

Office working

Keeping our colleagues and visitors to our branches safe.

Remaining open and operational in our industry carries great responsibility. We reduce risk by taking all preventative measures and adapting to emerging advice quickly and efficiently. To help assess risk realistically, we will ask our teams to carry out risk assessments on their office environment.

For those based in the field, we will ask them to do the same. We carried out a full COVID-19 specific risk assessment with our staff. We have identified colleagues who are not working from home who have higher levels of vulnerability to ensure they are the most protected.

Offices:

Our branches are open Monday to Friday 9 am to 6 pm, and Saturday 9 am to 1 pm.

- We operate with minimum staff in the branch to reduce person to person contact.
- Our arrival times and exit times are staggered, as are our allocated break times.
- Our staff that rely on public transport have start/finish times away from peak travel periods whenever possible.
- Where possible, we work with “fixed teams” on a partnering rota basis, reducing the number of people each staff member comes into contact with.
- We have increased our branch cleaning; we are sourcing disposable paper towels and have a plentiful supply of hand sanitiser.
- Staff work from home where possible.
- We keep in touch with our home workers and furloughed colleagues to check on physical and mental well-being. We rely on their open and honest nature to flag up any issues as soon as possible.
- We respect and observe the social distancing guidelines and ensure that our colleagues can always maintain a 2 metre separation at all times.
- We have doors/windows open to maximise airflow through our buildings.
- Use of communal areas will be staggered where possible.
- Whenever possible, meetings are held virtually or outside. If meetings are held inside, we ask our colleagues to respect social distancing and wash/sanitise hands before and after meetings.
- A limited number of visitors are allowed into the branch at any time.
- Our Safe Working notice is displayed on our front door.
- It is evident when you walk into our branches where visitors can stand/sit. Floors will be marked with black / yellow tape.
- Deliveries of work supplies will be kept to a minimum (fewer but larger orders), and personal deliveries are not allowed.
- Our colleagues do not carry passengers in their cars.
- A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. The company will provide face coverings for all staff and would ask colleagues to manage the correct fitting, proper use and suitable washing of said masks where necessary.

REMEMBER All our public facing policies and procedures covering valuations, viewings, contractor visits and office contact will be on our SAFE MOVE micro-site. You can find them all at www.breckon.co.uk/safemove

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Office working (continued)

Current HM guidelines with regards to PPE (5 November 2020) “Working Safely Through COVID-19 in offices” states:

“*When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.*

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.”

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