



Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic.



Working safely during coronavirus (COVID-19)

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The government, in consultation with industry, has produced guidance to help ensure workplaces are as safe as possible.

These 8 guides cover a range of different types of work. Many businesses operate more than one type of workplace, such as an office, factory and fleet of vehicles. You may need to use more than one of these guides as you think through what you need to do to keep people safe.

This document is to help employers, employees and the self-employed in the UK understand how to work safely during the COVID-19 pandemic, keeping as many people as possible 2 metres apart from those they do not live with. We hope it gives you a practical framework to think about what you need to do to continue, or restart, operations during the COVID-19 pandemic. We understand how important it is to work safely and support your workers' health and wellbeing during the COVID-19 pandemic. The government is clear that workers should not be forced into an unsafe workplace.

This document has been prepared by the Department for Business, Energy and Industrial Strategy (BEIS) with input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

Public health is devolved in Northern Ireland, Scotland and Wales; this guidance should be considered alongside local public health and safety requirements and legislation in Northern Ireland, Scotland and Wales. For advice to businesses in other parts of the UK please see guidance set by the Northern Ireland Executive, the Scottish Government, and the Welsh Government.

We expect that this document will be updated over time. This version is up to date as of 11 May 2020. You can check for updates at www.gov.uk/workingsafely. If you have any feedback for us, please email workingsafely@beis.gov.uk.

This document is one of a set of documents about how to work safely in different types of workplace.

How to use this guidance

This document sets out guidance on how to work safely. It gives practical considerations of how this can be applied in the workplace.

Each business will need to translate this into the specific actions it needs to take depending on the nature of the business including the size and type of business, how it is organised, operated, managed and regulated.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities, and it is important that as a business or an employer you continue to comply with your existing obligations including those relating to individuals with protected characteristics. It contains non-statutory guidance to take into account when complying with these existing obligations. When considering how to apply this guidance, take into account agency workers, contractors and other people, as well as your employees.

To help you decide which actions to take, you need to carry out an appropriate COVID-19 risk assessment, just as you would for other Health and Safety related hazards. This risk assessment must be done in consultation with unions or workers.

Contents for each guidance:

1. Thinking about risk
2. Who should go to work
3. Social distancing at work
4. Managing your customers, visitors and contractors
5. Cleaning the workplace
6. Personal protective equipment (PPE) and face coverings
7. Workforce management
8. Inbound and outbound goods
9. Where to obtain further guidance
10. Appendix

Factories, plants and warehouses: *Guidance for people who work in or run factories, plants and warehouses.*

What do we mean by ‘factories, plants and warehouses’?

Factories, plants and warehouses include industrial environments such as:

- manufacturing and chemical plants
- food and other large processing plants
- warehouses
- distribution centres
- port operations

Download this guidance: [Factories, plants and warehouses](#)

Offices and contact centres: *Guidance for people who work in or run offices, contact centres and similar indoor environments.*

What do we mean by ‘offices and contact centres’?

Indoor environments such as:

- offices
- contact centres
- operations rooms

Download this guidance: [Offices and contact centres](#)

Vehicles: *Guidance for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.*

What do we mean by ‘working in vehicles’?

Working in or from a vehicle, including:

- couriers
- mobile workers
- lorry drivers
- on-site transit
- work vehicles
- field forces

Download this guidance: [Vehicles](#)

Further information and guidance: [Guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic.](#)

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