROM WORK**

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By law, medical evidence is not required for the first 7 days of sickness. After 7 days, Redlynch Leisure Installations Ltd may use their discretion around the need for medical evidence if an employee is staying at home.

Redlynch Leisure Installations Ltd shall use their discretion around the need for medical evidence for a period of absence where an employee is advised to stay at home either as they are unwell themselves, or live with someone who is, in accordance with the public health advice issued by the government.

## **10. WHAT TO DO IF AN EMPLOYEE NEEDS TIME OFF WORK TO LOOK AFTER SOMEONE**

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Employees are entitled to time off work to help someone who depends on them (a 'dependant') in an unexpected event or emergency. This would apply to situations related to coronavirus (COVID-19). For example:

- if they have children they need to look after or arrange childcare for because their school has closed;
- to help their child or another dependant if they're sick, or need to go into isolation or hospital.

There's no statutory right to pay for this time off, but Redlynch Leisure Installations Ltd might offer pay depending on the contract or workplace policy.

## **11. LIMITING SPREAD OF CORONAVIRUS (COVID-19) IN BUSINESS AND WORKPLACES**

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Redlynch Leisure Installations Ltd shall help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice by way of posters, leaflets and other materials.

Employees and customers shall be reminded to wash their hands for 20 seconds more frequently than normal.

Redlynch Leisure Installations Ltd shall frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.

## **12. USE OF FACE MASKS IN THE COMMUNITY**

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There is very little evidence of widespread benefit from the use of face masks outside of the clinical or care settings, where they play a very important role. To be effective, face masks must be worn correctly, changed frequently, removed properly, disposed of safely and used in combination with good universal hygiene behaviour.

Research shows that compliance with these recommended behaviours reduces over time when wearing face masks for prolonged periods, such as in the community. Therefore, PHE does not advise masks in public places and for those working in supermarkets, waste collection, schools and similar settings.

In accordance with PHE recommendations, Redlynch Leisure Installations Ltd shall ensure that:

- spaces in the workplace are optimised to allow social distancing to occur, wherever possible;
- signs are visible in the workplace reminding employees not to attend work if they have a fever or cough and to avoid touching their eyes, nose and mouth with unwashed hands;
- employees are provided with hand sanitiser for frequent use and regular breaks to allow them to wash their hands for 20 seconds.

The UK does not currently advise use of face masks outside of care settings, in line with PPE guidance.

PHE will continually review guidance in line with emerging evidence and World Health Organization (WHO) guidance, and update our guidance whenever new evidence suggests that we should do so.

## **13. MOVING GOODS**

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The World Health Organization (WHO) advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a physical package is also very low.

## 14. CLEANING AND WASTE DISPOSAL

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COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes. It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19).

Fortunately, normal cleaning methods do kill this virus. Cleaners play an important role in keeping people in buildings protected, and are on the frontline in the battle against coronavirus (COVID-19) to keep staff, customers, and particularly the most vulnerable safe.

### **General**

Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.

Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.

Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used. Pay particular attention to frequently touched areas and surfaces, such as washrooms, grab-rails in corridors and stairwells and door handles.

If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.

Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

### **Personal Protective Equipment (PPE)**

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have stayed or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Cleaners should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks needs to be equivalent to that in healthcare environments.

### **Cleaning and Disinfection**

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids;
- all potentially contaminated high-contact areas such as washrooms, door handles, telephones, grab-rails in corridors and stairwells.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants



- if an alternative disinfectant is used, this should be checked and ensure that it is effective against enveloped viruses.

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### **Laundry**

Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

### **Waste**

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full.

The plastic bag should then be placed in a second bin bag and tied.

It should be put in a suitable and secure place and marked for storage until the individual’s test results are known.

Waste should be stored safely and kept away from children. You should not put the waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put in with the normal waste.

If the individual tests positive, then store it for at least 72 hours and put in with the normal waste .

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

### **How to minimise exposure through enhanced workplace hygiene:**

<b>Examples</b>	<b>Measures</b>	<b>Caution/care points</b>
<b>Workstation</b> Desks, tables, computers (screen/keyboard/mouse) Telephones, work tools and other regularly handled tools/equipment/machinery controls/panels Window openers, blinds	To be wiped with disinfectant regularly	Equipment usage by others (shared or multi-use)  Appropriate disinfectant - type, application, inhalation/contact health risks Availability/stock of suitable disinfectant –Substitution could lead to increased harm

Examples (Cont..)	Measures	Caution/care points
<b>Transitory areas</b> Corridors, stairs, escalators, lifts	As above	As above
<b>Communal areas</b> Rest rooms, canteens, meeting rooms, prayer rooms	As above	Canteens – food hygiene & handling rules apply.  Use disposable plates & cutlery
<b>Shared facilities</b> Small business, shared buildings	Agree collective arrangements/preventative measures	Cohesive effort & maintained vigilance to change
<b>General (internal) Workplace</b> Air conditioning Air circulation/movement Ventilation	Check filter efficiency /effectiveness	Avoid use of re-circulated air, closed units

## 15. HANDLING POST OR PACKAGES

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Staff should continue to follow existing risk assessments and safe systems of working; there are no additional precautions needed for handling post or packages.

## 16. FOOD SAFETY

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It is very unlikely that you can catch coronavirus from food.

COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging.

Any food handler who is unwell should not be at work. If they have symptoms, they should follow government advice and stay at home.

Although it is very unlikely that coronavirus is transmitted through food, as a matter of good hygiene practice anyone handling food should wash their hands often with soap and water for at least 20 seconds. This should be done as a matter of routine, before and after handling food, and especially after being in a public place, blowing their nose, coughing, or sneezing.

Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.

## 17. PROTECT HOME WORKERS

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As an employer, Redlynch Leisure Installations Ltd has the same health and safety responsibilities for home workers as for any other workers.

When someone is working from home, permanently or temporarily, as an employer we shall consider:

- How we will keep in touch with them;
- What work activity will they be doing (and for how long);
- Can it be done safely?
- Do we need to put control measures in place to protect them?

### **Lone working without supervision**

There will always be greater risks for lone workers with no direct supervision or anyone to help them if things go wrong.

Redlynch Leisure Installations Ltd shall keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe.

If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect stress levels and mental health.

### **Working with display screen equipment**

For those people who are working at home on a long-term basis, the risks associated with using display screen equipment (DSE) must be controlled. This includes doing home workstation assessments.

However, there is no increased risk from DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments.

Redlynch Leisure Installations Ltd may provide workers with advice on completing their own basic assessment at home.

There are some simple steps workers can take to reduce the risks from display screen work:

- breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity
- avoiding awkward, static postures by regularly changing position
- getting up and moving or doing stretching exercises
- avoiding eye fatigue by changing focus or blinking from time to time

### **Specialised DSE equipment needs**

Redlynch Leisure Installations Ltd shall try to meet those needs where possible.

For some equipment (eg keyboards, mouse, riser) this could mean allowing workers to take this equipment home.

For other larger items (eg ergonomic chairs, height-adjustable desks) Redlynch Leisure Installations Ltd shall encourage workers to try other ways of creating a comfortable working environment (eg supporting cushions).

### **Stress and mental health**

Home working can cause work-related stress and affect people's mental health.

Being away from managers and colleagues could make it difficult to get proper support.

Redlynch Leisure Installations Ltd shall keep in touch.

Redlynch Leisure Installations Ltd shall put procedures in place so we can keep in direct contact with home workers so we can recognise signs of stress as early as possible.

Redlynch Leisure Installations Ltd shall have an emergency point of contact and shall share this so people know how to get help if they need it.

## **18. CARRYING OUT THOROUGH EXAMINATION AND TESTING OF LIFTING AND PRESSURE EQUIPMENT DURING THE CORONAVIRUS OUTBREAK**

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HSE recognises the potential challenges when carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (Covid-19).

The law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR) remain in place.

The following advice is to help dutyholders (Redlynch Leisure Installations Ltd) ensure that their work plant and equipment remain safe to use. It helps to guide decision making to see if TE&T requirements can still be met.

### **Maintaining your thorough examination and testing scheme**

Ensure social distancing measures in the workplace aren't perceived to be a barrier to carrying out TE&T – Redlynch Leisure Installations Ltd and inspection bodies shall cooperate to ensure access to plant and equipment for TE&T continues to schedule.

For businesses that are currently closed, ie they have either elected or been required to do so to meet COVID-19 related government advice or restrictions, we should still give access to visiting inspectors to undertake thorough examinations.

There may be occasions where inspectors are not available to meet the demands of industry and this may lead to difficulties for some businesses fulfilling their obligations for TE&T. Inspectors are supporting GB industry to maintain operations and viability and may have to prioritise critical industries and the protection of equipment aiding vulnerable persons.

If we experience problems in undertaking scheduled thorough examinations as we can't access inspection services, we shall adopt a risk based process to determine whether there are steps we can take to safely continue to use equipment (that has not had its scheduled TE&T) or decide to stop using the equipment.

The overarching legal obligation remains, ie ensure that equipment is safe to use .

### **HSE's enforcement approach during the period of the outbreak**

HSE will adopt a pragmatic and proportionate approach towards enforcement action for non-compliance with statutory requirements which are directly attributable to the coronavirus (Covid-19) outbreak.

The usual enforcement response will be to take no action if the only failing is that TE&T is not carried out by the required date.

Equipment should only be used outside of its test regime if we can demonstrate that it is critical for essential work and that it can still be operated safely.

Redlynch Leisure Installations Ltd must be able to demonstrate that we have made all reasonable attempts to have the TE&T carried out, made a thorough assessment of the increased risk and taken appropriate action to manage it.

## **19. RIDDOR REPORTING OF COVID-19**

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You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

### **What to report**

#### **Dangerous occurrences**

If something happens at work which results in (or could result in) the release or escape of coronavirus you must report this as a dangerous occurrence. An example of a dangerous occurrence would be a lab worker accidentally smashing a glass vial containing coronavirus, leading to people being exposed.

### **Cases of disease: exposure to a biological agent**

If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work you must report this as an exposure to a biological agent using the case of disease report. An example of a work-related exposure to coronavirus would be a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19.

### **Work related fatalities**

If someone dies as a result of a work-related exposure to coronavirus and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death due to exposure to a biological agent using the 'case of disease' report form. You must report workplace fatalities to HSE by the quickest practicable means without delay and send a report of that fatality within 10 days of the incident.

### **Make a RIDDOR report online**

Make a report online:

- Report a dangerous occurrence
- Report a case of disease: exposure to a biological agent
- Report a work-related fatality due to exposure to a biological agent