

Covid-19: Re-opening Workplaces

Lincoln Occupational Health (LOH) can provide a package of Occupational Health and Safety expertise to support employers to re-open their business, while complying with current guidance and legislation in relation to Covid-19.

LOH is offering a **6 month package of support** comprising of the following:-

- 1. Pre-risk assessment readiness questionnaire**
- 2. Risk assessment development in conjunction with the business**
- 3. Briefing documents – for employers, HR, workers and facilities**
- 4. Poster pack**
- 5. Assessment checklist to support managers of workers who continue to be ‘temporarily’ working from home**
- 6. Monthly review calls for 6 months.**

The aim of this service is to support employers who have taken the decision to re-open their business. The risk assessment guidance will help employers address the issues arising with re-opening, with the aim of protecting their business, workforce, the public and visitors from an Occupational Health and Safety perspective during the Covid-19 pandemic.

Employers will be aware that this is a continuously evolving situation, with guidance being issued frequently from many sources. LOH will help you filter the most relevant and up to date information to create a dynamic and robust risk assessment to support your plans, both for workers involved in returning to the workplace and for workers who continue to work from home.

LOH has created a 6 month support package to enable the business to receive responsive information during this time, with dedicated and

experienced members of the LOH team who will be advising the business from the beginning and who will remain part of this ongoing process. We refer to this as our ‘6 month, 6 stage’ package.

- ▶ **Pre-risk assessment readiness questionnaire – this is the starting point.** We will ask your business to provide relevant information about the who, what, where, when, why and how of your business’s re-opening plans, including the protection of vulnerable people in your workforce and the wider community from transmission of Covid-19, in line with Government guidance and any relevant trade association or regulatory bodies within your industry sector.
- ▶ We will then arrange **calls with relevant people in your organisation**, to understand your business activity and discuss options for reducing the risks associated with re-opening in the way you have planned. We will ‘view’ the premises via video, so we do not become part of the virus transmission risk.
- ▶ **The risk assessment** From the above information, we can guide you in your development and drafting of a suitable risk assessment that can then be shared with all relevant parties for consultation (as recommended by Health and Safety legislation and as applied within your organisation). Our briefing documents will facilitate your business to manage and respond to any feedback from the consultation process. **We don’t stop there!**





- ▶ We will equip you with **briefing documents** explaining the 'hot topics' that in our experience your workers and managers will want answers to (see list below). Information will be based on guidance given by reputable organisations such as GOV.UK/PHE/HSE/WHO/NHS/ACAS, along with our extensive experience. We will also supply the business with **a pack of suitable posters** to use.
- ▶ **Supporting your 'temporary' home workers**
We have an assessment checklist for workers 'temporarily' working from home which addresses Health, Safety, Display Screen Equipment (DSE) and Wellbeing issues.
- ▶ **6 months support** via monthly review calls to support the business through the ongoing period of change that is inevitable.

BRIEFING TOPICS:

The aim of these concise, educational briefing documents is to provide background information, collated from Government and other reliable sources which when combined with trade and industry guidance will help inform employer decision-making, supporting managers and employees.

WORKER SERIES:

- ▶ Covid-19: What is Covid-19, Government Approach, Social Distancing & Hand Washing
- ▶ Covid-19: Update: 3 months on... Covid-19, Testing and Contact Tracing
- ▶ Covid-19: Occupational Health & Safety vs Public Health and Human Behaviours
- ▶ Covid-19: Role of Face Coverings and Respiratory Protective Equipment
- ▶ Covid-19: Role of Workplace Temperature Checking of Workers



HR & EMPLOYER SERIES:

- ▶ Covid-19: Role of Occupational Health in Supporting Employers during an epidemic
- ▶ Covid-19: Occupational Health Assessment of Vulnerable/Shielding Workers Return To Work
- ▶ Covid-19: Responding to Suspected Cases & Positive Tests – Required Workplace Actions
- ▶ Covid-19: Mental Wellbeing 1 – Normal Reactions to Unusual Situations
- ▶ Covid-19: Mental Wellbeing 2 – Learning to Lose, Grieve and Reckon with Change
- ▶ Covid-19: Preventing Musculoskeletal Disorders – Home Working & Loss of Physical Fitness
- ▶ Covid-19: 2020 Winter Flu Season – Role of Vaccination

HEALTH, SAFETY & FACILITIES SERIES:

- ▶ Covid-19: Welcoming Workers Back to Work – Work Environment
- ▶ Covid-19: Public Health Perspectives - Handwashing, Sanitisers
- ▶ Covid-19: First Aid & Fire Safety Issues – First Aider & Fire Marshall Information
- ▶ Covid-19: Legionella and Hot/Cold Water System Risk
- ▶ Covid-19: Lone Working and Personal Safety
- ▶ Covid-19: Cleaning and Covid-19 – Routine and Deep Clean Post Positive Case Notification





Charges

Cost of 6 stage, 6 month package

Pricing is based on the size of the organisation, the complexity of the work activity and the number of work site(s). On request, we would be happy to provide you with a fixed fee quote to reflect the cost impact of those variations. As an example, for businesses up to 200 workers who are predominantly office based with one main workplace, the price would be £4,380 plus VAT.

Please note: LOH will not advise on business reasons as to whether workers are required to attend the workplace or whether you should open your workplace; this is a management decision, which should be taken in accordance with Government guidance.

Additional Support

In addition to the above, there may also be other ways Lincoln Occupational Health can support Employers and the following services can be delivered for an additional fee:

- ▶ Occupational Health Advice regarding **medically vulnerable risk assessments**, for vulnerable and shielding workers, to advise on fitness to return to work and adjustments.
- ▶ **Management Referrals** for Managers seeking specific worker advice regarding fitness to work, returning to work after illness and recommendations on adjustments.
- ▶ **Mental Wellbeing Support** including Mental Health First Aider training and one-to-one psychological support via an online platform.
- ▶ Assisting workers with their **home working set up** via an online platform.
- ▶ **Flu vaccination** clinics.
- ▶ Reviewing any non Covid-19 **workplace health and safety** areas.
- ▶ Virtual Coffee Breaks comprising a mix of **Health Education Topics and Group/ Personal Coaching** for example;

- Covid-19: Your questions answered Q&A
- Why do I feel tired and sluggish, happy or sad, lonely and isolated?
- Sleep – Why is it so important and how can I improve it?
- Increasing resilience and productivity when working from home
- Powering your Mind and Body when Exercising Less
- Nutrition & Hydration
- Pre-habilitation: some workers are likely to have become deconditioned due to prolonged absence from work. Pre-habilitation is the process of enhancing an individual's functional capacity to enable them to return while minimising the risk of injury
- Self-Motivation
- Self-Responsibility
- Personal Training at your desk

Charges for additional Occupational Health and Safety support on request.

For further advice please contact:



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