



Cabinet Office

Working Safely Guidance -Toolkit





Working Safely Guidance Toolkit Overview

Covid-19 is still highly infectious, Businesses have a legal duty to manage health and safety risks within their organisation, including the risk from COVID-19.

To support businesses through the winter period, Working Safely guidance will continue to provide advice on sensible precautions employers can take to manage risk in their workplace.

This toolkit pulls together resources from across government to make it easy for you to communicate with your members, stakeholders and the businesses you engage with on the importance of maintaining working safely behaviours and staying vigilant to the risk of COVID-19 over the winter period.

We'll regularly update this pack with new resources, to help you give the best advice.

Using this pack:

- This pack contains resources from across government to help you communicate with your stakeholders
- On each page you'll find suggested actions and social media posts to help spread awareness on Working Safely with your networks.





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Ventilation





Working Safely Guidance Toolkit

Ventilation

When someone has COVID-19 in the workplace, they breathe it out in particles. Particles that hang in the air like smoke, and can be breathed in by other employees and customers.

Ensuring workspaces and business premises are well ventilated will help disperse these particles and keep employees and customers safe.

It's important that all businesses update their risk assessment and take action to remedy poorly ventilated spaces.



How you can help

- Share our [campaign assets](#) on your social channels using #WorkingSafely
- Share HSE's ventilation [videos](#) with your networks and members
- Include information on ventilation in your newsletters. Use our template [here](#).

Suggested social post

COVID-19 gathers like smoke. Keep workplaces well ventilated to protect employees and customers. Find out more at gov.uk/workingsafely #WorkingSafely.



PORTSMOUTH

GUILDHALL

Increased ventilation = increased capacity

The Portsmouth Guildhall, a large events venue in the centre of Portsmouth, carried out maintenance work on their existing mechanical ventilation system, enabling them to increase the capacity of their auditorium.

The Portsmouth Guildhall assessed the performance of its mechanical ventilation system in Summer 2021 and identified that maintenance work was needed to enable the system to work more effectively.

This work has now been completed and has enabled the mechanical ventilation system to provide an additional 50% fresh air.

The Guildhall expect that these updates will allow them to provide sufficient ventilation while operating at full capacity, compared to 2/3 capacity before the work took place.



WIGMORE HALL

Using 'COVID-19 mode' to keep customers safe.

Wigmore Hall, a concert venue in London, added 'COVID-19 mode' to their existing mechanical ventilation settings, to ensure enough fresh air is circulated during performances.

Wigmore Hall has introduced a new 'COVID-19 mode' to their mechanical ventilation system to provide additional fresh air to their auditorium. With COVID-19 mode enabled, the auditorium fans run at maximum speed from two hours before the auditorium is occupied until two hours after occupancy, bringing in fresh air from outside. This helps to remove any COVID-19 particles from the auditorium before the audience arrive, maximises fresh air in the auditorium during performances, and helps to disperse any particles in the auditorium once an event has ended.

Wigmore Hall has also installed four CO₂ monitors in their auditorium (two on the lower level and two on the upper level) to check if ventilation levels are sufficient.



Using CO2 monitors to check fresh air levels and adjusting ventilation settings

Accenture, an office based IT service and consultancy firm, are using CO2 monitors to monitor ventilation in their office spaces. They've adjusted the settings on their mechanical ventilation system to keep their employees safe.

As part of their risk assessment, Accenture conducted ventilation assessments for each of its buildings and has taken a range of actions to ensure they provide a sufficient supply of fresh air. Accenture's assessment found that some mechanical ventilation systems recirculated air, which can increase the risk of transmission. Accenture has adjusted the settings of these systems to ensure they provide 100% fresh air and do not recirculate air.

In older buildings without mechanical ventilation, Accenture is monitoring ventilation levels, including by using CO2 monitors, and has taken action where insufficient ventilation has been identified. Accenture has installed a new mechanical ventilation system in one building. In other buildings, Accenture is using a mix of trickle vents and adjustments to occupancy levels to ensure there is sufficient fresh air.



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Working Safely Guidance and Safer Behaviours





Working Safely Guidance Toolkit

Working Safely

To support businesses through winter period, Working Safely guidance will continue to provide advice on sensible precautions employers can take to manage risk in their workplace.

Businesses still have a legal duty to manage risks on their premises. So firms should use Working Safely guidance to consider these risks and decide which mitigations are appropriate to adopt.

All businesses should carry out a risk assessment, that includes the risk of COVID-19, and take practical steps to mitigate the risks identified.



How you can help

- Share HSE's [social cards](#) and working safely [videos](#) on your channels using #WorkingSafely
- Include information on working safely on your website or in your next newsletter
- Signpost your members and business connections to [working safely guidance](#).

Suggested social post

Find out how you can help keep your employees and customers safe this winter at gov.uk/workingsafely #WorkingSafely



Working Safely Guidance Toolkit

Vaccines & Boosters

We are urging employers up and down the UK to encourage employees to be vaccinated and take up their boosters. Businesses play a vital role in helping to support their staff in getting the COVID-19 vaccine. Only through collective effort will we help people to make well informed decisions and encourage as many people as possible to get the COVID-19 vaccine.

There is an [Employer COVID-19 vaccine toolkit](#) and an [Employee Booster toolkit](#) available to download.

These resources can be used to run an internal awareness campaign to give employees access to reliable and accurate information about the COVID-19 vaccine, and guidance on how to work safely.

How you can help

- Use our [social media assets](#) on your channels.
- Share the [employer toolkit](#) with your networks
- Share the employer [booster toolkit](#) with your networks



Suggested social post

Support your employees to get vaccinated against COVID-19. Download the employer vaccine toolkit for help and guidance: bit.ly/3k0aC29 #WorkingSafely



Working Safely Guidance Toolkit

Testing

We are sending lateral flow tests directly to the workplaces of 100,000 identified critical workers in England. Critical workers will be able to take a test on every working day and the provision of precautionary testing will be for an initial 5 weeks. This will help to keep essential services and supply chains running. Roll out started from Monday 10 January.

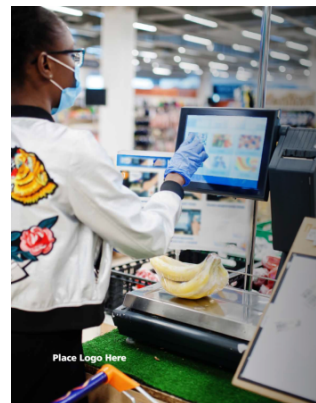
A full list of those who are defined as a critical worker can be found [here](#).

The advice for people who have a positive lateral flow device (LFD) test result has changed. They are no longer required to have a follow-up polymerase chain reaction (PCR) test, and they should stay at home and self-isolate immediately.

People with symptoms should [book a PCR test](#).

How you can help

- Share the images on this page to encourage people to keep testing.
- Post a [link to guides on how to do a rapid lateral flow test in different formats and languages](#) to your networks.



NHS
Test and Trace

**Thanks for
testing regularly.
It's helping keep
everyone safer.**

Testing helps protect you and
everyone at work. So keep doing it
– and making a real difference.



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