

At this current time of reduced movement & therefore postponement of H&S meets in each region we have created a Compliance Bulletin that we intend to communicate each Tuesday

Section A - Coronavirus

Covid 19 Status

This week there has been further relaxation made to the lockdown rules announced by the UK Government,

The government has set out its plan to return life to as near normal as we can, for as many people as we can, as quickly and fairly as possible in order to safeguard livelihoods, but in a way that continues to protect our communities and our NHS. The most important thing we can continue to do is to stay alert, control the virus, and, in doing so, save lives

Do NOT get complacent ensure YOUR teams maintain Nurtures Social Distancing & Hygiene Procedures



Nurture Group Office's Reopening Plan



As you know all our offices have been open for a number of weeks and operating Covid safe. We have undertaken numerous measures costing upwards of £50,000 including;

- Temperature control checks on entry
- Laminate screens around desks
- Hand sanitiser available throughout the office
- Wiping down of all communal areas e.g. photocopiers/kitchen surfaces/door handles several times per day
- One way systems where appropriate
- Second pop up kitchens in larger offices
- Segregation of loos where appropriate in larger offices

In line with the government's stance of coming out of lockdown and getting back to normal and to *coincide with the last date that schools are due to return after the summer break*, we want to provide you with as much notice as possible that from the **first week September at the latest** the following will apply;

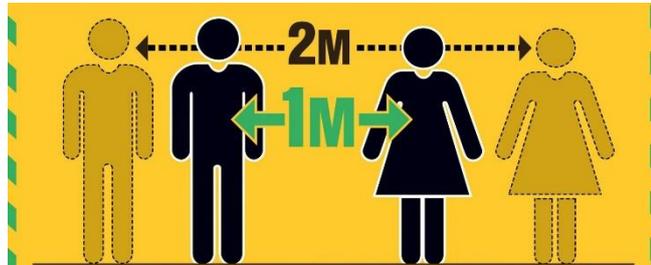
- All office based employees, that have not already returned to work, will be required to return to office based working
- All laptops issued temporarily at the start of the Corona outbreak will need to be returned to your line manager

Social Distancing

Although easing of measures continues the message to businesses is **where possible maintain the 2m** social distancing measures. You **MUST** maintain social distancing in the workplace wherever possible

Government Objective

Ensuring workers maintain social distancing guidelines (2m or 1m with risk mitigation where 2m is not viable is acceptable)



Nurture Social Distancing - Practice Social Distancing wherever possible

To ensure we are doing everything possible to reduce the risk of infection. Measures put in place by Nurture include;

- Maintain operative social distancing at all times, this may involve staggered start and finish times
- where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible
- where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible
- Dual teams to remain in the same personnel throughout (cohorting)
- Stagger break times to ensure no interaction thus reducing risk.
- Cleaning down of multi-use machinery or vehicles before transferring to another user.
- Sanitising hands at regular intervals along with machinery and vehicles using wipes provided
- Regular washing of hands for at least 20 seconds.
- Using screens or barriers to separate people from each other

If social distancing guidelines cannot be met in full, consider whether that activity needs to continue, and if so, take all mitigating actions to reduce risk.



[Staying alert and safe \(social distancing\) after 4 July - GOV UK.htm](https://www.gov.uk/guidance/staying-alert-and-safe-social-distancing)

Organising Meetings

Social Distancing Guidelines MUST be observed when organizing any meetings

Steps that will usually be needed:

1. Using remote working tools to avoid in-person meetings.
2. Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable).
3. Avoiding transmission during meetings, for example, avoid sharing pens, documents and or other objects.
4. Providing hand sanitiser in meeting rooms.
5. Holding meetings outdoors or in well-ventilated rooms whenever possible.
6. For areas where regular meetings take place, use floor signage to help people maintain social distancing.



Coronavirus – Disposing of Waste

New Advice issued on how to dispose of waste related to coronavirus

Face coverings and Personal Protective Equipment

If you need to throw away used face coverings or PPE, such as gloves:

- dispose of them in your 'black bag' waste bin at home or at work, or a litter bin if you're outside
- do not put them in a recycling bin as they cannot be recycled through conventional recycling facilities
- take them home with you if there is no litter bin - do not drop them as litter

You do not need to:

- put them in an extra bag
- store them for a time before throwing them away

Collecting Litter

If you collect littered face coverings or PPE, handle these with care. Dispose of them in a 'black bag' bin, not in a recycling bin. You should use safety equipment, including thick gloves, litter-pickers and heavy-duty bags

When to Self-Isolate

We **MUST** continue to ensure that workers who feel unwell with Covid 19 symptoms stay @ home and do **NOT** attend the work place

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you have one or more of these symptoms, you must self-isolate straight away for 7 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 14 days.

Risk Assessments

Companywide documents have been reviewed & updated

Latest Nurture Covid 19 – Risk Assessment

[Dangers of catching Coronavirus \(Covid 19\) UPDATED 1st July 2020.docx](#)

Main Office Assessment - [Office risk assessment reviewed 6th July 20.docx](#)

See your regional folder for each regional office assessments: [K:\Office RA](#)

Good Practice Solutions

Mental health during the Coronavirus outbreak

Don't be afraid to ask for help and advice during these difficult times

Remind your team that we operate an Employee Assistance Programme called 'LifeWorks'.

Mental Welfare Support From Lifeworks app

The APP has lots of useful information about self-care, mental health and well-being and has Covid-19 toolkit for individuals too. If employees haven't yet registered, Busy Bees that operate the platform, are re-issuing the invitation to the app, so please encourage staff to download it on their phones, its free and could be helpful to many.



Perennial hosting a gardening competition for all involved in our industry & any of your teams & YOU could enter

[Gardening Competition 2020.docx](#)

The HortAid-20 gardening competition will be judged by Perennial President Alan Titchmarsh MBE and a panel of expert gardeners, including; Rachel de Thame, Clive Nichols, Ann-Marie Powell, James Wong, Jim Buttress, Jo Whiley, Lee Connelly (The Skinny Jeans Gardener), Lesley Watson and Michael Perry.

The deadline for entry is 15 August, 2020 and the overall winner will receive a £250 garden hamper from Suttons. All 10 category winners will win a certificate personally signed by Alan Titchmarsh and Jim Buttress, the chance to meet one of the judges and a £25 Suttons voucher.

Competition categories cover a wide range of gardening interests, meaning anyone can enter. These include; small garden, large garden, community garden, hanging basket/window box, houseplant, vegetable garden/allotment, best vegetable, largest vegetable and even a category for young gardeners (age 14 and under).

Full entry details for the HortAid-20 Gardening Competition can be found online [here](#). Entries are requested by email. Please send your photographs to GardeningCompetition@perennial.org.uk

Each entry will be charged a £5 entry fee with the proceeds going towards Perennial to help people of all ages working in, or retired from, horticulture.

Perennial's helpline is operating as usual on 0800 093 8543 or visit Perennial.org.uk to fill out the [contact form](#). The confidential helpline is currently open Monday and Wednesday, 9.30am – 5pm and Tuesday, Thursday and Friday, 9am – 5pm.

Sharing best practice is very important companywide & if any of you have suppliers of vital equipment or you have introduced good processes forward information to Robin.Jackson@nurturelandscapes.co.uk which we will include details of in next week's bulletin.

The next Compliance bulletin will be **Tuesday 21st July 2020**