

BB/TBT No	04/20 : A
Dated	APRIL 2020
Subject	CORONA SITUATION UPDATE



Wash your hands

Use a tissue for coughs

Avoid touching your face

Firstly, a massive thank you to you all for your hard work and dedication in these troubling times.

Our aim is to find solutions that enable us to continue to operate as a business and service sites and clients that remain open.

The above must only be done in a safe manner adhering at all times to the government's 2m rule.

Hygiene

- ❖ In all cases all employees should practice regular and thorough handwashing throughout the day with soap and water, where this is not available hand sanitizer should be used regularly.
- ❖ If you cough or sneeze this should be into a disposable tissue, disposed of immediately. If you don't have a tissue use the crook of your arm, but always make sure it is captured.
- ❖ Do not touch your eyes, nose or mouth if your hands are not clean.
- ❖ When handing over the vehicle and machinery, a full sanitization to be carried out on dashboard, handles, steering wheels, and all machinery handles etc where practicable.

BB/TBT No	04/20 : B
Dated	APRIL 2020
Subject	LONE WORKING

Working alone - Does anyone know where you are?



At this time, we have had to adapt our service to our clients to meet government guidance and many more of you will be working alone.

This in itself creates extra potential risks to you at work so please do not ignore our required site procedures

When working alone be sure to keep in regular contact with your supervisor or other people so that we know where to find you in case of an emergency. Agree plan for works each day with your line manager/supervisor – where you will be and what you will be doing

Always follow **ALL** control measures highlighted on all your site-specific risk assessments

Action you must take

- ❖ Ensure you have your phone with you at all times & contact your supervisor as pre-arranged between you at the identified times.
- ❖ Where possible work on areas of the site where others can see you (maintaining the 2m social distancing rule at all times).
- ❖ Avoid working on areas of site where others do not visit – concentrate on high profile areas
- ❖ Always follow control measures on the Site risk Assessment
- ❖ Hazardous tasks- NOT to be carried out when lone working e.g.
 - Working @ Height, Working near Drop Offs, Ladder Work,
 - Working in Confined Spaces,
 - Working near Waterways or Electrical Stations etc.
 - No use of Chainsaw, Chipper, MEWP or other dangerous equipment when lone working
 - Plus any Site Specific Hazards highlighted on Site Risk Assessment where no lone working is allowed
- ❖ Do NOT get involved in any confrontations – always walk away
- ❖ Call in incidents or any concerns immediately

Take care of yourselves

Avoid tasks deemed High Risk when working on your own

BB/TBT No	04/20 : D
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Subject	BUSY BEES : EMPLOYEE ASSISTANCE

DO NOT FORGET TO SIGN UP AND SEND ANA BOA YOUR EMAIL ADDRESS

SAY HELLO TO SMART HIVE

SMART HIVE IS COMING ON:
1ST SEPTEMBER 2019

Smart Hive is your **new** employee benefits platform where you can access employer funded and voluntary employee benefits.

- ▶ Make your pay go further by accessing exclusive retail discounts
- ▶ Access better than high street deals on your next mobile phone contract
- ▶ Smart and simple investment solutions with Investments & Savings
- ▶ Access health and wellbeing factsheets
- ▶ Access to the Employee Assistance Programme offering confidential support and services 24/7 via freephone, SMS, online and secure email - includes counselling sessions

Please send your personal email address to:
ana.boia@nurturelandscapes.co.uk

SMART HIVE IS LAUNCHING SOON!
KEEP AN EYE OUT FOR MORE INFORMATION ON HOW YOU CAN ACCESS SMART HIVE

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Helping people
in horticulture
Perennial

Support and Advice relating to Coronavirus (COVID-19)

Our freephone helpline is operating as usual. If you need support during these incredibly difficult times, please call us on 0800 093 8543

During the Coronavirus (Covid-19) pandemic it's wise to follow all government advice and it's also natural to be concerned about your own health, your ability to continue working and supporting family members. Perennial is the safety net for people in the horticultural industry, here to help individuals working in, or retired from any job involving working with trees, plants, flowers and grass. This is a time when we need to work together.

How Perennial can support you

Perennial's help and support is free and confidential during this difficult period. Everyone's challenges are slightly different, so our support is tailored to your specific needs.

So please call us in confidence on 0800 093 8543 our office hours are Monday to Friday, 9am to 5pm.

We can help by:

- 1) giving you personal advice and helping you access the government support which is being put in place
- 2) helping you make arrangements to reduce or delay bill payments including credit debts where necessary
- 3) providing financial assistance to cover essential items, particularly food and heating

Looking after Yourself

Looking after your physical and mental wellbeing is just as important as looking after your financial health, especially during uncertain times. Make sure you keep up some form of physical exercise during this period. In times of increased stress, seeking help and support from others can be a real help. If you are stressed, anxious or need a place to talk -join our online mental health community provided by Big White Wall. It is accessible anytime, anywhere. It's important to stay connected even when we have to distance ourselves socially.

Please forward this information onto your staff and anyone you know in the industry who might need help.