

# Virtual Felt Leadership...COVID-19

## LINE MANAGERS:

- Ownership and “visibility” remain essential
- Daily 1-2-1 calls (Reinforce concern)
- Weekly Team Skype / ZOOM Calls (Management led H&S discussion / training & preparation for following week)
- Personalise central communications
- 1-2-1 progress updates on local improvement plans, isolation / guarding action plans, etc.
- Review details of open / overdue KPI metrics with teams...tidy records and agree priorities

## H&S Team

- Prepare and support weekly briefings as appropriate
- Review overdue Health and Safety Inspection items with line managers
- Systematic review of training materials, guidance, arrangements, etc.
- Continue to be visible in the field where possible
- Incident support

## Typical Daily Discussions

- How are the team and their families
- COVID-19 protective supplies: soap / sanitiser, masks, gloves
- Staffing levels v activities
- Ongoing work, hazards / risks, control measures, competencies and supervision levels
- Unplanned maintenance / risks
- Concerns / support requirements

## Typical Weekly Team Discussions

- COVID-19 developments / controls
- Resource levels / HR queries
- Contingency planning arrangements
- Site specific planned work / control measures and any restrictions on activities
- H&S briefing / training session
- Any support requirements

***Invite H&S specialist as appropriate***