

NIVO ASSIST

COVID-19 BRIEFING DOCUMENT – No.21

HSE Health and Safety Executive

1 Making your workplace COVID-secure during the coronavirus pandemic

This guidance is for employers, but workers and the self-employed may also find it useful.

It gives an overview of the things you should do to help make your work and workplace COVID-secure.

Our [brief guide for workers](#) will help them take steps to prevent COVID-19 spreading in their workplace. [Translations](#) of the page are available.

- [Risk assessment](#)
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2 Risk assessment

You should start by updating your risk assessment to manage the risk of coronavirus (COVID-19) in your business. This will help you to understand what you should do to work safely and protect people.

[Complete your COVID-19 risk assessment](#)

3 Social distancing

Where possible you should keep people 2 metres apart. If this is not viable, keeping 1 metre apart with risk mitigation is acceptable.

[How to maintain social distancing in the workplace](#)

4 Cleaning, hygiene and handwashing

Keeping your workplace clean and frequent handwashing reduces the potential for coronavirus to spread. It is a critical part of making and keeping your business COVID-secure.

[Cleaning, hygiene and handwashing in the workplace](#)

5 Ventilation and air conditioning

Good ventilation (including air conditioning) can help reduce the risk of spreading coronavirus. There are simple steps you can take to improve ventilation while maintaining a comfortable temperature in your workplace.

[Ventilation and air conditioning during the pandemic](#)

6 Talk to workers and provide information

Consult and involve people in the steps you're taking to manage the risk of coronavirus in your workplace so you can:

- explain the changes you're planning to work safely
- make sure changes will work and hear their ideas
- continue to operate your business safely

[Talking with your workers about working safely during the coronavirus pandemic.](#)

7 Working from home

If your people are working from home you should:

- provide the equipment they need, for example a computer, phone and videoconferencing facilities
- keep in regular contact with them, making sure you discuss their wellbeing

[How to protect home workers](#)

8 Vulnerable workers

Make sure you consider the risk to workers who are particularly vulnerable to coronavirus and put controls in place to reduce that risk.

[Protect vulnerable workers](#)

9 More guidance and advice

We have information and advice on other subjects including PPE, air conditioning, and managing work-related stress on our [coronavirus page](#).

This page is reviewed regularly and updated to reflect any changes in the guidance.

Page last reviewed: 31 March 2021

Next review due: 30 April 2021