



## Stamford Consulting Rooms

12 Broad Street

Stamford

Lincolnshire

PE9 1PG

Email [info@stamfordconsultingrooms.co.uk](mailto:info@stamfordconsultingrooms.co.uk)

Website [www.stamfordconsultingrooms.co.uk](http://www.stamfordconsultingrooms.co.uk)

### Stamford Consulting Rooms COVID-19 Safe Working Practices Document.

Version 1 - 16/06/2020

## 1 Introduction

### 1.1 Purpose

It is imperative that Stamford Consulting Rooms (the company) and those that hold Licence Agreements with Stamford Consulting Rooms in order to conduct their individual businesses at 12 Broad Street, Stamford PE9 1PG, adhere to working practices that minimise the risks of Covid-19 transmission. In order to do this Stamford Consulting Rooms (the Company) endeavours to act in accordance with Government legislation and the most current advice of Public Health England (PHE). This policy outlines the roles and responsibilities of Stamford Consulting Rooms (the company) in its role as Licensor in relation to safe working practices as a result of Covid-19.

### 1.2 Scope of Policy

This policy provides an overview of the responsibilities and actions required by a range of stakeholders. **These stakeholders are Stamford Consulting Rooms (the company), Licence Agreement Holders, Employees of Licence Agreement Holders, Contractors and Members of the Public who enter 12 Broad Street, Stamford PE9 1PG.**

As detailed above, all implemented measures will be reviewed and assessed regularly to ensure compliance with the most up to date Government legislation and recommendations from Public Health England (PHE).



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### **1.3 Health and Safety Implications**

#### **1.3.1 Section 2 – Health and Safety at Work Act 1974**

'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.'

#### **1.3.2 Section 3 – Health and Safety at Work Act 1974**

'It shall be the duty of every employer to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not thereby exposed to risks to their health and safety.'

### **1.4 Definitions**

#### **1.4.1 Social Distancing**

Keeping space between yourself and other people outside of your home. To practice social distancing.

**Stay a minimum of 2 meters away from other people**

**Do not gather in groups**

**Stay out of crowded places and avoid mass gatherings**



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## 2 Policy

### 2.1 Principles

Any stakeholder, who has been diagnosed with Covid-19, or suspects a diagnosis of Covid-19, must comply with all medical advice on appropriate isolation until the virus is no longer transmissible through routine contact as determined by medical advice. The stakeholder has a duty to inform Stamford Consulting Rooms (the company) as soon as reasonably practical.

### 2.2 Procedures

Throughout the period of Covid-19 Stamford Consulting Rooms is committed to engaging in additional activities to minimise risks to all its stakeholders, these safe working practices are detailed below.

#### **General cleaning of the common parts of the building.**

Daily cleaning of the common parts is performed by the company's cleaning contractor that includes the use of anti-viral cleaning products. A deep clean of the common parts and individual rooms throughout the premises was performed by the company's cleaning contractor 26/05/2020.

#### **Hand sanitisers.**

Alcohol gel rub dispensers are located in the common parts of the ground floor of the building.



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### **One-way Entry and Exit system to the building.**

The building has a separate entry and a separate exit. This creates a clearly sign posted one-way entry and exit system in the building that is to be strictly adhered to. If using the upper floors to adhere to the one-way system, priority is given to persons descending the stairs, those that are exiting the building.

### **There is no 'Waiting Room.'**

To ensure compliance with minimum safe social distancing there is no longer a 'Waiting Room' in the building. It is thus imperative the clients and invitees of Licence Holders and their employees ensure sufficient time between client meetings.

### **Closure of Rooms Four, Eleven and Twelve.**

To ensure compliance with minimum safe social distancing these rooms have been temporarily closed.

### **Practice Social Distancing.**

Observe and respect minimum safe distancing of 2 metres as best as is practicably possible.

Avoid all physical contact with other as best as is practicably possible.

### **Cover coughs and sneezes.**

Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately dispose of used tissues in the nearest bin



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**In the rooms at 12 Broad Street PE9 1PG where Licence Agreement Holders hold Licence Agreements to conduct their businesses, Licence Holders and their Employees will ensure their compliance with the most up to date Government legislation and the recommendations from Public Health England (PHE) in relation to Covid-19 prevention. Their individual Covid-19 Safe Working Practices Policy will be available and displayed within their rooms.**

### **Conclusion**

**All stakeholders who fail to comply with this policy will be asked to leave the premises immediately.**