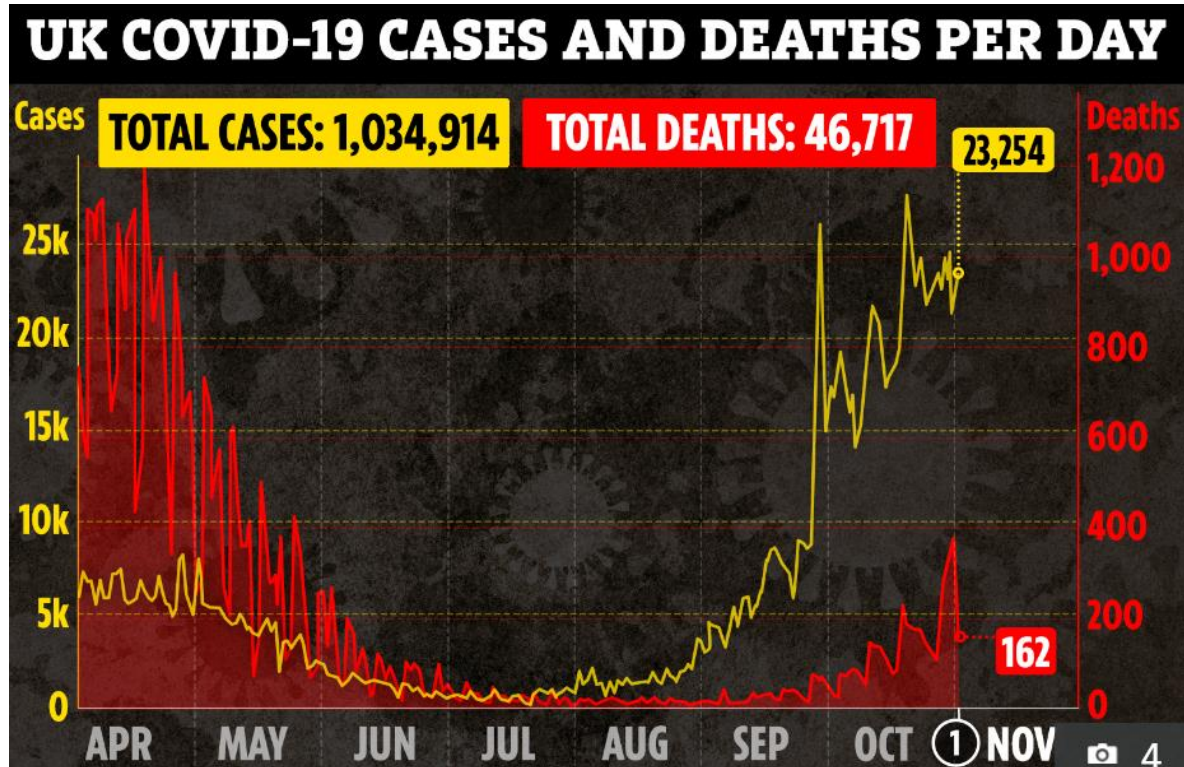


At this current time of reduced movement & therefore postponement of H&S meets in each region we have created a Compliance Bulletin that we intend to communicate every 2 weeks

Section A - Coronavirus

National Lockdown in England

Latest figures Show that Deaths from Covid – 19 is rising quickly & therefore the English government has introduced a new lockdown from 5th November to 2nd December



New National Restrictions from 5th November

Work Related Information within the New Lockdown Government Guidance in England

1. Stay at home

This means you must not leave or be outside of your home except for specific purposes. These include:

- for work purposes, where your place of work remains open and where you cannot work from home (including if your job involves working in other people's homes)

2. Staying safe outside the home (Social Distancing)

You should minimize time spent outside your home and when around other people ensure that you are two metres apart from anyone not in your household or support bubble.

Remember - 'Hands. Face. Space':

There are three simple actions we must all do to keep on protecting each other

- Wash hands**
keep washing your hands regularly
- Cover face**
wear a face covering in enclosed spaces
- Make space**
stay at least 2 metres apart - or 1 metre with a face covering or other precautions

4. Businesses and venues

To reduce social contact, the Government has ordered certain businesses and venues to close.

- all non-essential retail, including, but not limited to clothing and electronics stores, vehicle showrooms, travel agents, betting shops, auction houses, tailors, car washes, tobacco and vape shops.
- indoor and outdoor leisure facilities such as bowling alleys, leisure centres and gyms, **sports facilities** including swimming pools, **golf courses and driving ranges**, dance studios, stables and riding centres, soft play facilities, climbing walls and climbing centres, archery and shooting ranges, water and theme parks,
- entertainment venues such as theatres, concert halls, cinemas, museums and galleries, casinos, adult gaming centres and arcades, bingo halls, bowling alleys, concert halls, **zoos and other animal attractions, botanical gardens;**
- Personal care facilities.

Note

Garden centres and certain other retailers providing essential goods and services can remain open.

Playgrounds can remain open.

Hotels, hostels and other accommodation should only open for those who have to travel for work purposes.

6. Going to work

To help contain the virus, everyone who can work effectively from home must do so.

Where people cannot do so (for instance people who work in critical national infrastructure, construction or manufacturing) they should continue to travel to work/attend their workplace.

This is essential to keeping the country operating and supporting vital sectors and employers.

9. Protecting people more at risk from coronavirus

If you are **over 60 or clinically vulnerable**, you could be at higher risk of severe illness from coronavirus.

You:

- should be especially careful to follow the rules and minimise your contacts with others
- should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

Clinically vulnerable people are those who are:

- aged 70 or over (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant

There is a further group of people who are defined, also on medical grounds, as clinically extremely vulnerable to coronavirus – that is, people with specific serious health conditions.

Over this period, we are advising the CEV to work from home. If you cannot work from home, you are advised not to go to work and may be eligible for Statutory Sick Pay (SSP) or Employment Support Allowance (ESA).

11. Travel

You should avoid travelling in or out of your local area, and you should look to reduce the number of journeys you make. However you can and should still travel for a number of reasons, including:

- Travelling to work where this cannot be done from home.

There are specific exceptions, for example if you need to stay away from home (including in a second home) for work purposes,

Full guidance

[New National Restrictions from 5 November - GOV.UK.html](https://www.gov.uk/new-national-restrictions)

Nurture Group Requirements

Working from home – from Thursday you will be able to work from home during this period of lockdown as long as you have the necessary equipment and can work effectively.

If you plan to work from home you need to get permission from your line manager and ensure that you have all the necessary IT equipment and broadband connection to do so.

For example – if you do not have broadband at home or the connection is so poor that you cannot log onto the VPN then you will need to work from the office.

If you cannot work effectively from home, or you do not want to, you will be welcome to come into your office which will be open for business as usual.

As I have mentioned in an earlier communication our outside employees will be working on site as usual and will require support from their managers and operations support teams.

Additional Precautionary Controls & Offices

- Unless absolutely essential Management teams will operate from a single depot / office only.
- No visitors to the office that are not directly employed, any meetings to take place off site.
- All non-essential meetings either postponed or completed via other means.
- Avoid meetings in different regions / offices - Use Microsoft Team to complete meetings where required.
- Ensure regular cleaning & disinfecting of office areas
- Maintain a safe distance from your colleagues – Take particular care in break down areas e.g. Kitchen areas
- Keep external teams out of the office environment –
- Stagger external teams arrival times to reduce effect of any infection

Where required update YOUR local Risk Assessments with any additional control measures introduced

Scotland Tier system is different to England tiers & started on 1st November

Scotland are operating a 4 tier system with currently **NO** areas allocated to the close to lockdown risk tier 4

Our Offices @ **Kilmarnock, Lesmahagow & West Calder all sit in Level 3 (Very High)**

Full Description of the Scotland Tier system are highlighted in the link below

[COVID-19 Scotland Strategic Framework Levels table 27October2020.pdf](#)

Key Extra Requirements

- Face Coverings will have to be worn in other communal work areas like corridors. Responsibility lies with the employee but employers should help to promote them



Hands, Face Space

Ensure YOUR teams maintain Nurtures Social Distancing & Hygiene Procedures at all times

In all areas, make sure you remember 'Hands. Face. Space':

It is critical that everybody observes the following key behaviours:

There are three simple actions we must all do to keep on protecting each other



Wash hands

keep washing your hands regularly



Cover face

wear a face covering in enclosed spaces



Make space

stay at least 2 metres apart - or 1 metre with a face covering or other precautions

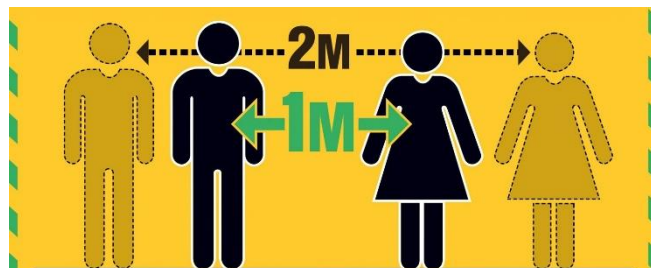
Hygiene & Social Distancing

It is paramount to controlling the virus for us to maintain our hygiene & social distancing procedures

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 \(social distancing\) - GOV UK.htm](#)

Temperature Checks

Know your temperature & **ACT** if you have a drastic increase

Where provided **ENSURE ALL** your teams continue to take their temperatures upon arrival

Note: We are all now becoming familiar with our own regular individual temperatures. Although we set the parameter of 38^o C as an excessive temperature & people **MUST** immediately go home – Do be aware that individuals fluctuate from the norm



Cleaning & Disinfection

One of the most dangerous aspects of this disease is that people without any symptoms can infect many others without realising it.

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.



Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.

HSE Completing Covid 19 Spot Checks

HSE is carrying out spot checks and inspections on all types of businesses, including construction sites, in all areas to ensure they are COVID-secure.

By calling and visiting premises and speaking directly to employers, we can check the measures they've put in place are in line with government guidance.

TOP TIPS		COVID spot inspections	HSE
The problem	The solution	The result	
Not enough hand washing facilities	Install more washing and hand sanitiser stations	A step towards being COVID-secure	
Be prepared for an HSE spot inspection			

Millions of extra flu jabs available to support largest UK vaccination programme

A free flu vaccine is currently available to:

- people aged 65 and over
- pregnant women
- people with some pre-existing conditions
- all school year groups up to Year 7
- household contacts of those on the [NHS shielded patient list](#)



Once vaccination of the most 'at-risk' groups is well underway, the department will work with clinicians to decide when to open the programme to invite people aged 50 to 64, with further details to be announced soon.

The NHS will contact people directly, including information about where to go to get the vaccine. Guidance has now gone out to GPs, pharmacies and trusts to provide information on how to access additional flu supply.

This Week's Frequently asked Questions (FAQ)

A Nurture Manager was contacted by his son's school stating that he & his full family had to self-isolate.

His son had been in close contact with another boy whose mother had tested positive

The other boy has since also tested positive - The school has stated all contacts cannot attend school & all family living at the same address must Self Isolate

Our Managers son has shown NO symptoms nor has any member of our managers family

Our Manager CAN return to work & does not need to self-isolate

If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone. If you are notified, please follow the guidance in this document closely.

If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing,

You'll usually need to self-isolate for 14 days if:

- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you've been told to self-isolate by NHS Test and Trace

As no one in your household has tested positive nor is showing symptoms then there is NO need to self-isolate at this stage

A Nurture Manager sat in a 1 to 1 meeting with someone who has since tested positive.

The meeting was for over 1 hour

The manager instigated self-isolation to be safe.

We deemed this an appropriate action at the time because he had been in close contact for more than 1 hour directly with a Covid 19 confirmed colleague and the person was trying to contact track n Trace

The next day 2 members of the management team received track n trace confirmation to self-isolate for 14 days from date of contact

Both are Self Isolating & showing NO symptoms

Office has since been deep cleaned

Risk Assessments

Ensure that YOU only display the latest versions - Check your notice boards & update local risk assessments where necessary

Latest Nurture Covid 19 – Risk Assessment

Covid Risk Assessment - updated 14th Oct

[RA-C25M Dangers of catching Coronavirus \(Covid 19\) UPDATED 14th October 2020.pdf](#)

Main Office Assessment - [Office risk assessment reviewed 14th Oct 20.docx](#)

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

New Countries added to requiring a period of Quarantine

Although Social travel is banned in this period of lockdown others maybe still returning into England, you should check the current [travel corridor](#) list to see whether you need to isolate for 14 days.

The following have been **REMOVED** from the exempt list for arrivals from 4am Sunday 1st November 2020.

- **Cyprus & Lithuania**

The following have been **REMOVED** from the exempt list for arrivals from 4am Sunday 25th October 2020.

- **Liechtenstein**

Then they will now need to **HAVE** a period of quarantine upon their return to the UK & therefore will not be able to attend the workplace

However you **CAN** now return from

- **Canary Islands**
- **Denmark**
- **Maldives**
- **Mykonos**

without the need to quarantine on your return

Full list of countries that are exempt from the quarantine requirement are found below

[Travel-corridor-list](#)

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.



Helping people
in horticulture
Perennial

Budgeting Tool offers financial confidence and control to people in horticulture

Christmas is a time of celebration but for many it brings added financial pressure. And this year it's even harder with nearly 63% of people surveyed (*1) feeling stressed or anxious about their financial situation. In addition, 1 in 3 people (*2) said that they are unable to pay for an unexpected large expense.

We are helping people working in horticulture to take control of their finances and combat their money worries in the run up to Christmas, with this easy-to-use online [budgeting tool](#). Perennial is dedicated to those working in all areas of horticulture, we are encouraging everyone, regardless of their financial position, to use the tool to check their financial situation.

Our qualified debt advisers are on hand to support with anything from better budgeting, talking to creditors, or more complicated issues such as bankruptcy. They also work with individuals to ensure that they are receiving all the support from the state which they are entitled to.

Perennial's help and support is free and confidential. Call the team on **0800 093 8543**, visit perennial.org.uk or email services@perennial.org.uk to find out more.

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

Latest Perennial bulletin

[Perennial Coronavirus COVID-19 news update \(20 October 2020\).docx](#)

