



PHILIP SERRELL AUCTIONEERS AND VALUERS LIMITED

**SALEROOM HEALTH AND SAFETY
WORKING PRACTICES IN RESPECT OF**

CORONAVIRUS

20.10.20

CORONAVIRUS

Philip Serrell Saleroom: Health and Safety Working Practices

(Document updated 20 October 2020)

THE VIRUS

COVID-19 is a new virus that causes a flu-like illness that can lead to serious respiratory failure, particularly in the elderly or in those with underlying health complaints.

The main symptoms are: **a high temperature; a loss or change to your sense of smell or taste; a new and continuous cough.**

The virus is spread primarily via droplets coughed or sneezed from infected individuals. These droplets can be inhaled by others in close proximity or fall onto surfaces. The virus can be picked up from surfaces via the hands, infecting an individual when they touch their face.

Individuals can be infectious before they experience any symptoms (between 3 and 5 days).

This protocol is written in line with government guidance that applies to England at the time of writing.

Wherever possible, saleroom visitors must adhere to the 2 metre social distancing guidelines. Saleroom staff are part of a working “bubble”, and although continue to maintain safe working practices involving frequent hand washing and use of sanitiser, are permitted to work together without masks and closer than 2 metres, providing they are not in the vicinity of someone not included in the bubble.

THE AIM

This protocol sets out comprehensive safe working practices in the Saleroom, in order auction business can continue safely and within the boundaries of current guidance.

It is the responsibility of every staff member and visitor to fully comply with the safety measures being offered by Philip Serrell to keep them safe.

SALEROOM WORKING PRACTICES

- Staff who are employed in the saleroom by Philip Serrell have formed a working bubble.
- Masks or visors must be worn by members of staff when in the company of anyone outside the Serrell working bubble.
- Social distancing, in accordance with Government guidelines in place, must be observed at all times between staff and anyone outside the Serrell working bubble.
- The saleroom must be kept as well-ventilated as reasonably possible.
- Hands must be washed and/or sanitised regularly.
- Computer equipment, phones and other surfaces must be sanitised regularly.
- Kitchen and cloakroom areas must be kept clean and regularly sanitised, and are for the use of Serrell employees only.

SELF-DECLARATION OF SYMPTOMS

If a member of staff should display symptoms of Coronavirus, they must immediately notify Philip Serrell. A body temperature gun is available for use in the saleroom office, should anyone feel unwell at work.

Should a member of staff have a temperature of 37.8°C or higher, notice a loss or change to their sense of smell or taste, or develop a new and continuous cough, they should notify Philip Serrell immediately. They will be required to self isolate and contact NHS 111 for the latest guidance.

All staff must agree to notify Philip Serrell if any of the above symptoms occur, or if they are informed that someone they have had close contact with in the last 7 days has developed symptoms.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Saleroom staff will be supplied with ample PPE to be distributed amongst themselves, to use at any time that seems appropriate. The PPE being provided will include:

• Facial masks and visors	• Single use handtowels
• Single use gloves	• Alcohol based hand sanitiser
• Anti-bacterial wipes	• Protective screens around office desks
• Spray & wipe anti-bacterial spray	• Tissues

SALEROOM VISITORS

No visitors are permitted to enter the Philip Serrell saleroom without an appointment. Visitors will be encouraged to scan the Philip Serrell NHS Track and Trace QR code on arrival. All names and contact telephone number will be taken for all saleroom visitors when making an appointment. Visitor contact details will be kept securely in the saleroom office for 14 days, in case information may be needed by the Government's track and trace scheme or a member of staff exhibit symptoms within 7 days of their visit.

All visitors will be asked to use the hand sanitiser provided upon arrival.

All visitors are required to wear a face mask in the saleroom and saleroom office.

No visitors will be permitted to use the saleroom toilets or enter the kitchen area.

Saleroom visitors are required to adhere to Government social distancing guidelines in place at the time of their visit, in respect of both other visitors and members of Serrell staff. Coloured floor markers will be used to clearly indicate safe positions to stand for sale day bidders.

Limits to the number of visitors permitted in the saleroom at any one time is at the discretion of Philip Serrell, and will be in accordance with Government guidelines in place at the time.