



National Lockdown

Risk	Controls Required	Procedures / Actions	Actioned by	Date
National lockdown 05/01/21	<ul style="list-style-type: none"> <input type="checkbox"/> Has the force of law from tomorrow <input type="checkbox"/> Working from home required unless unreasonable <input type="checkbox"/> Workplace only for essential workers <input type="checkbox"/> Workplace must be secure 	<p>Review existing wfh arrangements to check everyone who is able to is working from home.</p> <p>No meetings in meeting rooms or kitchen</p> <p>Minimum possible office staff coverage</p> <p>Temperature taking/face covering</p> <p>Only one person at a time in toilets unless not possible</p> <p>Only one person at a time in kitchen</p> <p>Only one person at a time for cigarette breaks</p> <p>Review of air conditioning</p> <p>Reinforcement of social distancing</p> <p>Reinforcement of regular window and door opening</p>	LK & AW LK & NW	21/10 05/01
Hand Transmission from surfaces	<ul style="list-style-type: none"> <input type="checkbox"/> Handwashing facilities with soap and water in place <input type="checkbox"/> Stringent handwashing taking place, including upon arrival, leaving and at regular times during the day <input type="checkbox"/> Extra soap in toilets <input type="checkbox"/> Hand sanitizer next to every door 	<p>Posters detailing how to correctly wash hands along with reminders by team leaders to encourage staff to wash hands regularly</p> <p>Staff are to report anyone who they feel are not following the guidelines to a team leader</p> <p>Hand sanitiser provided to be used to supplement handwashing</p>	LK & NW	1/6 16/9 6/10 05/01/21 Ongoing



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N° of Staff on site	<input type="checkbox"/> Minimum numbers of staff to operate safely	<p>Employees who can work from home have to.</p> <p>Our office can safely accommodate 40 staff with distancing measures in place under current desk configuration, approximately 28 staff will on site from 6th Jan.</p> <p>Only absolutely essential ad-hoc visits to site by home workers to be arranged through operations manager to ensure numbers on site are monitored and controlled.</p>	LK & NW	05/01/21
Staff working from home	<input type="checkbox"/> Keep in touch with staff working from home <input type="checkbox"/> Clinically vulnerable and high-risk staff <input type="checkbox"/> Mental Health and general wellbeing <input type="checkbox"/> Monitor homeworking staff who need to access the office	<p>Team leaders contact staff weekly where formal conversations take place. This is documented, following the Employee Welfare Questionnaire, and is to be emailed to HR to keep a central full report.</p> <p>Any mental health or wellbeing concerns raised on well-being calls to be addressed. Attendance in office permitted if risk is considered acceptable. Similarly, if concerns are raised by those in the office, WFH if possible.</p> <p>Ensure staff medical details are up to date and assist vulnerable / high-risk to work from home</p> <p>Operations manager facilitates staff who sporadically need to come into the office to ensure numbers remain safe</p>	<p>All Team Managers</p> <p>LK & NW</p>	<p>On-going</p> <p>05/01/21</p>



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Social Distancing	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain 2m social distancing <input type="checkbox"/> Team working <input type="checkbox"/> Avoid congestion when staff arrive, leave and take breaks <input type="checkbox"/> No face to face meetings 	<p>Reinforce importance of need to maintain 2m distance wherever possible at all times using posters, re-induction process and guidance notes.</p> <p>Masks to be worn by everyone at all times in the office with the only exception when sitting at your desk.</p> <p>Compliance to be strictly enforced</p> <p>Use tape to mark 2m areas and designated workstations, one-way flow</p> <p>Ensure teams are allocated and are fixed</p> <p>Stagger arrival, departure, break and lunch times</p> <p>Lunch breaks are to be reduced to 30 mins and we will allow flexi start / leave times to 30 mins earlier or later, staff encouraged to stay on site where possible</p> <p>Encourage staff to use phones / email to reduce movement around offices</p>	LK & NW	15/01/21



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Printer	<ul style="list-style-type: none"> <input type="checkbox"/> Reduce sporadic usage <input type="checkbox"/> Cleaning <input type="checkbox"/> Avoid staff congregating in the same areas 	<p>Staff who use scanners have sole access</p> <p>Staff will be encouraged to batch print where possible to reduce movement / congestion</p> <p>Only 1 person at the printer at any time, when using the touch surfaces, they are to be cleaned prior to use and again after with antibacterial wipes provided</p> <p>(**NEW 10 on induction doc)</p>	<p>Team Leaders</p> <p>Staff Induction</p>	05/01/21
Toilets	<ul style="list-style-type: none"> <input type="checkbox"/> Toilets/bathrooms remain under control of building manager pursuant to terms of lease. Liaison with MCR. <input type="checkbox"/> Ensure soap is always available <input type="checkbox"/> How to maintain social distancing within small area <input type="checkbox"/> Monitor cleanliness throughout the day 	<p>Limit access to 1 person at a time unless impossible. Knock and check before entering.</p> <p>Regular cleaning to take place during the day – Building Manager committed 27/5 to confirm details</p> <p>Hand sanitiser dispenser to be put on the wall outside of the toilets – Confirmed 27/5 by Building Manager MCR will action.</p>	NW	<p>05/01/21</p> <p>05/01/21</p> <p>05/01/21</p>



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Workstations	<ul style="list-style-type: none"> <input type="checkbox"/> Cleaning before, after and during the day <input type="checkbox"/> Staff to remain at fixed workstation 	<p>Workstations in use will be taped to show which are to be used</p> <p>Staff will be allocated a permanent workstation, no hot desks to be used</p> <p>Workstations will have a supply of cleaning wipes for staff to clean before, after and during the day</p>	<p>NW</p> <p>All staff</p>	<p>1/6/20</p> <p>Ongoing</p>

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Kitchen / Recreation Area	<input type="checkbox"/> Only one person at a time in the kitchen area	The vending machine setting has been made zero charge to reduce staff making drinks with kettle etc	NW	05/01/21
		Soap provided for hand washing before and after use and supply of antibacterial wipes provided for touchpad etc. Staff instructed to ensure wipes used on vend buttons before and after use. When staff need to access storage during breaks they should ensure they adhere to social distancing, if someone is sat near where they need to be, come back later or politely ask them to move	All Staff	05/01/21



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Smoking	<ul style="list-style-type: none"> <input type="checkbox"/> Building management insist staff to stick to designated smoking area whilst maintaining social distancing <input type="checkbox"/> Designated smoking area will not be extended by building to facilitate social distancing (confirmed 27/5) 	<p>Only 1 staff at a time to take smoke breaks</p> <p>Ensure cigarette ends are extinguished and put in the bin</p> <p>Wash hands before returning to workstation</p>	<p>NW</p> <p>All staff</p>	<p>05/01/21</p> <p>Ongoing</p>
Cleaner, Visitors & Deliveries	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure all persons adhere to social distancing whilst on our premises 	<p>External visitors are kept to a minimum and where a visit is necessary strict supervision of visitors to ensure social distancing and hygiene measures are followed</p> <p>Deliveries are to be left in reception or in the main office by the door; signatures are currently not required by most delivery drivers but if a signature is needed staff are to ensure they do this safely</p> <p>The side door from reception is to remain locked to ensure all visitors can be supervised</p> <p>Secure document disposal bins to be cleaned down immediately after Shred-it personnel visits are complete.</p> <p>All visitors to wear masks (this is now also entire building policy)</p>	<p>NW</p>	<p>05/01/21</p>



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Airborn particles	<input type="checkbox"/> Ensure the offices are aired frequently	Open all available windows and doors to the outside for at least 5 minutes every hour	NW	05/05/21



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Transmission through air conditioning	<input type="checkbox"/> Maintain air conditioning units	Schedules of maintenance have been updated so that the air conditioning units will be maintained with a full service every year and three filter changes at even intervals through the year as per operation manager meeting with air conditioning maintenance team 05/01/21, confirmation provided by air conditioning maintenance company by letter dated 11/1/2021	NW	05/01/21



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Spread of Coronavirus in workplace	<input type="checkbox"/> If any employees display symptoms processes need to be in place to ensure possible exposure is minimised	Regular temperature checks are taken throughout the work day of anyone present in the office, including on initial entry first thing in the morning. Anyone displaying an elevated temperature is to be sent home and instructed to get a test A number of rapid lateral flow tests are available on site. Anyone who displays symptoms other than a high temperature is able to get a test quickly. Anyone obtaining a test due to symptoms should be appropriately isolate within the office until test result known.	All team managers	19/04/21

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<p>Returning to normal working environment</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Government has introduced a four step process for the exiting of lockdown. Step 1- from 29th March 2021, working from home becomes guidance rather than legal requirement. Guidance still in place that home working should remain the norm if possible, unless it is not appropriate because of mental or physical health difficulties, or a particularly challenging home working environment. No face-to-face meetings in the office unless “reasonably necessary. If a meeting can be done remotely, it would be a breach of the law (a criminal offence) to require employees to come into the office for it. <input type="checkbox"/> Step 2- from 12th April hospitality has begun to reopen, with outdoor seating only. Permitted outdoor gatherings allowed <input type="checkbox"/> Step 3 planned for 17th May and step 4 planned for 21st June 	<ul style="list-style-type: none"> <input type="checkbox"/> Remain vigilant for symptoms and potential exposure as hospitality begins to open up <input type="checkbox"/> Review Covid-19 policy every month to ensure everyone in business still compliant with guidance, with step 3 planned for 17th May and step 4 for 21st June- detailed guidance to be introduced for each step <input type="checkbox"/> Reiterate regularly to staff that the guidance is still in place and to continue act in a compliant manner (masks to be worn, hand sanitiser to be used regularly, maintain social distancing) <input type="checkbox"/> Continue to hold meetings remotely unless “reasonably necessary” to hold the meeting face to face <input type="checkbox"/> If any meetings held on site, or at other businesses, ensure you are familiar with any applicable Covid-19 risk management policies. 	<p>LK & NW</p> <p>All team managers</p>	<p>19/04/21</p>

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