

LW/LW/NSI 020 20

22 May 2020

**To: All NSI approved companies and applicants**

Dear Colleague,

**WORKING SAFELY DURING COVID-19 – REQUIREMENTS FOR BUSINESSES**

The Government has produced specific guidance to help businesses understand how to work safely during the COVID-19 pandemic and make their sites safe for staff and visitors, including contractors, engineers and others.

To ensure your field staff are safe we refer you to the following guidance, which recommends a downloadable COVID-19 secure poster is displayed prominently in all work places to indicate appropriate measures have been taken.

You will find the poster and guidance here:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Note: Select your workplace type to download the relevant guidance and poster.

**NSI AUDIT REQUIREMENTS**

Your auditor will request to see a copy of your **COVID-19 risk assessment** and the poster for your site as evidence appropriate measures have been taken, including:

1. Issuing cleaning, handwashing and hygiene procedures.
2. Maintaining 2m social distancing, where possible.
3. Where people cannot be 2m apart, managing transmission risk.

Other premises visited as part of the audit, including customer sites, should also be COVID-19 secure in accordance with these guidelines.

Where an auditor feels there is a risk to themselves, or others, the auditor has the right to abort the audit and refuse to enter the premises. Audits aborted where appropriate measures have not been taken will not be eligible for a refund.

Yours sincerely,



Laura Welford  
Quality Manager