

## SUPPORTING SCOTTISH BUSINESSES

This short guidance provides practical advice for micro (less than 10 employees) and small (less than 50 employees) companies as they plan to re-open their businesses.

This guidance sets out the expectations on the steps that should be taken before and after reopening, and is based on the principles set out <u>here</u>. If your business is in a sector for which <u>specific guidance has been published</u>, then you should follow this.

There are further links available throughout this guide and other support documents available from Scottish Chambers of Commerce.



## ASSESS THERISK

- Before re-opening, business owners should assess the risks to themselves, employees, suppliers and customers.





#### **ASSESSMENTS**

- All employers are by law required to carry out risk assessments before re-opening;
- Given the current risk to public health from Covid-19, self-employed persons should also carry out a risk assessment;
- Businesses must fully engage its employees in the process;
- Protecting the health of employees is fundamental establishing to confidence around the safety of returning to places of work.



### **HELPFUL TIPS**

- Businesses must think about where it works, where its customers are and assess each risk identied;
- Businessses must identify risks associated with handling machinery or equipment where possible contamination may occur;
- Some members of a workforce may be disproportionately at risk and may need extra support to return to work;
- Safe travel to work arrangements must be considered, with any relevant adjustments adopted.



### **ADDITIONAL SUPPORT**

- Ensure you/your health and professionals and representatives have the skills, training and knowledge to understand the risks associated with COVID-19;
- Explore external support options;
- Health and safety experts and advisors from the business community are available on a voluntary basis to support the development of workplace risk assessments.

businesssupport@scottishchambers.org.uk



# CONSULT WITH EMPLOYEES

- Before re-opening, all businesses should consult with its employees to share key messages and information.





### SPEAK WITH EMPLOYEES

- Businesses should discuss how they can safely reopen with its employees or employee representatives as appropriate;
- It is important everyone understands the measures being taken to establish the safe working environment;
- Discussions should include arrangements for those working from home and adopting new or alternative working patterns;
- Arrangements should be made for staff who are shielding, ill or have caring responsibilities.



### **HELPFUL TIPS**

- Businesses should take every possible step to facilitate employees working from home where this is practical and appropriate;
- This may include providing suitable IT and equipment to allow employees to do this;
- Companies should make arrangements to ensure staff are not disadvantaged due to medical advice;
- Travel to work and childcare considerations for individual employees should be taken into account.



## **ADDITIONAL SUPPORT**

• Health and safety experts and advisors from the business community are also available on a voluntary basis to support the development workplace of risk assessments. Contact:

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## INFECTION CONTROL

- Before re-opening, all businesses must put in place infection and control measures.





### \*\*\* TAKE MEASURES

- It is essential that physical distancing continues to be practiced, along with other good hygiene practice amongst employees, customers and those on business premises;
- Ensure physical distancing between employees, customers and suppliers is maintained, currently set at 2 metres in Scotland;
- Adapt work activity and workspaces to minimise contact (i.e. markings/barriers);
- Limit the number of employees or customers on business premises to ensure spaces are not crowded.



## **HELPFUL TIPS**

- Consider changes in working practice, such as staggering start/finish and break times and reducing the number of people each person has contact with;
- Put in place good hygiene practices for all employees, customers and visitors to premises;
- Ensure adequate facilities are available for hand hygiene, including hand wash facilities or alcoholbased hand rub at key areas like entry points;
- If not possible, businesses must take equivalent preventative measures to provide protection which may include using PPE and face masks.



#### **ADDITIONAL SUPPORT**

- Consider whether an activity
- Health and safety experts and advisors from the business community are also available on a voluntary basis to support the development of workplace risk assessments. Contact:

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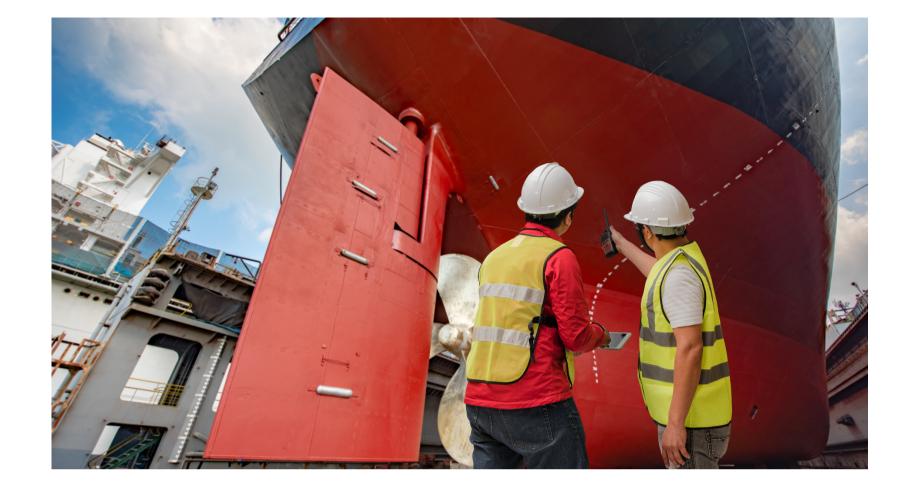


## FURTHER INFORMATION

- Check that what you're doing is in line with the <u>latest public</u> <u>health guidance</u>;
- If an employee becomes ill at work with Covid symptoms you should follow the <u>Test and Protect guidance</u>;
- The <u>Health & Safety Executive</u> also provides more information on managing risk, risk assessments and other workplace health and safety issues.

## # HELPFUL LINKS

- Businesses can find specific guidance on the <u>Healthy Working</u> <u>Lives</u> website;
- For information for businesses, including packages of support, go to <a href="mailto:FindBusinessSupport.gov.scot">FindBusinessSupport.gov.scot</a>;
- You can also find additional help and advice for businesses through <u>Scottish Chambers of Commerce</u>;
- All of the Scottish Government's guidance on COVID-19 can be found <a href="here">here</a>;
- Businesses can also find information on working safely during COVID-19 in different workplaces through the <u>UK</u> <u>Government guidance</u>.



## KEEP REVIEWING

Once re-open, businesses should regularly review its risk assessments to make sure that all actions put in place are working well and continue to engage with its employees for feedback.



