

# Health and Safety Bulletin

Date of first issue: 14<sup>th</sup> February 2020

**Latest update 17<sup>th</sup> December 2020**

## **Issue: Coronavirus COVID-19**

### **Background**

This guidance is intended for all CCBC staff to update on what health and safety safeguards are recommended in order to maintain a consistent approach across all service areas and buildings.

CCBC's Leadership Team continue to review what services areas may reopen and in what form, or need to reclose as lockdown measures are eased or re-imposed by the Welsh Government.

Significant changes to this update relate primarily to cleaning and prompt notification of a potential cluster of cases of individuals testing positive for covid-19.

### **How can I stay safe in the workplace?**

If you are unable to work from home, and are well, then you must adhere to the measures identified by risk assessments and follow the control measures and safe working arrangements which incorporate social distancing requirements in the workplace and the service provision. This should ensure that you will be far less likely to be required to self-isolate should an individual that you worked with tests positive for covid-19.

In general, the requirements for all employees are as follows (unless deemed otherwise by a specific risk assessment):-

- Work from home where possible.
- Where working from home is not possible, stay at least 2 metres away from other people wherever possible. Suitable risk-control measures to achieve this include staggering work days in the office with colleagues that usually sit beside or opposite you, use of passenger lifts by one person at a time, and 'one way' movement systems around the workplace supported by appropriate directional and 2m distancing signage etc.
- Carefully consider what you do to minimise the risk of becoming infected or infecting others with covid-19, both in and outside of work e.g. do not car share for travel to and from work.
- Self-isolate if you or anyone in your household develop any symptoms (see above), feel unwell or are advised to do so by the Welsh '*Test, Trace, Protect*' or other equivalent service. If you or a member of your household has been tested for covid19 then you should self-isolate until the test result has been received. (Note that this does not apply if you are part of regular screening such as in care homes, or of mass testing or ONS surveys.)
- Limit how many different people you meet.
- Wear a 3-layer face covering, particularly where 2m social distancing cannot be consistently maintained. The wearing of a face covering is now a legal requirement in indoor public-accessible areas unless exempt (e.g. on medical grounds).
- Wash hands on arrival at any workplace, upon leaving and on arrival back home or going elsewhere. Handwashing is much more effective if done using soap and running water for at least 20 seconds on each occasion where facilities exist, and hands dried thoroughly to reduce the risk of skin dryness and dermatitis.

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- Carry tissues and use them to catch coughs or sneezes, then throw the tissue into a bin – *“Catch It, Bin It, Kill It”*
- Use alcohol-based hand sanitiser that contains at least 60% alcohol designed to be rubbed into hands until dry if soap and running water are not available, or to supplement handwashing in higher risk settings. However, use of a sanitiser gel should not be considered as a substitute for handwashing with soap and water where facilities exist. Hand sanitiser provided must not be moved from its location – this is to ensure it is available to all and replenished when nearly empty and reduce the risk of arson.
- Avoid touching surfaces where possible. For example, use a foot to gently push open a door rather than by hand, or new innovations that enable doors to be pulled open using an arm rather than hand lever. Although some doors designated as fire doors must remain closed at all times except for access (unless connected to a device that causes them to self-close on activation of the fire alarm), all other doors may be held open.
- Avoid touching any area of the face, as much as possible, particularly around the eyes, nose and mouth with unwashed hands.
- Avoid touching the front or inside of face coverings with unclean hands – handle by the ear loops only when placing on or removing the face covering.
- Clean and disinfect frequently touched objects and surfaces, particularly door handles and shared items between uses by different groups of people. This includes telephones, IT equipment, various parts of a shared vehicle (particularly the steering wheel, gear lever, controls for heating and radio etc., levers for indicator lights, wipers, screen wash etc, and door handles inside and outside of the vehicle), machinery and any specialist equipment
- Increase room air ventilation – see below for further information.
- Staff required to travel for work purposes should do so in separate vehicles where possible, unless the size of vehicle enables 2 metre separation (e.g. a bus), or subject to a specific risk assessment. Where more than 1 person travels in the same vehicle a window should be opened slightly to maintain good ventilation, but closed upon arrival at site, and the vehicles’ ventilation system set to draw in fresh air. The passenger should sit behind and diagonally across from the driver where possible. Each member of staff should wear a 3-layer face covering when travelling together in a vehicle (see below for further information. Guidance from the Health and Safety Executive (HSE) on working in vehicles may be found on the HSE’s website: [www.hse.gov.uk/coronavirus/social-distancing/using-vehicles.htm](http://www.hse.gov.uk/coronavirus/social-distancing/using-vehicles.htm)
- Within indoor areas steps should be taken where possible to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission.
- Similarly, due to the potential for increased risk of transmission, particularly from aerosol transmission, singing and playing of wind instruments in a group setting should also be avoided. However, soft singing/playing for individual lessons, recorded performance or examination within a well-ventilated room with at least 2m social distancing between those present in the room is acceptable.

## **Homeworking – use of display screen equipment (DSE)**

Staff using IT equipment in order to work from home should:-

- take regular breaks (at least every hour) to adjust position and reduce the risk of back and joint pain. Where possible, regularly adjust between sitting and standing (e.g. sit to type, stand to talk).
- If available, use an adjustable 'office' style chair on castors.
- Conduct a self-assessment of their workstation and use of DSE and inform their line manager of the outcome.
- Speak to their line manager to discuss and arrange transferring equipment from their office to home, as identified from their DSE workstation and use self-assessment. For example, staff may be permitted to take an office chair, mouse, screen, keyboard etc home

A short video from the Health and Safety Executive on how to minimise the risk may be found at <https://youtu.be/Af7q5j14muc>

A form to enable self-assessment of a computer workstation, and prompts for adjustments, may be found on the intranet at

<http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Forms/DSE-Assessment-Form.aspx>

Further guidance and training aids will be available from January from the intranet and public internet page to which staff have access (see "Further Information and Support" below) regarding the setting up and use of display screen equipment and setting up of workstations at home to minimise risks associated with their use.

## **Risk assessment and identifying and implementing appropriate control measures**

The reopening of premises and resuming of services is subject to a risk assessment and safe system of work by service area managers to ensure the safety of staff and others. This assessment not only needs to consider the risks associated with the covid-19 virus, but also other risks, including, most notably, legionella where water systems have been out of use for a prolonged period. It is imperative that the risk assessment be kept under regular review to account for changes in legislation and official guidance.

Regular checks should be made to confirm measures identified as necessary have been implemented and are being adhered to; observations of what risk-control measures work well and any that require amendment; and the assessment record updated following feedback from work colleagues and visitors.

To help with the identification of higher risk issues requiring prioritisation it is recommended that the central "risk rating" column of the risk assessment record be coloured red (for high), yellow (for medium) or green (for low) risk ratings.

Health and Safety Officers can support building and service Managers with developing their risk assessment on request. However, as a starting point, template risk assessments are available from the Covid-19 topic page of the health and safety portal of the intranet to assist, available at- [http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/COVID-19-\(1\).aspx](http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/COVID-19-(1).aspx)

All services should have a COVID-19 risk assessment or include covid-19 in their general service health and safety risk assessment. Copies of risk assessments should be submitted to their Head of Service, and will be uploaded onto CCBC's intranet for future reference.

It is essential that all staff and service managers follow official guidelines applicable to Wales on managing the health risks associated with their work activities. This varies from England, Scotland and Ireland and are subject to regular review and change by Welsh Government. The most up to date position for Wales as a whole may be found from the Welsh Government website:- <https://gov.wales/coronavirus>

## **Cleaning products**

All cleaning products used to clean work surfaces, door handles and shared items between uses by different groups of people should be viricidal and biocidal. The safety standard for virucidal products is BS EN 14476.

Anti-bacterial wipes and sprays are not effective at penetrating the cell structure of virus cells so are less effective against covid-19 and other viruses.

All shared use equipment should be cleaned prior to use by different people, and time allowed for such cleaning. This includes, but not exclusive, to shared

- Telephones and IT equipment, including keyboards, mice and multi-function printers
- various parts of a vehicle, particularly the steering wheel, gear lever, controls for heating and radio etc., levers for indicator lights, wipers, screen wash etc, and door handles inside and outside of the vehicle,
- machinery
- specialist equipment

The Health and Safety Division cannot supply or approve cleaning products. However, to assist service managers with sourcing suitable products details of various cleaning products identified as being viricidal and biocidal may be found on the intranet at

[http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/COVID-19-\(1\).aspx](http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/COVID-19-(1).aspx)

and are based on cleaning products used by CCBC's Building Cleaning and Social Services.

## **Building and room ventilation**

Good natural air ventilation, preferably through fresh air or mechanical systems, can significantly reduce the risk of COVID-19 infection. Where possible, those responsible for premises should increase the supply of fresh natural air, e.g. by opening external windows and doors (and internal doors unless fire doors). Extractor fans in toilet and kitchen areas can also be used to remove contaminated air, aid air circulation and prevent air stagnation.

The risk of air conditioning spreading COVID-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. Most types of air conditioning system can continue to be used as normal. But, if a building you manage has a centralised ventilation system that recirculates air to different rooms it is recommended that this be turned off recirculation setting and use a fresh air supply as much as possible.

It is not necessary to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, it is not necessary to adjust systems in individual rooms or portable units as these operate on 100% recirculation, but maintain a good supply of fresh air ventilation into the room.

To prevent occupants of a room getting cold a side window away from the work area should be left open that doesn't expose individuals to cold draughts where possible. Where this is not possible, an external window or door should be opened for 10-15 minutes every 1-2 hours to allow supply of fresh air to circulate the room and remove stagnant air.

Premises managers reliant on mechanical ventilation (e.g. without external windows or doors that can be opened) should seek specialist advice, e.g. from a Building Services Engineer of Property Services.

## **What to do if you, or someone you live with, develop symptoms.**

The main symptoms of covid-19 infection are:-

- A high temperature - feeling hot to touch on chest or back (taking a temperature is not necessary)
- A new, continuous cough - coughing a lot for more than an hour, or more than 3 episodes in 24 hours, or noticeably worse for those already with a regular cough from other causes
- New loss or change to your sense of smell or taste

If you or someone you live with has any of these symptoms:-

- You, and anyone in your household, must self-isolate in line with Government advice available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  
Please note that the duration of isolation has recently changed from 14 days to 10 days from last contact with a positive case.  
Self-isolation means staying at home except to attend a COVID-19 test centre or in an emergency situation, and is a legal requirement.
- You (or parent/guardian) should book a test for coronavirus online at <https://gov.wales/apply-coronavirus-test> or by calling 119 between the hours of 7am to 11pm.  
People with hearing or speech difficulties can call 18001 119.
- Call NHS Direct Wales on 08 45 46 47 (or 111 if available in your local area) for medical advice, or 999 for an ambulance if symptoms become unbearable.
- Those that subsequently test positive for covid-19 will be contacted by a Contact Tracer of the “*Test, Trace, Protect*” (TTP) service, and advised on how long they must continue to self-isolate for. They will also be asked to provide details of known ‘close contacts’. Any ‘close contacts’ identified will also be contacted by the TTP service. Further information regarding this, including the definition of a ‘close contact’ may be found on the Welsh Government’s website <https://gov.wales/contact-tracing-your-questions>
- Staff should notify their line manager of their need to self-isolate

## **What to do if you or someone at a workplace setting develops symptoms**

If anyone in the workplace has any of the three symptoms listed above they should immediately go home, and follow the above steps.

All well persons who were present in the same room should immediately wash their hands or apply in line with the advice above, and occupy another room. If any of these persons feel that they meet the definition of a ‘close contact’ of the symptomatic individual they should be told to self-isolate until the test result of the symptomatic individual is known. Any confirmed ‘close contacts’ will be contacted by the TTP service and advised on how long they are required to self-isolate for (currently up to 10 days from their last close contact with an individual that tests positive).

The workstation and areas used by the symptomatic person should be cleaned in line with the government guidance available to view at

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Where 2 or more individuals that test positive for covid-19 are linked to a workplace or group of workers that work together, notification should be made by e-mail as soon as possible to

- Health and Safety Division < [healthandsafety@caerphilly.gov.uk](mailto:healthandsafety@caerphilly.gov.uk) > of the location and number of persons involved; and
- Environmental Health < [communicabledisease@caerphilly.gov.uk](mailto:communicabledisease@caerphilly.gov.uk) > of the location and contact details of the individuals concerned.

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Such notification will enable immediate action and support to be given to address any work-related concerns. If there are close contacts in a work context then Managers should advise the affected members of staff to stay off work and self-isolate in line with the current isolation guidance of 10 days from their last contact with the individual who tests positive for covid-19. The risk assessment for the building and/or service area should also be reviewed to ensure that all controls are sufficient and implemented. Managers should also consider how they ensure the risk assessment is communicated to staff and complied with.

Managers should discuss close contacts with positive cases to establish whether there are work-related contacts or links. Things to consider would include whether they have shared lifts/vehicles, been within 2 metres of anybody else in the workplace for 15 minutes or more or had face to face contact within 1 metre of anybody to include being coughed on, having a face to face conversation or skin to skin contact. This information will help speed up the process when the TTP service contacts the positive case for tracing purposes.

Where an individual is known or very likely to have been infected with covid-19 in relation to a work activity this may be reportable to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. When deciding if a case is reportable consideration should be given to whether the nature of the work would increase the risk of exposure (work with the general public would not apply), whether there was any specific incident that led to an increased risk of exposure, and whether the persons' work brought them into contact with a known covid-19 hazard without the relevant controls in place such as those set out in this bulletin and in official guidance such as from Public Health Wales, the HSE or Welsh Government. The likelihood of such cases is very low if risk-control measures outlined in this bulletin are followed. However, any suspected incidents of potential work related infections should be reported to the Health and Safety Division without delay – e-mail [healthandsafety@caerphilly.gov.uk](mailto:healthandsafety@caerphilly.gov.uk) or telephone 01443 864072.

### **Face masks and personal protective equipment (PPE)**

Face masks are different from face coverings.

Public Health Wales do not recommend the use of face masks (such as those worn by medical practitioners) except in clinical or care settings where healthcare workers provide direct personal care for patients.

Staff working in personal care settings that are required to work within 2 metres of a resident/service user should wear a fluid repellent surgical mask. Eye protection may also be required depending on the risk.

Masks should be worn for care sessions as opposed to shifts. This applies regardless of whether assisting someone with symptoms of Covid-19 infection or not. Healthcare workers should be provided with information on where and how to fit and replace them, and how to safely don and remove a face mask safely. Guidance is available from:-

<https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/information-for-healthcare-workers-in-wales/advice-on-ppe-guidance-implementation> and  
<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

A short NHS training video clip regarding the safe and correct fitting of surgical masks is available from [https://www.youtube.com/watch?v=-GncQ\\_ed-9w](https://www.youtube.com/watch?v=-GncQ_ed-9w)

Most CCBC employees are unlikely to be exposed to the same level of risk as those providing personal care, and thus are not required to wear a face mask for work. However, where an employee would usually be expected to wear respiratory protection as part of their normal job (e.g. dust exposure) then they must continue to do so.

A limited number of face masks have been issued to some CCBC settings for staff to wear in specific circumstances such as a precautionary measure if required to remain in an isolation room with a vulnerable individual with suspected symptoms; or to administer first aid to an individual who has suspected symptoms. Such masks must only be used for this purpose. Where possible, support should be provided from a distance of at least 2m, and injured persons should be guided by the first aider to self-administer first aid where possible.

Guidance regarding appropriate PPE for various essential workers may be found from the Health and Safety Division's new Covid-19 topic intranet page: -

<http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/Covid-19.aspx>

The Health and Safety Executive (HSE) have issued a safety alert about the poor quality of face masks claiming to be meeting the KN95 standard. This alert may be found on the HSE website <https://www.hse.gov.uk/safetybulletins/use-of-face-masks-designated-kn95.htm>

Care must be taken to ensure face masks purchased meet the minimum safety standard and purchased from a reliable source.

### **Face coverings**

Face coverings are very different from masks. The most up to date Welsh Government guidance regarding face coverings can be found on their website:

<https://gov.wales/face-coverings-guidance-public>

Anyone aged over 11 years (unless exempt, e.g. on medical grounds) entering indoor areas accessible to the public must wear a face covering, except when sat at a table to consume food or drink. Additionally, employers are required to mandate the use of face coverings in indoor work settings where social distancing of at least 2 meters cannot be maintained. They are also now required to be worn by staff having to travel together in a vehicle where travel in separate vehicles is unavoidable. First and foremost staff should not travel in the same vehicle where at all possible.

The legal requirement for face coverings to be worn therefore applies to all persons (unless exempt) entering the public accessible areas of CCBC premises. Signage should be prominently displayed at entrances to all public accessible areas of CCBC premises – signage is available to download and print from the intranet –

[http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/COVID-19-\(1\).aspx](http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/COVID-19-(1).aspx)

Service managers who consider that the wearing of face coverings is now mandatory for their staff in relation to their work may request supply of washable and re-useable 3-layer face coverings by e-mailing [healthandsafety@caerphilly.gov.uk](mailto:healthandsafety@caerphilly.gov.uk) with details of quantity required and the reasoning for the request. CCBC will supply three washable 3-ply face coverings per person where the criteria for them to be worn is met. Employees may also wear their own personal face covering if desired, so long as not of a design likely to cause offence or distress – the World Health Organization recommends these be 3-layer.

### **Clear face coverings and visors**

For staff working with individuals with hearing impairment or assisting with speech and language which relies heavily on seeing lip movement, to aid communication clear face coverings are available. While these are effective at capturing large droplets from exhaled breath during speech, they do not provide the same level of protection as a 3-layer fabric face covering. However, they do provide greater protection than the wearing of a full-face visor as they surround all sides around the mouth and nose area of the wearer unlike visors that leave a large gap underneath.

Clear face coverings are primarily intended for single use, although may be wiped clean for multiple use by the same person (eg during the same day).

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The wearing of a clear face covering or visor should be subject to a risk assessment which considers their limitations but also their benefits in conjunction with other general risk-mitigating factors such as those outlined above. Procurement are in the process of sourcing suitable clear face coverings.

### General principles for all face coverings

Employees wearing any face covering should:-

- Ensure the face covering covers both the nose and mouth.
- Wash hands thoroughly with soap and water for 20 seconds or hand sanitiser used before and after removing the face coverings.
- Only handle the straps, ties or clips when applying and removing the face covering.
- Tuck away any loose ends;
- Store used face coverings in a plastic bag until washed.
- Not touch the front of the face covering, or the part of the face covering that has been in contact with their mouth and nose.
- Once removed, clean any surfaces the face covering has touched.
- Wash the face covering regularly. It is recommended that reusable face coverings be washed using an antibacterial laundry cleanser liquid or powder, or washed above 60°C.
- Dispose of face coverings responsibly to prevent cross-contamination and damage to the environment and harm to wildlife.

Workers required to wear prescription glasses may experience fogging of their lenses when wearing a face covering. Guidance to reduce the risk of this occurring may be found on CCBC's health and safety intranet page

<http://sc-aptken1/KENTICO/Departments/HR/Health-Safety/Documents/Stop-glasses-steaming-up-tips.aspx>

Drivers experiencing fogging of their glasses while wearing a face covering should try adjusting the covering to ensure a tighter fit. Face coverings that incorporate a flexible nose wire to provide a closer fit round the bridge of the nose provide a closer fit to the skin and are less prone to causing this issue arising, and service managers should look to source and provide such face coverings. Although not a recommendation, as increasingly more manufacturers and suppliers make availability and range more widely available, one such face covering that features adjustable nose wire and ear loops is available from

<https://www.rotomedical.com/products/keep-wales-safe-ru-mask-adult-pack-of-3>

'Anti-fog' glasses wipes are also available which may help.

Where the above measures have been followed and the issue persists, drivers wearing prescription glasses may be exempted from wearing a face covering while driving when travelling with a colleague if approved by their Line Manager in advance and documented.

### Temperature checking of staff and visitors / pupils

No-contact infrared thermometers are not generally reliable for identifying someone with a raised body temperature. Temperature checking is complex in terms of legalities, and unless this has been signed off by a Head of Service and been approved by the Trade Unions it is advised against. This does not apply to CCBC care workers where staff are temperature checked on admission into homes.

Anyone who feels unwell and/or has potential covid-19 symptoms is required to stay at home, self-isolate and arrange to be tested.



## **NHS track and trace mobile app – action for all staff and building managers**

The NHS Covid-19 contact-tracing app was launched across England and Wales in September. The app allows people to scan barcode-like QR codes displayed in public venues on their arrival on their mobile phone.

Staff required to store their mobile phones in a central location while in work, or placing them elsewhere other than their person (eg a bag) are advised to deactivate their phone's Bluetooth setting within the app prior to storing their phone. This is to prevent false registering of 'close contact' that subsequently requires staff affected to self-isolate due to the phone being stored within 2m of other phones also using the app despite 2m social distancing of staff concerned being adhered to.

Managers of CCBC premises, and those hosting an event taking place in a physical location, should display QR code posters to support the new NHS app. Separate QR codes should be displayed for each location. Details of how to create and register a coronavirus NHS QR code for your venue, and regarding the new app may be found on the UK Government website – <https://www.gov.uk/create-coronavirus-qr-poster>

## **Alcohol-based hand sanitiser – fire and eye irritation risk.**

A separate Health and Safety Bulletin has been issued regarding the potential arson and fire development risk associated with the storing of alcohol-based hand sanitiser. Building and Service Managers must ensure the required actions in the Bulletin are addressed and communicated to all employees.

Alcohol-based hand sanitiser can cause serious eye irritation if in direct contact with the eye. This could occur from a splash, but most likely from rubbing the eye area with a hand shortly after applying sanitiser liquid / gel.

Vulnerable persons should be supervised with applying hand sanitiser to ensure only a suitable quantity is applied, and it is rubbed into all areas of the hand until dry.

If sanitiser gets into the eye, the affected eye(s) should be rinsed with sterile or fresh water for several minutes. Contact lenses should be removed where possible if worn on the affected eye(s). Medical attention should be sought if eye irritation persists after several minutes of flushing.

## **Mental health and wellbeing**

New UK Government guidance for anyone struggling with their mental health during the coronavirus (COVID-19) outbreak, with links for online support may be found at <https://www.gov.uk/government/news/new-advice-to-support-mental-health-during-coronavirus-outbreak>

Specific advice for parents and carers on looking after the mental health and wellbeing of children or young people during the coronavirus (COVID-19) outbreak may also be found at <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

Staff can access 'Care First's resources for advice on coping with covid-19 related issues from their website [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk)

Username: ccbc001

Password: ncil1234

To minimise staff isolation, maintain regular contact with colleagues.

## **Social media posts and recirculating of misinformation**

All employees are reminded of their obligations under the Council's Social Media Policy regarding any social media posts. Particular care should be given to the spreading of mis-information and posts that may cause unnecessary increased anxiety to recipients.

## **Further information and support**

CCBC have a dedicated Covid-19 coronavirus topic page providing information, advice and support for employees at all levels that will be kept under regular review –

<http://sc-aptdken1/KENTICO/Departments/HR/Health-Safety/Topics/Covid-19.aspx>

This provides guidance, support and links to further resources on a range of issues, including:-

- Template risk assessments for reopening of premises suddenly closed, resuming of services due to the pandemic, and shared use of CCBC vehicles. These templates are designed to be modified to suit service area needs and individual premises, and may be used to supplement rather than replace existing risk assessments already in place.
- New signage and posters to communicate and reinforce covid-19 related safeguards.
- Guidance on personal protective equipment (PPE) for those not working within care homes, supported living or providing personal care (Social Services have separate guidance).
- National guidance regarding appropriate PPE for those providing personal care in a range of medical and non-medical settings
- Guidance for those temporarily working from home, and line managing staff working from home, including a useful video on minimising the risk associated with the temporary use of display screen equipment at home.
- Coping with anxiety and concerns associated with the pandemic – sources for advice and support.

Staff without access to the IT network to access the intranet may find the above information on a newly created page of the CCBC internet using their home PC or smartphone at:

<https://www.caerphilly.gov.uk/Covid-19/Care-first-coping-with-Covid-19/Health-and-safety>

Further information and health and safety advice regarding the reopening of CCBC premises, returning to work, agile working and other work-related queries can be obtained from Health and Safety Officers of CCBC's Health and Safety Division – Tel. 01443 86 4072,

or e-mail:- [healthandsafety@caerphilly.gov.uk](mailto:healthandsafety@caerphilly.gov.uk)

We will endeavour to respond to e-mail enquiries as quickly as possible, but a delay may be inevitable during this challenging time and constantly developing situation to enable us to consider what latest official guidance is available.

The Health and Safety Division team wish you a happy Christmas.