



Return to work guidance pack

28th April 2020

Contents

Contents.....	2
Introduction	3
Where do you start?	3
COVID-19 Health & Safety Inspection Checklist.....	5
Workplace Health & Safety Inspection Action Summary.....	12
COVID-19 Health & Safety Risk Assessment	13

Introduction

The following tools are intended to support all businesses keep people safe from the risk of COVID-19 when returning to work. The tools have been created by a team of Health & Safety experts using the latest advice from the government & NHS.

The government advice is clear that where possible work should be undertaken from home. If it is not possible to undertake work from home and your business is not on the list forced to close, you can continue to work but should assess your activities in line with the latest COVID-19 prevention methods.

Please note, all information in this pack is correct as of 28th April 2020.

Where do you start?

There's a lot of information out there regarding COVID-19 and details change daily. Trying to stay on top of the information is incredibly difficult and has created a lot of uncertainty around how to operate as a business. We've therefore structured our toolkit to provide a logical thought process to follow:

Step 1 – Complete the Alcumus PSM COVID-19 Inspection Form

The inspection form will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection form will allow you to identify gaps where additional measure may be required.

Step 2 – Use the findings from your completed inspection form to complete the Alcumus PSM COVID-19 Risk Assessment

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your industry and take into consideration any specific regional advice given. We've created a resource list that will allow you to quickly find the information you need from the relevant source.

Step 3 – Action Plan

Completing the risk assessment will provide you with a list of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they're in place ready for your return to work.

Step 4 – Communication

Communication is key and there's a lot of change that your staff need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you're putting your staff's safety at the heart of this decision.

Step 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your business. We've provided a library of useful links that can be monitored for the latest information.

Latest Government and NHS Advice

[Latest Government Social Distancing Information](#)

[Guidance for Employers & Businesses on COVID-19](#)

[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Closed Business & Venue List](#)

[NHS COVID-19 Latest Information](#)

Industry specific information

Construction:

- <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf>
- <https://builduk.org/wp-content/uploads/2020/04/Highways-England-Coronavirus-Best-Practice.pdf>
- <https://www.youtube.com/watch?v=m-CoB9ukD28&feature=youtu.be>
- <https://builduk.org/wp-content/uploads/2020/04/VolkerRail-Coronavirus-Best-Practice.pdf>

British Retail Consortium

- <https://brc.org.uk/media/674414/brc-warehouse-and-distribution-implementation-practices-v3.pdf>

Electrical

- <https://www.eca.co.uk/CMSPages/GetFile.aspx?guid=9d2dd79c-c715-4b00-8040-8d6018bce61f>
- <https://www.eca.co.uk/CMSPages/GetFile.aspx?guid=a58576b8-3d9e-49c8-904d-faab9c5a9a70>

Builders Merchants

- <https://ttf.co.uk/wp-content/uploads/2020/04/Branch-Operating-Guidelines-during-COVID-19-20.04.20.pdf>

COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Site: Witham House
Site Address: Spyvee Street Hull
Company: J. R Rix & Sons
Inspection Undertaken by: John Hazlehurst
Report to: Rory Clarke, Duncan Lambert

No of issues not closed out from previous inspection	1 st inspection	No of issues that are repeated from previous report	1 st inspection
--	----------------------------	---	----------------------------

Findings of Inspection
Level of compliance should be included in report using a Rag Rating - Green – Full compliance (no action required), Amber - breach identified (remedial action recommended), Red – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.	N	Amber	All staff questioned have been provided with a questionnaire to complete by the HR Departments. All personnel identified with a self-declared health condition are working home. When such persons are required to return to the workplace individual risk assessments will be required.
2.	Are you tracking people who have been identified as high risk/are shielding.	Y	Green	All people identified as high risk have notified HR as per the policy and are working from home or currently on furlough.
3.	Where practicable have staff been allowed to work from home/remotely.	Y	Green	Where practicable personnel have been allowed to work from home Minimal staff attend office.
4.	Can all staff maintain the government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Amber	Not in all circumstance as identified below

4a	Are you able to segregate staff's activities to promote 2 meters distance?	N	Amber	<p>2 meter social distancing cannot be maintained in all areas without additional control being put in place. Such areas are as below.</p> <ul style="list-style-type: none"> • Reception area <ul style="list-style-type: none"> ○ Screen provided ○ Social distancing signage to be provided • Desks in open plan offices <ul style="list-style-type: none"> ○ Screening to be provided ○ Work side by side and or not directly facing ○ Staff scheduled in to avoid face to face working • Walkways / corridors – <ul style="list-style-type: none"> ○ Face coverings to be worn whilst travelling through the workplace ○ Signage displayed to remind of social distancing needs ○ Minimise numbers of personnel in workplace. ○ Minimise travel movements or personnel in office. • Toilets – Ground floor <ul style="list-style-type: none"> ○ Take out of use middle urinal ○ Take out of use sink next to urinals ○ Take out of use cubicle adjacent to sink ○ Display signage markings identifying social distancing requirements • Suggested maximum occupancy levels - Total = 66 <ul style="list-style-type: none"> ○ Reception x 1 ○ Training room x 3 ○ IT Department x 6 ○ Maritime x 3 ○ Health and Safety x 2 ○ Estates office x 2 ○ Human Resources x 3 ○ Wages x 2 ○ Marketing x 3 ○ Fuel mate top Floor x 6 ○ Fuel mate bottom Floor x 8 ○ Fuel sales x 7 ○ Accounts x 4 ○ Shipping x 6 ○ RC x 1 ○ TR x 1 ○ DL x 1 ○ JD x 1 ○ AS x1 ○ KW x1 • To minimise the potential impact of an outbreak or test and trace consideration should be given by department heads and directors to maintain working from home where possible, mixed in with some attendance to the office from all the various teams to promote performance, social and mental wellbeing, except where persons are in a vulnerable group.
----	--	----------	--------------	---

				<ul style="list-style-type: none"> In addition consideration should be given to creating cross functional teams that attend the office on a rota as a unit for business continuity. Such as team A, B, C - 1 week in 3 attend office other time work remotely/from home.
4b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less.	Y	Green	<p>Where the 2 metres social distancing cannot be maintained, the amount of contact will be below 15 minutes such as passing in corridors/printers.</p> <ul style="list-style-type: none"> As an additional control measure all personnel are wear face coverings whilst travelling through the workplace.
4c	Are you able to implement a one way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance.	N	Green	<p>Due to limited ways in & out, not able to promote a 1 way system.</p> <ul style="list-style-type: none"> Minimum staffing levels to be maintained by all departments on site Minimise travel movements or personnel in office. Personnel to use nearest toilets / on same floor Social distancing signage to be displayed
5.	Have staff been trained / notified before returning to work on any new procedures.	Y	Amber	<p>Information has been sent out to all staff via email keeping them updated.</p> <ul style="list-style-type: none"> E learning to be completed by all personnel
6.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Green	<p>Information has been sent out to all staff via email on hand hygiene etc.</p> <ul style="list-style-type: none"> Posters are displayed in the workplace Additional signage to be displayed
7.	Have staff been instructed on social distance where practicable while at work.	Y	Green	<p>Information has been sent out to all staff via email on social distancing</p> <ul style="list-style-type: none"> Posters are displayed in the workplace Additional signage to be displayed
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	<p>Information has been sent out to all staff via email by the HR Department</p>
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff.	Y	Green	<p>Any significant changes to government advice is shared by the health and safety department / HR - through relevant information updates and risk assessments.</p>
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	<p>All personnel have been provided with access to zoom and other methods of video communication to minimise the need for business travel.</p>

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement sufficient parking restrictions to maintain social distancing measures.	Y	Green	Due to some personnel working from home and not attending the office all the time the amount of car parking provided should be sufficient. <ul style="list-style-type: none"> Reverse parking required. Staggered start finish times at 15 minute intervals from 7.30-9.30am
2.	Are workers using their own transport for work activities?	Y	Green	Staff are provided with company cars used for company business.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Amber	Not all personnel at the site can avoid using public transport However personnel at the site do: <ul style="list-style-type: none"> Walk, Cycle to work. Cycle to work scheme in place to promote cycling to work Secure bike storage area provided <ul style="list-style-type: none"> Guidance to be provided to personnel to follow government guidelines when using public transport
4.	Have you considered staff that are required to car share for their role and whether this could continue?	Y	Green	No personnel are required to car share for the completion of their role.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Green	Controlled access points <ul style="list-style-type: none"> Staggered start times at 15 minute intervals from 7.30-9.30am to be considered to minimise potential congestion at main entrance this would need to be organised by HR and Department Heads Consider a 30 minute lunch break instead of an hour this would need to be organised by HR and Department Heads. HR /Wages Department consider fitting hands free door operation due to confidential nature of conversations.
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	All visitors and contractors have to report to reception prior to entering the building. <ul style="list-style-type: none"> Ad hoc visitors can only be allowed if there is spare meeting capacity taking social distancing rules into account
7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Green	All visitors will be controlled by the person they are visiting who will be responsible for minimising and controlling their movements and for maintaining social distancing
8.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	Hand Sanitiser available in main reception before entering the building and in areas throughout the building. All employees on site have personal hand sanitiser.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Green	There are number of signs in place. <ul style="list-style-type: none"> Additional signage has been ordered to meet the required levels.

10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	Additional signage has been ordered. This will reviewed going forward and replaced if necessary
-----	---	---	-------	---

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning.	N/A	Green	Site has remained open throughout, maintained by cleaning contractor who has modified their cleaning procedure to take COVID-19 into account. Deep clean not required if the building left empty for 72 hours
2	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied.	Y	Green	Cleaning contractors attends twice daily to manage cleaning needs
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	Y	Green	Cleaning contractor 'are able to manage this. Additional wipes are available for staff for high touch areas as described. All doors left open whilst staff present.
4.	Are appropriate cleaning products being used during daily preventative clean regime.	Y	Green	Cleaning contractor are able to manage this, and wipes provided to staff to use where required
5	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	Managed by cleaning contractor
6	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	Y	Green	Not practical to remove blinds, security and DSE issue these will need cleaning by cleaning contractor.
7	Can blinds be kept opened and locked if they cannot be removed?	Y	Green	These are required to reduce the glare of the sun, and security of the site will be compromised if blinds left open
8	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier?	N/A	Green	
9	Is it practicable to introduce a daily steam cleaning procedure for washrooms?	N/A	Green	Not applicable to this site. The areas are cleaned through twice daily through a cleaning contractor.
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their work stations during the day.	Y	Green	Staff have access to both hand sanitiser and wipes for cleaning of their stations.

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/ NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas:			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Regular checks as normal Fire doors kept open during office hours to reduce contact points Fire doors closed by Fire marshals during evacuation Fire doors closed by line managers at end of working day
2.	Ventilation / Humidity / Lighting & Heating.	Y	Green	Regular checks as normal
3.	Gas / Oil Installations.	Y	Green	Regular checks as normal
4.	Legionella Controls.	Y	Green	Water usage sufficient to maintain flow through of water
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	N/A	Green	No applicable equipment
6.	Lift Statutory Inspections.	N/A	Green	No applicable equipment

E: Other Issues				
No	Issues	Y/N/NA	Rating R/A/G	Comments
E1	Has a social distancing champion for the site?	N	Amber	In order to maintain social distancing rules and reinforce the reasons why, it is highly recommended that a 'social distancing champion' is appointed for each area of the site.
E2	Are staff aware of guidance in relation to an accident or fire?	N	Amber	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. Review evacuation procedure to reflect 2 metre social distancing not required during evacuation. But maintain 2 metre social distancing at fire marshal point
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	

Inspection undertaken by:

Signed: John Hazlehurst

Date: 22/05/2020

Workplace Health & Safety Inspection Action Summary

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
A1	Complete specific individual worker risk assessment for those who have a self-declared health condition which could increase their risk profile prior to individuals returning to work in the office	When personnel return to work	Line Managers	Being completed as personnel return to work
A3	All department managers to identify minimum staff required to attend office at any one time. To implement staff rotation weeks / days, to assist in minimising numbers of personnel attending site at any one time to assist in maintaining social distancing.	30/06/20 30/06/20	Line Managers Line Managers	26/06/2020 26/06/2020
A4a	Desks screens to be provided. Schedule staff in to avoid face to face working Face coverings to be provided and worn whilst personnel travel through the office Additional signage floor signage /tape to be displayed to remind of social distancing Toilets ground floor take central urinal out of use Take middle sink out of use Take cubicle out of use next to sink Create cross functional teams for business continuity	08/06/20 12/06/20 29/05/20 05/06/20 05/06/20 05/06/20 05/06/20 30/06/20	DL / Line Managers Line Managers JH/ Line Managers JH JH JH JH Dep Heads/Directors	17/06/2020 06/06/2020 05/06/2020 05/06/2020 05/06/2020 05/06/2020
A4c	Minimum staffing levels to be maintained by all line managers. Travel movements of staff minimised by line managers at all times Personnel to use nearest toilets / on same floor Social distancing signage to be displayed	30/06/20 05/06/20 05/06/20 05/06/20	Line Managers Line managers Line Managers JH	26/06/2020 05/06/2020 05/06/2020 05/06/20
5	All staff to complete Safety Media Return to work COVID 19 eLearning.	30/06/20	Line Managers	26/06/20
6	Additional Hand Hygiene signage to be displayed	05/06/20	JH	05/06/2020
B1	Implement reverse parking in the parking areas Staggered start finish times at 15 minute intervals from 7.30-9.30am	05/06/20	JH Line managers	05/06/2020
B5	Line managers to consider staggered start times to minimise congestion at main entrance, toilets and corridors Fit hands free door openers on HR department and wages office doors	05/06/20	Line Managers	05/06/2020
	Provide protective screens in Human Resources department office (DL Desk – JW desk)	30/06/20	DL	26/0/06/20
Additional Comments				

Signed: John Hazlehurst

Date: 20/05/2020

COVID-19 Health & Safety Risk Assessment

Company Name: J. R Rix & Sons Ltd Location: Witham House Hull

Ref No: With

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Employee Safety –								
Psychological well being	Staff	Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.	E	Minor	Possible	Low		
		New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.	E					
		Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.	E					
		Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.	E					
		Concerns on workload issues or support needs are escalated to line manager.	E					
		Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.	E					
		Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs	E					

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Psychological well being – Continued	Staff	<p>Where you have made significant adjustments to employee's working practices, a risk assessment review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p>	E E					
Virus transmission in the workplace	Staff, visitors, contractors	<p>Specific individual worker risk assessment will be undertaken for those who have a self-declared health condition which could increase their risk profile prior to their attendance in the workplace</p> <p>An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).</p> <p>The HR Department keep track of when staff can return to work after the symptom free period.</p> <p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).</p> <p>Staff activities are segregated to promote 2 meters distance. Screens provided at desks, staff rotation.</p>	P E E E E E	Minor	Possible	Low	Prior to an individual returning to the workplace	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>Visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Staff informed not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Staff bring their own provisions in for lunch – both food and drink</p> <p>The kitchen area is closed.</p>	<p>E</p> <p>P</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>				12/06/2020	05/06/20 JH

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Social gathering amongst employees is not allowed whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Desks are arranged where practicable to maintain a minimum of 2 meters from each other.</p> <ul style="list-style-type: none"> Where this has not been achieved screens have been provided between the desks <p>Face coverings are to be worn in transient areas within an office environment</p> <p>Adequate training has been made on what PPE is required</p> <p>The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, HR) and shared with staff.</p> <p>Business related travel is reduced</p> <p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p> <p>Staff have been instructed not to shake hands or carry out general close personal greetings</p>	<p>E</p> <p>E</p> <p>E</p> <p>P</p> <p>P</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>				<p>26/06/2020</p> <p>26/06/2020</p>	<p>17/06/2020 JH</p> <p>26/06/2020 JH</p>

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p> <p>Following any handling of post/cheques etc, hands to be washed or sanitised</p> <p>Lever operated taps to minimise contact points</p> <p>Following hand washing, only disposable paper towels must be used for drying</p> <p>Use of signs and marking e.g. floor tape to highlight and help enforce social distancing</p> <p>All waste to be removed from work area at the end of the day</p> <p>Any high touch areas and objects shall be cleaned regularly, including vehicles</p> <p>Blinds cleaned by contract cleaner, blinds opened closed by 1 person responsible for the individual office. Blinds required for security and DSE requirements.</p> <p>Doors to be wedged open where it is practicable to do so to minimise high touch areas. This is not possible with the toilets designed for single occupancy.</p> <p>The general ventilation of the offices is to be maintained by keeping windows open where practicable.</p>	E E E E P E E E E E				12/06/2020	05/06/20 JH
Someone entering the workplace with COVID-19	Staff, visitors, contractors	<p>All visitors and staff entering will be kept an absolute minimum and essential visits only.</p> <p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety</p>	E E	Moderate	Possible	Medium		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Someone entering the workplace with COVID-19	Staff, visitors, contractors	policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.	E					
		Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.	E					
		Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations.	E					
		Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations	E					
		Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms	E					
		Where a vehicle has been used by a member of staff suspected of contracting COVID-19, this must be cleaned and all personal effects including any company PPE and clothing must be removed	E					
		Where possible and safe, having single workers load or unload vehicles for deliveries. If this is not possible, use the same pair of people where more than one is needed.	E					
		All parcels left in reception.	E					
		Providing signage at entrances to the premises to remind the staff and visitors and maintain social distancing and hygiene measures.	P				12/06/20	05/06/20 JH

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Travel, Access & Egress								
Travelling to work	Staff, visitors, contractors	<p>Sufficient parking restrictions to maintain social distancing measures in place.</p> <p>Some employees use public transport advised to follow government guidelines.</p> <p>In addition employees cycle, walk and use their own vehicles.</p> <p>Shared journeys to work identified through staff questionnaire completed. Advised to follow government guidelines on sharing vehicles</p>	E E E E	Negligible	Possible	Low		
Driving at work	Staff, Contractors	<p>When driving at work personnel use their own vehicles car sharing is not recommended.</p> <p>When Car sharing does happen (this should be an exception not the rule) the windows must be open passenger at in rear, advised to wear face covering</p>	E E	Minor	Possible	Medium		
Entry and exit to building	Staff, visitors, contractors	<p>Entry and exits to the building/site are limited to the minimum number of points required.</p> <p>Access and exit from a building involving using pass card entry for staff, receptionist records visitors' attendance.</p> <p>Access to the building/site been restricted to visitors and contractors etc. appointments required.</p> <p>Visitors confined to strictly defined areas and unnecessary movements around the building avoided controlled by the person they are visiting</p>	E E E E	Negligible	Possible	Low		

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Entry and exit to building – Continued	Staff, visitors, contractors	Reception area provided with screen.	E					
		Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas	E					
		Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits.	E					
		Signs displayed reviewed and replaced as necessary.	E					

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Cleaning and hygiene measures								
Cleaning Frequency	Staff, visitors, contractors	Site cleaned twice daily whilst occupied by a cleaning contractor. Cleaning contractor completes deep clean when required.	E E	Minor	Possible	Low		
Commonly touched surfaces	Staff, visitors, contractors	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets. Appropriate cleaning products are used during daily preventative clean regime. Any use of common work equipment is restricted and managed.	E E E	Negligible	Possible	Low		
Use of cleaning products	Staff, Contractors	Persons undertaking the cleaning (contractor) follow manufacturers instruction for products used The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use by contractor Correct PPE is provided for the use of cleaning materials	E E E	Minor	Possible	Low		
Housekeeping	Staff, Contractors	Appropriate cleaning products are provided, so that staff can frequently clean their work stations during the day (wipes) Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents. Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	E E E	Negligible	Possible	Low		

Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas:	E	Negligible	Possible	Low		
		Emergency lighting suitable, sufficient and maintained.	E					
		Suitable number fire extinguishers available in required locations.	E					
		Fire alarm and detection system for the building tested, inspected and maintained.	E					
		Means of escape clear.	E					
		Fire doors provided and maintained in good working order.	E					
		The fire risk assessment suitable & sufficient / current.	E					

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors	Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). Measures can be taken to control temperature via wall thermostat and thermostatic radiator valves, opening windows, closing blinds	E E	Negligible	Possible	Low		
Ventilation	Staff, visitors, contractors	Natural ventilation is available in the workplace, e.g. windows or open doorways. Ventilation systems have been switched off to help minimise the spread of the virus.	E	Negligible	Possible	Low		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Oil Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Oil Installations	Staff, visitors, contractors	Oil installations e.g. boilers been inspected, tested and maintained at required frequencies.	E	Negligible	Possible	Low		

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Drinking water	Staff, visitors, contractors	All drinking water and other drinks are to be brought in by staff themselves due to the canteen being closed. Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm). Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.	E	Negligible	Possible	Low		

HAZARD	AT RISK	CONTROL MEASURES		PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.		EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here									
Statutory Inspections	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.		E E	Negligible	Possible	Low		
Plant and Equipment	Staff, visitors, contractors	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date The safety devices and controls e.g. emergency stops been checked to ensure safe operation. Defective equipment been taken out of service awaiting repair. Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.		E E E E	Major	Unlikely	Low		
Signed:	<i>J. Hazlehurst</i>	Assessment Date:	Further action required:	Action Review Date(s):26/06/2020 Reviewed – 26/06/2020					
Name:	John Hazlehurst	26/05/2020	N	Next Review Date:30/10/2020					

Need further assistance?

Alcumus PSM can offer bespoke H&S guidance. If you want more support, contact us using the details below:

E: psm.enquiries@alcumusgroup.com | T: 01484 439930 | www.alcumusgroup.com/psm

