



Dear Valued Client

Our commitment to you during the Coronavirus (Covid-19) pandemic

During these unprecedented times, Staffing 360 Solutions would like to take this opportunity to apprise you of our efforts with respect to Covid-19. We have been working hard to respond to this crisis and our absolute priority is to ensure the well-being and safety of our staff, contractors and customers.

Under the Management of Health & Safety at Work Regulations 1999 (the MHSWR), employment businesses and hirers, have a joint legal responsibility to protect the health and safety of all staff including temporary workers / contractors.

Hirers must carry out an assessment of the health and safety risks associated with their business in order to identify any measures necessary to control those risks. As it is a joint responsibility, we are working with our Clients to ensure that you have carried out a risk assessment which is suitable for your business and your various sites before a contractor is deployed.

To assist employers, businesses and their staff, the government has created 8 ['Working safely during coronavirus'](#) guides covering different types of work environments. Employers must adapt their existing health and safety risk assessments to reflect government's guidance and to suit their business and working environment. For more information, please visit the [HSE website](#).

As part of our own obligations under the Conduct of Employment Agencies and Employment Businesses Regulations 2003 (Conduct Regulations), we have certain obligations to safeguard a work-seeker's health and safety which includes providing to our contractors sufficient information from the Client about any risks to health and safety known to you and the steps you have taken to prevent or control those risks.

Our combined aim should be to:

- provide contractors with information on any risks of the work before the work starts including the control measures in place and any health surveillance required
- make contractors aware of and check they have the necessary occupational qualifications or skills required to do the job safely before they start work
- deliver adequate and sufficient information, instruction and training to enable contractors to work safely. Health and safety training should take place during working hours and at no cost to the worker, making sure they understand it
- provide protective equipment where necessary, at no cost to the contractor, agreeing arrangements for supplying and maintaining it
- ensure contractors know how to raise any health and safety concerns in the workplace
- pass on any necessary information to the contractor
- understand our obligations under Equality in the Workplace, specifically measures to mitigate the risks of COVID-19, and the considerations around the particular needs of different groups to prevent discrimination in the workplace

Covid-19 safety checklist:

Sharing relevant information with us PRIOR to a contractor starting a new assignment with you OR returning to the worksite

To help us better understand what measures your organisation has taken to prevent Covid-19 exposure in the workplace, please provide your Consultant with any relevant information regarding your Covid-19 safety protocols. Should you choose to inform Contractors by way of a briefing or training session on the commencement of an assignment or upon return to the work site, please let us know.

This will help us keep contractors informed about the necessary measures your organisation has taken to safeguard their health and safety.

Please consider the below safety check points when sharing any relevant information with us and/or our Contractors:

Topic	Safety check points
Risk Assessment	If you have undertaken a COVID 19 risk assessment for your organisation, please share that with us or notify us if it is available on your website.
Training	Details of any training or guidance provided to contractors on your preventative measures prior to commencing the assignment or on day 1 of the assignment.
Social Distancing	Measures employed for 2 meters apart or 1 meter with risk mitigation where 2 meters is not possible.
	Shared workspaces and equipment reconfigurations to maintain social distancing.
	Installed physical barriers and sneeze/ cough guards
	Installed one-way systems for paths of travel
	Shift/ staggered start and end times
	Policy for use of elevators in the building if relevant
	Communal spaces control in respect of limiting crowding
Infection control	Is Personal Protective Equipment (PPE) required for the role and if so, what is provided and/or required of the contractor to provide?
	Policy for wearing face coverings in the workplace.
	The provision of hand sanitisers and cleaning/ sanitising stations.
Reporting	Procedure for self-declaring any symptoms daily.
	Is there a workforce contact tracing process in place?
	Required policy for illness reporting.
	Process for notifying contractors if a site or part of a site is closed indefinitely/for cleaning due to an infection.
	Process and contact points for contractors to report any concerns.



Sharing information with us AFTER a contractor has returned to the work site OR a new contractor has started with you onsite.

Please keep us informed of the following:

- A work site has been closed as a result of infection.
- A work site has been closed following Government guidelines.
- A work site has been closed whilst a further risk assessment is being undertaken.
- Our contractor has been exposed to another contractor/ staff member who has tested positive for Covid-19.

Our assurance to you and your staff:

Please be assured that we have advised our contractors about how to take care of themselves, protect others, and monitor the latest developments. We will also ensure that as part of our onboarding process or return to work procedures that all contractors declare to us before the assignment commences or recommences on site:

- Any current symptoms of Covid-19
- Any contact with a potentially infected person, including track and trace alerts
- High risk of developing complications from Covid-19
- Recent trips abroad that require self-isolation on return
- Any instruction to self-isolate by NHS Test and Trace

The UK government is regularly posting information on its website <https://www.gov.uk/coronavirus>

Please visit this website for up-to-date information about how to deal with COVID-19.

Stay alert. Control the virus. Save lives.