

# COVID-19 Office Risk Assessment

**Helping people stay safe during the COVID-19 pandemic.**

As we return to work after lockdown, the safety of **all** employees is our highest priority. In order to ensure the health and safety of **everyone** during the continued pandemic we have carefully assessed the risks of COVID-19 with reference to government and industry guidance.

In order to reduce those risks identified, as far as reasonably practicable, **we have worked** to ensure that a package of control measures is in place.

## How we are keeping people safe

We are focusing on the following areas to ensure we can manage the risks of infection from COVID-19, carrying out specific assessments where necessary:

### In offices:

**Minimising** – ensuring a **safe** number of people in offices at any time **compliant with distancing principles with clear labelling and directions.**

**Communicating** – ensuring those who have symptoms or are ill know not to come into work, **inform their manager** and to return home immediately if they become ill at work.

**Commuting** – considering **and managing** the risks in commuting especially on public transport, introducing mitigations such as staggered start times, **on discussion with managers.**

**Social Distancing** – every effort to ensure social distancing is adhered to from space planning to signage.

**Cleaning** – increased frequency of cleaning.

**Face covering** – supporting people in the safe wearing of face coverings on a commute and **when working with other people.**

## Other work activities:

**Travel** – seeking to minimise travel requirements and follow social distancing principles within travel arrangements, wherever possible **on discussion with managers.**

**Location** – **we have** considered the physical capacity of space used, given the requirements of social distancing, as well as ensuring the provision of adequate hygiene facilities. **All are clearly marked and sufficiently available.**

**Work Activities** – considering the activities that people are going to need to undertake and reviewing if these can be adapted or changed to reduce risk.

**Work Equipment** – managing the sharing of work equipment **with associated disinfection. Clear signage** focusing on good hygiene and managing potential issues with touchpoints.

**Work Patterns** – reviewing work patterns to encourage small groups (cohorts) of people **and minimising** contact with other groups.

**Catering and Rest Areas** – reconfiguring catering provision and planning breaks to ensure people are as safe as possible.

**First Aid and Emergency services** – planning activities to reduce the risk of requiring emergency services to be called as well as advice to first aiders on COVID-19 risk.

**Masks, Gloves and Other Personal Protective Equipment** – following government guidance, **around the offices** and for those travelling on public transportation.

**Mental Health** – the COVID-19 risk and the response has had a potential mental health impact which should be considered. **Information and support to all staff via HR team. Clinical team available for concerns and queries.**

**Monitoring** – compliance will be monitored and if required people will be reminded of the new COVID-19 working practices (such as social distancing).

**Details of the specific arrangements are circulated to all staff including updates and revisions.**