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.