

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

**Continue with Caution – Do NOT become complacent  
Stay ALERT to help avoid a 2<sup>nd</sup> Wave of Infection**

Getting to the peak of the first wave, does not mean it is over, and if we get too relaxed and break social distancing etc., the second wave or peak could be even bigger and even more damaging to business and society.

Ensure your teams maintain Nurtures social distancing & hygiene procedures



### Nurture Office Reopening Plan

These office procedures have been designed to enable staff to return to an office environment and maintain social distance to help reduce the spread of Coronavirus in the workspace.

- **Step 1** is that we are going to invite those who are happy to return to work at their office to do so from **Monday 18<sup>th</sup> May** which is the date from which all our new office safety measures will be 100% complete. The following should not return to their office;

*Anyone ill or are Self isolating.*

*Those who are looking after ill people within their household.*

*Those with childcare / home schooling requirement.*

*Anyone who is shielding as per government instructions.*

*Those who are still on furlough as you will be contacted by your Director regarding a return to work date.*

- **Step 2** is that we will make a return to office work mandatory – you will be informed of this date at the appropriate moment. In the meantime you should you continue to work from home.



Full procedures - [Covid-19 Office Procedure May 20.docx](#)

### The UK Government Recovery Plan for Covid 19 – Full plan below

#### [UK Govt Recovery Plan for Covid 19 - 11th May 20.pdf](#)

**You should stay safe when you leave home: washing your hands regularly, maintaining social distancing, and ensuring you do not gather in groups of more than two, except with members of your household or for other specific exceptions set out in-law**

#### **Keep your distance from people outside your household**

Whilst recognising this will not always be possible, it is important to be aware that the risk of infection increases the closer you are to another person with the virus, and the amount of time you spend in close contact with them. Therefore, you are unlikely to be infected if you walk past another person in the street.

Public Health England recommends trying to keep two metres away from people as a precaution. However, this is not a rule and the science is complex. The key thing is to not be too close to people for more than a short period of time, as much as you can.

#### **Avoid being face-to-face with people if they are outside your household**

You are at higher risk of being directly exposed to respiratory droplets (released by talking or coughing) when you are within two metres of someone and have face-to-face contact with them. You can lower the risk of infection if you stay side-to-side rather than facing someone.

## Nurture Social Distancing

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 possible vehicles to contain the driver only – where 2<sup>nd</sup> person present public health recommendations for transportation in cabs is followed.
- **If workers have to share enclosed spaces such as the cabs of vehicles, they should keep the window open for ventilation and they should be careful to avoid touching their face at all times.**
- **On leaving the enclosed space, you should wash their hands with soap and water for 20 seconds or more or use hand sanitiser when you cannot wash your hands.**
- 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.



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.

**At all times, workers should follow the guidance on self-isolation if they or anyone in their household shows coronavirus symptoms**

### Ensure YOUR teams Stay @ Home if:

- You live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for **7 days** from when your symptoms started.
- After 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, as a cough can last for several weeks after the infection has gone
- You live with others and you are the first in the household to have symptoms of coronavirus (COVID-19), then you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**. The 14-day period starts from the day when the first person in the house became ill.
- For anyone else in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14 day isolation period.

Updated Nurture Covid 19 – Risk Assessment

[RA-C25g Dangers of catching Coronavirus \(Covid 19\) UPDATED 12th May 2020.docx](#)

## Government Publications Updated 11<sup>th</sup> May 2020

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 is safe and continues to protect our NHS

[UK Govt Recovery Plan for Covid 19 - 11th May 20.pdf](#)

[Staying alert and safe \(social distancing\) - GOV UK.htm](#)

[Staying safe outside your home - GOV UK.htm](#)

[Coronavirus outbreak FAQs what you can and can't do - GOV UK.htm](#)

[Working-safely-during-covid-19-construction-outdoors-update-11-may.pdf](#)

[Working-safely-during-covid-19-vehicles-update-11-may.pdf](#)

[Working-safely-during-covid-19-offices-contact-centres-update-11-may.pdf](#)

## Keep your distance from people outside your household

Whilst recognising this will not always be possible, it is important to be aware that the risk of infection increases the closer you are to another person with the virus, and the amount of time you spend in close contact with them. Therefore, you are unlikely to be infected if you walk past another person in the street.

Public Health England recommends trying to keep two metres away from people as a precaution. However, this is not a rule and the science is complex. The key thing is to not be too close to people for more than a short period of time, as much as you can.

## UK Face coverings – UK wide recommendation to wear face covering where social distancing isn't possible

If you can, wear a face covering when in an enclosed space where social distancing isn't possible, or when you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example, on public transport or in some shops.

Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with.

Face coverings do not replace social distancing. If you have symptoms of COVID-19 (cough and/or high temperature), you and your household must isolate at home: wearing a face covering does not change this.

A face covering is not the same as the surgical masks or respirators used by healthcare and other workers as part of personal protective equipment. These should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings, like those exposed to dust hazards.

It is important to use face coverings properly and wash your hands before putting them on and taking them off.

## Employers should support their workers in using face coverings safely if they choose to wear one.

This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.



**Practise social distancing wherever possible.**

## Covid 19 – FAQ (Frequently asked Questions) that were asked last week

**Can I share a private vehicle with someone from another household**

**No.** You can only travel in a private vehicle alone, or with members of your household

**Do people need to wear face coverings at work**

Face coverings are not compulsory. However, if you can, people are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where you are more likely to come into contact with people you do not normally meet. For example, on public transport or in some shops. Face coverings can help us protect each other and reduce the spread of the disease if you are suffering from coronavirus, but not showing symptoms.

A face covering is not the same as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers; these should continue to be reserved for those who need them to protect against risks in their workplace such as health and care workers and those in industrial settings like those exposed to dust hazards

**Will a face covering stop me getting COVID-19?**

The evidence suggests that face coverings can help us protect each other and reduce the spread of the disease if you are suffering from coronavirus, but not showing symptoms.

To protect yourself, you should **continue to follow social distancing measures and isolation guidance and wash your hands regularly**

**Should people wear face coverings on public transport**

If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example on public transport or in some shops. The evidence suggests that face coverings can help us protect each other and reduce the spread of the disease if you are suffering from coronavirus, but not showing symptoms.

If people choose to wear them, the govt are asking people to make their own face coverings at home, using scarves or other textile items. They will be publishing guidance to help illustrate the process. The Government urge the public **not** to purchase medical or surgical masks as these should be reserved for health and social care workers

## 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**

### Perennial Coronavirus COVID-19 news update

Perennial's helpline is operating as usual on 0800 093 8543 or visit [www.Perennial.org.uk](http://www.Perennial.org.uk) to fill out the [contact form](#). The confidential helpline is open Monday – Friday, 9am – 5pm.

Perennial weekly update

[Perennial Coronavirus COVID-19 news update \(7 May 2020\).docx](#)

**May Business Brief**

Subjects are:

- Coronavirus Update
- Bin Emptying & Litter Picking Safety

[5 BB TBT May 20.pdf](#)

## Good Practice Solutions

### Avoiding attending A&E by avoiding accidents



The last place we want to be visiting is a hospital as a potential patient. In these hard operational times please ensure your guys follow all company H&S procedures to help reduce any requirement of need to visit A&E.

Controls include:

- Ensure All wear correct PPE @ all times
- Ensure all machines and equipment is fully guarded
- Contact your teams on a regular basis ensuring all is well
- Ensure Lone Workers do not complete any High Risk Task

This is not the time that your teams want to be injured and have to go to an A&E hospital.

**CHECK** that all your teams have sufficient PPE & remind them that they **MUST** wear @ all times - Don't wait for them to ask be proactive

**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](mailto:Robin.Jackson@nurturelandscapes.co.uk) which we will include details of in next week's bulletin.**

**Next Week's bulletin will be Tuesday 19<sup>th</sup> May 2020**



# Compliance Bulletin



## Out of Date Nurture Subbie Insurance documents

The following currently are required to submit their latest insurance documents to ensure they can continue to work for us.

Please ensure you pass on any already submitted immediately

Forward to [robin.jackson@nurturelandscapes.co.uk](mailto:robin.jackson@nurturelandscapes.co.uk)

For Sub Contractors no longer in use please notify robin to ensure they are removed

Manager	Region	Sub-Contractor	Expiry Date
Tom G	South East	Mick Lanzalaco	11/04/2020
Tony L	South West	DC & LM Smith	12/04/2020
Mick C	South West	FLS Treecare	23/04/2020
Simon C	London	Woodscapes	26/04/2020
Colin W	North	Robert Thompson Hard & Soft Landscaping Ltd	29/04/2020
Steve B	South East	Blue Cedar Tree Surgeons	30/04/2020
Chris N	Midlands	A C Grounds Services	02/05/2020
Steve P	South Central	Sellars Environmental	03/05/2020
Alan G	North	Foliage Interior Landscaping	15/05/2020
Matt B	Midlands	Onefifty	16/05/2020
Nick H	North	Jason Shaw	19/05/2020

## Sub-Contractors – Claphams HSEQ Questionnaire completion

We have **NOT** received the required information from the old Clapham's highlighted Sub-Contractors listed below

Please check **ALL** & ensure that those in use fully submit their information

Also if NOT required let me know & I will stop chasing

**NOTE:**

**Below list will be passed to finance & will be blocked from usage if NO responses**

Customer Reference and Name	Already Used by Nurture	Sub-Contractor Questionnaire Required
BOTANICA NURSERIES LTD	No	North – SJ Chasing
COUNTY GROUNDS MAINTENANCE LTD	No	SW – JF Chasing
CRAIG CHISHOLM TREE SURGERY	No	South East Chasing – Partial completion
GRAHAM LOWNDES HEDGE CUTTING	No	Required
RWS PEST & WEED CONTROL	No	Required
TREEFELLERS LTD	No	Required



# Compliance Bulletin



## Sub-Contractors Ex Rockside Estates

The following ex Rockside sub contractors are required to complete our HSEQ Questionnaire

[Sub Contract Questionnaire.doc](#)

Please forward completed questionnaires and ALL requested information to

[Robin.jackson@nurturelandscapes.co.uk](mailto:Robin.jackson@nurturelandscapes.co.uk)

**All Seasons Group Services (SW) Ltd**

**Apex Tree Surgeons Ltd**

**Dan Perrin Estate Maintenance**

**Mint Home and Garden Services**

**Princes Ground Care**

**Steve's Pest Control & Property Maintenance  
Services**