

Context	Actions Required to reduce the risk	Risk Controls What are you doing now?	Further Actions What more can you do?	Due by date	Assigned to
Areas of working practice that current guidance requires be considered	<i>The following are the specific issues that your risk assessment should address.</i>	<i>Insert in this column how you have implemented the actions detailed in the cell to the left. Where a risk control refers to a policy, procedure or other document, update this document as necessary and detail the document by name and version.</i>	<i>Insert in this column details of why you have not implemented the Actions Required. If the 'Action Required' is not applicable in your case insert "N/A". If the 'Action Required' is applicable but not implemented, detail why. If the control will be implemented later, detail what you are going to do below and insert the date it will be implemented and by whom in the cells to the right.</i>	<i>Insert the date the 'Action Required' will be implemented</i>	<i>Insert the name of the person(s) or group to whom the further action is assigned</i>
Who should be returned to work Staff should work from home if possible	[Explain how you will:] ensure all staff are instructed to work from home if possible.	Managers and staff have reviewed where people can effectively work from home. Currently staffing numbers are reduced to one per room.	Need to document this Need to consider the effectiveness of this		
Where homeworking not possible consider who is needed in the office	[Explain how you will:] ensure only the minimum number of people required to operate from the office safely and effectively will be required to attend (refer to a document evidencing this).	All activities assessed, training stopped, admin and at times web roster working from home. Numbers in the office planned by team leaders so that 1 per room is achievable. Each Office assessed to endure 2m Social distancing OK	Document, Room by Room Purchase signage and marking tape	COMPLETED	ANDY W
Monitoring the wellbeing of staff who are working from home	[Explain how you will put in place:] a programme of monitoring the wellbeing of staff who are working from home and ensuring they remain connected, involved and are not excluded from duties, authority and responsibilities associated with their roles.	HR contact also bi-weekly contact by line manager	Log contacts	ONGOING	ANDY/MATT
Monitoring of welfare, mental and physical health and personal security of home workers	[Explain how you will:] ensure welfare, mental and physical health and personal security of home workers will be routinely monitored and issues acted upon, utilising external providers where necessary.	Line Manager in bi-weekly contact Health assured (Peninsula's Employee Assistance Programme) available to them	Log contacts Mental health First Aiders in place.	ONGOING	ANDY/MATT
Working equipment for safe home working	[Explain how:] working equipment for safe home working based on appropriate risk assessments (E.G. DSE) will be supplied to home workers.	Most staff working from home have taken full PC and Monitor and regular check that space is adequate. E mail from Jane HR on 21/04/20 and 25/06/20 re safe home working to all relevant staff	Log contacts	ONGOING	ANDY/MATT
Staff unable to travel to work in safety	[Confirm that:] staff who are unable to travel in a means which minimises risk will be a lower priority for return to work.	Those working from home are all car drivers			

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Staff with no child or eldercare responsibilities or with concerns regarding working from home	[Confirm that:] where possible staff who have no childcare or elder care responsibilities or who have expressed concerns regards working from home will be prioritised for return to work over staff who do have care responsibilities or have expressed a preference to work from home.	No staff have requested to RTW but each will be risk and preferences considered			
Protecting People at Higher Risk Support for mental health and wellbeing	[Confirm that:] provision of support is in place for all staff relating to mental health and wellbeing (note what provision: e.g. third party helpline).	Health assured (Peninsula's Employee Assistance Programme) in place and regularly directed to... Mental health First Aiders Staff advised about availability of Covid 19 related anxiety psychological support from UCLAN Psychology Dept. Staying mentally well plan tools (Public Health England) documentation available,			
Staff at elevated risk due to age, health or proximity to others at high risk	[Confirm that:] staff who are at elevated risk due to age, health or proximity to those at risk will not be considered for return to work.	N/A			
People who need to self-isolate Permitting self-isolating staff to work from home	[Explain what:] provision is in place to allow staff to work from home in the event they need to self-isolate.	Yes, office based staff may be able to work from home if isolating			
Requirements for self-isolation of staff	[Confirm that:] staff are instructed that if they have symptoms, are living with someone who has symptoms or have been exposed to someone with symptoms they must self-isolate and are expected not to attempt to attend work.	Staff reminded regularly and part of management oversight			
Staff encouraged to utilise the NHS Tracker App and self-isolate where exposure informed	[Confirm that:] staff are encouraged to utilise the NHS tracker App (when available) and self-isolate if it shows exposure.	<u>We're silent on tracker</u>			

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Social distancing at work Maintenance of 2m social distancing	[Confirm that:] maintenance of 2m social distancing wherever possible is enforced.	Yes			
Mitigating actions where social distancing of 2m cannot be achieved	Where social distances cannot be achieved, implementing mitigating actions including: [Delete Inapplicable and insert alternate arrangements where relevant] <ul style="list-style-type: none"> - Further increasing handwashing and surface cleaning - Keeping the activity time involved as short as possible - Using screens and barriers to separate people from each other - Using back to back or side to side working whenever possible - Reducing the number of people each person has contact with by using fixed teams or partnering - Alternating Desk facing 	Usually achieved, PPE available in circumstances where not possible.			
Coming to work and leaving work Staggered arrival and departure times	[Explain how you will:] arrange for staggered arrival and departure times to reduce crowding into and out of the workplace with specific reference to those with protected characteristics.	There are no fixed start or end times	Put up more QR codes.	03/07/2020	EMMA H
Additional Parking, bicycle racks and other facilities	[If applicable, explain:] what additional parking, bike racks or other facilities you will put in place to help staff drive, walk, run or cycle to work where possible.	Adequate parking available at front of office and on side streets.			
Use of corporate vehicles	[If corporate vehicles in use advise how:] you will limit passengers or allow for social distancing.	N/a			
Limiting congestion at entrances and exits	[Explain how you will:] limit congestion and entrances and exits (e.g. one-way systems, additional entrances).	Only one point of entry	Put up more QR codes.	03/07/2020	EMMA H
Additional storage for staff clothes	[Confirm if:] additional storage for staff clothes and bags is provided.	N/A Own rooms anyway			
Markings to encourage social distancing and one way travel	[Confirm if:] markings will be in place to encourage social distancing and one way travel.	Adequate space in and around offices			

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Handwashing and Sanitising stations	[Confirm what:] handwashing, sanitising stations in place.	Yes	Signage to be placed on entry to use sanitizer/wash hands.	COMPLETED	ANDY
Replacing touch based security/access systems	[Confirm that:] touch based security (key pads etc.) have been replaced with alternate options.	Touch keypads in situ, but aim to leave open once occupied and supply hand sanitizer if needed.	Protocol to be displayed requesting for sanitize twice daily and to be sanitised before and after use.	COMPLETED	ANDY
Replacing turnstiles/ barriers with contactless means of access/egress	[Confirm that:] turnstiles and similar measures replaced with visual inspection of ID or other contactless means of access/egress.	N/a			
Moving around buildings and worksites Reducing movement by discouraging non-essential trips within buildings and sites	[How will you:] reduce movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	Only necessary visits made			
Restricting access between different areas of a building or site	[How will you:] restrict access between different areas of a building or site (where travel is not desirable).	Only necessary visits made			
One way flow through buildings	[How will you:] introduce more one-way flow through buildings, paying particular attention to long corridors.	Not Possible, windows open and rear door open.			
Reducing job and equipment rotation	[Advise what measures you have in place to:] reduce job and equipment rotation.	Everyone has own desk/workspace.	Memo to be sent asking any 'ad hoc users' to sanitize/wipe before and after using PC equipment (mouse, keyboard etc) and wash hands before and after.	COMPLETE	ANDY
Managing Lift use	[How will you:] manage lift use (maximum occupancy, social distance markings, hand sanitiser provision, extending break times to encourage stair use etc.).	No lifts			
Managing lift use for disabled users	[How will you:] ensure lifts remain available for disabled users.	N/a			
Regulating high traffic areas	[How will you:] identify and regulate high traffic areas (corridors, turnstiles, walkways etc.).	Entrance, hallway and photocopier identified risk areas. Desk near photocopier taken out of use. Waiting area not used whilst no visitors.	Require sanitizing sign above photocopier requesting sanitised wipe before and after use. Require floor taping to show distance required.	COMPLETE	ANDY

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Workplaces and workstations 'Hot desking' or multiple use of workstations	[Confirm you have:] eliminated "hot desking" and assigned socially distanced workstations to single individuals Or Arranged for sanitising of workstations between uses.	Everyone has own desk space.	Memo to be sent asking any 'ad hoc users' to sanitize/wipe before and after using PC equipment (mouse, keyboard etc) and wash hands before and after.	COMPLETE	ANDY
Revision of layouts and processes to allow social distancing	[Confirm you have:] reviewed layouts and processes to allow socially distanced working where possible and what measures are in place where this is not possible.	Plan seating in meeting room. Space out hallway	Require signage for meeting room and hall ways.	COMPLETE	ANDY
Marking floors	[Have you:] marked floor areas to encourage social distancing.	Will do	Require signage for meeting room and hall ways.	COMPLETE	ANDY
Alternative working arrangements where 2m distance cannot be ensured.	[If it is not possible to ensure a 2m distance between workstations have you:] alternated facing direction of desks or otherwise arranged for staff to face away from one another.	Can be ensured as most in own rooms.			
Screens between workstations	[Have you:] installed screens between workstations where necessary.	N/a			
Occupancy levels in line with social distancing	[Confirm you have:] calculated occupancy levels in line with social distancing	Managed by team leader as part of planning staffing levels.	Display maximum occupancy limit on signage at the front entrance.	COMPLETE	ANDY
Meetings Replacing in-person meetings with remote working tools	[Confirm you have:] a policy in place to replace in person meetings with remote working tools.	Actively using Teams			
Reducing meeting numbers to ensure 2m separation throughout	[Confirm you have:] instructed staff to ensure that the minimum number of people possible should attend in person meetings and only with sufficient space to maintain 2m separation throughout.	No meetings at present. May map training room but will be limited.			
Eliminating/reducing sharing of pens, remotes, "clickers", touchscreens or other objects	[Confirm you have:] banned the sharing of pens, remotes, "clickers", touchscreens or other objects.	All staff has items within their workspace and should not share items. Wipes and sanitizer by the photocopier.	Memo to be sent to all office staff informing/reminding them.	COMPLETE	ANDY
Provision of hand sanitiser	[Confirm you have:] provided hand sanitiser in meeting rooms.	In all rooms/touch points			

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Facilities for meetings	[Report if you have:] facilities for meetings to take place outdoors or in well ventilated rooms.	Can make use of outside space meeting dependent			
Floor markings to ensure 2m social distancing	[Confirm if you have:] marked the floor in meeting places to ensure 2m social distancing.		Require floor signage/taping.	COMPLETE	
Common Areas Arrangements to ensure consistency across common areas/reception etc.	[Confirm what arrangements you have:] to work with landlords/other tenants/security companies to ensure consistency across common areas/reception etc.	N/a			
Staggered break times	[Confirm you have:] staggered break times.	No defined break times. Stagger leaving for breaks.			
Safe outdoor areas for breaks	[Confirm you have:] safe outdoor areas for breaks.	Outside space can be used.			
Creation of additional break space	[Confirm if you have:] created additional break space with freed up workspace to allow for socially distant breaks.				
Screens	[Confirm you have:] installed screens at reception and similar areas.				
Provision of packaged meals	[Confirm you have:] provided packaged meals to avoid a fully staffed canteen.	Bring your own			
Encouraging staff to bring in meals	[Confirm you have:] encouraged staff to bring in meals rather than use a canteen or shop for lunch/take deliveries.	Yes, but single person nominated to prepare drinks and disinfected afterwards.	Protocol to be shared via email and displayed in the kitchen encouraging non use of kitchen where possible and indicating 1 staff nominated daily. Signage on display to prompt hand washing and/or sanitizing before and after making food. Supply sanitizer and disinfectant wipes in situ for use.	COMPLETE	ANDY
Reconfiguring canteen/break room seating for social distancing	[Confirm you have:] reconfigured canteen/break room seating for social distancing.	Eat at your desk			
Encouraging staff to remain on-site and, maintaining social distancing while off-site	[Confirm you have:] encouraged staff to remain on-site and, when not possible, maintaining social distancing while off-site.	Communicated but not always possible			

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Use of locker rooms, changing areas and other facility areas to reduce concurrent usage	[Confirm how you have:] regulated use of locker rooms, changing areas and other facility areas to reduce concurrent usage.	N/a			
Storage of personal items and clothing in personal storage spaces	[Confirm you have:] encouraged storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	Own office spaces			
Accidents, Security and other incidents Revision of evacuation/ lockdown plans and procedures	[Confirm you have:] revised evacuation/lockdown plans and procedures in line with any of the changes noted in this assessment.	No changes envisaged to existing plans			
Revision of business continuity and critical incident plans and procedures	[Confirm you have:] revised Business Continuity and Critical incident plans and procedures in line with any of the changes noted in this assessment.	Currently "living" Business Continuity plan	Review when New Normal	ONGOING	ANDY
Arrangements for orderly emergency evacuation over social distancing	[Confirm you have:] advised staff that in the event of a fire or similar emergency evacuation prompt, orderly evacuation is a priority over social distancing.	Informed via email	Remind via emailed memo.	COMPLETE	ANDY
Training, sanitation and PPE for security, first aiders and others providing aid/assistance	[Confirm you have:] revised and reviewed training, sanitation and PPE for security, first aiders and others providing aid/assistance.	?			
Managing your customers, visitors and contractors Encouraging meetings/ visits via remote working	[Confirm you have:] a policy of encouraging meetings/visits via remote working where possible.	Yes			
Providing guidance to visitors on social distancing, hygiene, and other measures	[Advise what:] guidance is provided to visitors on social distancing, hygiene, and other measures in place on site.	Signage on entry	Purchase and install signage	COMPLETE	ANDY
Limiting visitor numbers	[Confirm if:] visitor numbers are limited and carefully monitored.	Yes	See maximum occupancy sign above.	COMPLETE	ANDY
Restricting visitors to specific times	[Confirm if:] visitors are restricted to specific windows of time and why.				

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Scheduling essential services/contractors to minimise or eliminate overlap	[Confirm you have:] reviewed scheduled essential services/contractors to minimise or eliminate overlap.	N/a			
Visitor records	[Confirm you have:] a record of all visitors' names and arrival and departure times.	Yes through signing in sheets			
Revise visitor/contractor sign in arrangements	[Confirm you have:] revised sign in arrangements to prevent pen sharing, sharing of sign in books or use of the same touchscreen without intervening cleaning or sanitisation of hands.	Pen removed from signing in area. Provision of hand sanitizer			
Visitors: Providing and Explaining available guidance Providing clear visual guidance to ensure compliance by visitors of new measures	[Confirm you have:] provided easily understood visual guidance to ensure compliance with the new measures by visitors on arrival, and guidance issued before arrival where appropriate.		Improve/purchase signage	COMPLETE	ANDY
Providing training in the new measures to staff	[Confirm you have:] provided training in the new measures to staff who act as hosts for visitors.	Emailed guidance	Reminder via emailed memo.	COMPLETE	ANDY
Ensuring visitors and customers are clear on one way systems and entry and exit procedures	[Confirm you:] ensure visitors are clear on one way systems and entry and exit procedures.	N/a			
Joint approach with landlords and other site users on one way systems and entry/exit procedures	[Confirm you have:] discussed these measures with landlords and other site users and agreed a joint approach (if necessary).	N/a			
Cleaning – Before Reopening Service or adjustment of ventilation systems	[Confirm you have:] checked if you have to service or adjust ventilation systems (so that they do not reduce service due to lower occupation levels).	N/a as not shut			
Adjustment of air conditioning	[Confirm you have:] checked to ensure Air Conditioning does not need adjustment.	N/a			

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Cleaning and where required deep cleaning and sanitisation	[Confirm you have:] deep cleaned and sanitised the site if you have had a confirmed case of Covid-19 Or Cleaned the site thoroughly in other circumstances.	N/a			
Ventilation through opening windows and doors	[Confirm your:] procedures for ensuring windows and doors are frequently opened where possible.	Yes	Protocol at main entrance prompting sanitization and the first person in the office opening of all appropriate doors and windows.	COMPLETE	ANDY
Cleaning – Workspaces Cleaning of work areas/equipment between uses	[Confirm you have:] frequent cleaning of work areas/equipment between uses.	Yes, staff multiple daily and cleaner twice weekly			
Cleaning of regularly touched objects and surfaces and disposal arrangements	[Confirm you have:] frequent cleaning of objects and surfaces that will be touched regularly (hand rails, door handles, keyboards etc.).	Yes, staff multiple times daily			
Disposal measures for increased and potentially contaminated cleaning related waste	[Confirm you have:] adequate disposal measures in place for increased and potentially contaminated cleaning related waste.	Yes			
Clearing workspaces and removing waste and belongings between shifts	[Confirm you have:] procedures in place for clearing workspaces and removing waste and belongings between shifts.	Staff keep own work spaces clean and tidy.			
Managing high touch items	[Confirm you have:] limited, restricted or otherwise managed the use of high-touch items (printers, photocopiers, touch-screen displays, whiteboards).	Photocopier main issue – sanitizer supplied. Not an issue unless copying or scanning.			
Deep cleaning and sterilising following a COVID-19 exposure	[Confirm you have:] a procedure in place to deep clean and sterilise should a COVID-19 case occur.	Yes			

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Hygiene Encouraging good handwashing technique, increased handwashing frequency, personal hygiene and tissue disposal	[Confirm you have:] adequate signage encouraging good handwashing technique, the need to increase handwashing frequency, avoid touching your face, cough or sneeze into tissues and dispose of same etc.	Yes			
Providing reminders to staff about personal hygiene	[Confirm you will:] provide regular reminders and signage to staff re: personal hygiene.	Yes			
Provision of sanitisers in multiple locations and washrooms	[Confirm you have:] provision of sanitisers in multiple locations & Washrooms.	YES			
Ensure social distancing is possible in toilets	[Confirm you have:] clear guidance to staff to ensure social distancing is possible in toilets.	Yes – single use toilets,	Check for signage for hygiene in toilets.	COMPLETE	ANDY
Enhancing cleaning in high traffic/busy areas	[Confirm you have:] enhanced cleaning in identified high traffic/busy areas.	Yes			
Providing more, suitable, waste facilities and increased waste collection	[Confirm you have:] provide more, suitable, waste facilities (swing top or pedal bins) and increased waste collection.	No waste notes	Monitor for waste overspill	ONGOING	ALL STAFF
Providing paper towels as an alternative to hand dryers	[Have you:] provided paper towels as an alternative to hand dryers.	YES			
Changing rooms and showers Clear use and cleaning guidance	[Confirm what:] clear use and cleaning guidance for shower and changing facilities you have implemented (note that increased travel to a site via cycling and running may increase usage of these facilities).	N/a			
Enhanced cleaning of all changing and shower facilities	[Confirm what:] increased cleaning regime you have put in place for these facilities.	N/a			

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<p>Handling goods, merchandise and other materials, and onsite vehicles</p> <p>Cleaning procedures for good and merchandise entering site</p>	<p>[Confirm what:] cleaning procedures have been introduced for goods and merchandise entering the site.</p>	Very limited deliveries			
<p>Cleaning procedures for vehicles entering the site</p>	<p>[If relevant confirm:] cleaning procedures for vehicles entering the site.</p>	N/a			
<p>Increased handwashing for workers handling goods from outside</p>	<p>[Confirm you have:] Introduced greater handwashing/sanitising facilities for workers handling goods from outside.</p>	N/a			
<p>Cleaning of vehicles workers may take home</p>	<p>[Confirm you have:] regular cleaning of vehicles workers may take home.</p>	N/a			
<p>Restricted non-business deliveries</p>	<p>[Confirm you have:] restricted non business deliveries (takeaway food/amazon deliveries to staff etc.).</p>	N/A			
<p>Personal Protective Equipment (PPE)</p> <p>Assessment of need</p>	<p>[details of:] PPE and RPE (Respiratory Protective Equipment) have been assessed as needed in the workplace and why.</p>	Yes, but not needed for office work			
<p>Sufficient quantities</p>	<p>[Confirm that:] assessed PPE/RPE has been supplied in sufficient quantities (prior to opening).</p>	YES	<p>Emergency PPE available in the office should someone require first aid. Note to be placed on/in the first aid kit to act as a reminder.</p>	COMPLETE	ANDY
<p>Face fit testing</p>	<p>[If relevant:] face fit testing protocols in place.</p>	N/a			
<p>PPE. RPE and Face coverings associated hygiene practices</p>	<p>[If relevant:] PPE & RPE training provided including hygiene practices.</p>	N/a			
<p>Shift patterns and working groups</p> <p>Fixed teams or shift groups</p>	<p>[Advise if:] where staff are split into teams or shift groups, these are fixed so that where contact is unavoidable it is restricted to said teams/groups.</p>	People only in the office when required and numbers are limited.			

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Eliminating direct contact with objects/ materials that move through the workplace	[Confirm that:] objects/materials that will move through the workplace (supplies, stationery, samples etc.) are managed to eliminate direct contact (drop off points etc.)	Limited issue.			
Work-related travel Eliminating/minimising non-essential travel	[Confirm that:] non-essential travel is minimised/eliminated.	Very limited needs for work related travel			
Minimising people travelling together and arrangements where multi-person travel cannot be avoided	[Confirm that:] where travel is required the number of people traveling together is minimised and where people must travel together, they do so with fixed travel partners to minimise risk to the wider workforce, avoid sitting together/face-to-face etc.	Sharing not needed nor encouraged.			
Cleaning shared vehicles before handover	[Confirm that:] shared vehicles are cleaned before handover.	N/a			
Workers required to stay away from home overnight	[Confirm that:] where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	N/a			
Deliveries to other sites Minimising person-to-person contact	[Confirm what:] procedures are in place to minimise person-to-person contact during deliveries to other sites.	N/a			
Consistent pairing of two man deliveries	[Confirm that:] consistent pairing is used where two-person deliveries are required.	N/a			
Minimising contact during payments and exchange of documentation	[Confirm that:] contact during payments and exchange of documentation is minimised by, for example, by using electronic payment methods and electronically signed and exchanged documents.	N/a			
Communications and Training – Returning to work Clear, consistent and regular communication with staff	[Advise how:] clear, consistent and regular communication to improve understanding and consistency of ways of working is used.	YES			

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Engaging with workers and worker representatives	[Confirm that:] there is a clear procedure for engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	YES – email and phone updates			
Communication with and training of workers prior to returning to site	[Identify the working group responsible for:] developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	Training and HR			
Communications and Training – Ongoing communications and signage Engaging with workers and worker representatives	[Confirm that:] there is a policy of ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.	Yes			
The importance of mental health at times of uncertainty	[Confirm that:] there is a policy that considers the need for focus on the importance of mental health at times of uncertainty.	Yes			
Simple, clear messaging to explain guidelines with consideration for people where English may not be their first language	[Confirm the use of:] simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Yes			
Communication of approaches and operational procedures to suppliers, customers or trade bodies	[Advise if:] you are communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	Yes, MCC			
Inbound and outbound goods Pick-up and drop-off collection points, procedures, signage and markings	[Consider:] revising pick-up and drop-off collection points, procedures, signage and markings.	N/a			

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Minimising unnecessary contact at gatehouse security, yard and warehouse	[Consider:] minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.	N/a			
Reducing frequency of deliveries	[Consider:] methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	N/a			
Safe loading/unloading of vehicles by single workers	[Advise if:] where possible and safe, having single workers load or unload vehicles.	N/a			
Using same pairs of people for loads requiring multi-person move	[Where possible:] using the same pairs of people for loads where more than one is needed.	N/a			
Enabling drivers to access welfare facilities when required	[Confirm you are:] enabling drivers to access welfare facilities when required, consistent with other guidance.	N/a			