


	A	B	C	D	E	F	G
1		Coronavirus 'Return to the Workplace' risk assessment					
2	Updated to 20/5/2020						
3							
4	What are the risks/hazards?	Who might be harmed?	What is already being done to control the risk?	Additional controls needed	Action by who?	Action by when?	Date completed
5	Not keeping up to date with latest Government guidance	Employees, contractors, agents, suppliers, clients	Signed up to daily updates for Government advice	Regularly look at other sources of advice to ensure latest guidance is being followed	CTh	Ongoing	Ongoing
6	Spread of COVID-19 through unclean hands/surfaces in the workplace	Employees, visitors, other workers in offices	Notice put up in all offices explaining the need for regular handwashing for more than 20 seconds; advice given to employees about the need to regularly clean surfaces, door handles etc.; provision of cleaning equipment as appropriate to clean surfaces, door handles, telephones etc.; hot desking will only be permitted if unavoidable and only if the workstation has been thorough cleaned; as appropriate, provision of hand sanitiser in addition to access to handwashing facilities; 'Return to the Workplace - General Guidance' sent out	Risk assessment Government sign needs to be completed and put up in every workplace	JR	Just before employees are given option of returning to the workplace	
7	Lack of PPE	Employees	PPE is available for employees as is necessary and appropriate to their role; stock levels are being monitored and will be refreshed as appropriate; 'Return to the Workplace - General Guidance' sent out - PPE section;	May need to monitor any engineers who have been 'on site' and are then returning to the office - advice would be to go home rather than return to office unless essential	JR	Ongoing	Ongoing
8	Mental wellbeing of employees who are being asked to return to work	Employees	Return to the Workplace - General Guidance' sent out - refers to 360GN Homeworking and mental wellbeing during the Coronavirus outbreak. Phone calls made to cross section of the company to gauge opinion.	Assessment on a case by case basis of those employees who may need support	JT / JR / CTh	Phone calls 20/5/2020	Ongoing
9	Clinically vulnerable employees returning to the workplace (whether personally or individuals in their household)	Vulnerable employees, members of their household or carers	If possible clinically vulnerable employees (or those with clinically vulnerable members of their household etc.) should continue to work from home; if it is essential that a clinically vulnerable employee returns to the workplace, Head of HR will assess on a case by case basis whether it is appropriate for the individual to return to the workplace and what arrangements can be put in place to minimise the risk of the virus to that individual; 'Return to the Workplace - General Guidance' sent out - HR have been made aware of those classed as 'vulnerable' (either themselves or members of their household) but cannot cover every scenario so we are encouraging people to contact HR if they may be in this category .	Employees need guidance on 'clinically vulnerable' definition - to be added to general guidance document. Assessment on a case by case basis of those vulnerable employees to consider minimising the risk of the virus to the individual and alternatives if this is not viable.	CTh / JT	14/05/2020	Ongoing
10	Travel to and from work on public transport	Employees	Questionnaire sent out to find out who this affects; guidance issued to employees " Coronavirus - Return to the workplace - general guidance" about travelling on public transport;	Review questionnaire and act accordingly; let employees know that they are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where you are more likely to come into contact with people you do not normally meet such as on public transport;	JR	20/05/2020	20/05/2020
11	Lift sharing in order to get to work	Employees	Questionnaire sent out to find out who this affects; guidance issued to employees " Coronavirus - Return to the workplace - general guidance" about lift sharing;	Review questionnaire and act accordingly	JR	20/05/2020	20/05/2020

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12	Entering/exiting the workplace	Employees, visitors, other workers in offices	Contact has been made with the serviced offices to enquire about their plans to ensure social distancing at workplace entry/exit points and all employees will be made aware of these; consider allowing employees to start and finish work at slightly different times if entry/exit points are pinch points;	Ensure communication with all employees to reinforce the need to socially distance and ensure good hand hygiene on entering the workplace and returning home - specified in general guidance document but will need re-emphasising when employees return to work	JR	Just before employees are given option of returning to the workplace	Ongoing
13	Not being able to socially distance in the workplace whilst working	Employees	Screens for desks will be trialled in one office and if successful and appropriate, put in place across the UK offices for those workstations where social distancing is not feasible; those who can continue to work from home may do so reducing the number of those in a workplace;	Shifts may be considered if appropriate so not all employees are in the office at one time; if there is limited space in an office, employees will work back to back or side to side rather than face to face with each other; marker tape should be used if appropriate to highlight 2m distancing (e.g. around workstations);	JT	Just before employees are given option of returning to the workplace	Ongoing
14	Not being able to socially distance in the workplace whilst moving around/using facilities	Employees, visitors, other workers in offices	Contact has been made with serviced offices to find out what their plans are for assisting tenants with social distancing; employees are encouraged to bring their own food and refreshments from home reducing the need to move about the office; employees are encouraged not to use shared facilities if they are busy and it is not possible to safely socially distance: they should return when the facilities are less busy; 'Return to the Workplace - General Guidance' sent out	Communicate plans from the serviced offices to employees so they are aware of expectations;	JT/JR	Before employees are given option of returning to the workplace	Ongoing
15	Serviced offices not being kept clean and so putting employees etc. at risk	Employees, other workers in offices, visitors	Contact has been made with serviced offices to find out what their plans are for cleaning their premises; Dexter (Bourne House) and Queen Street (Edinburgh) have confirmed offices are cleaned accordingly to strict hygiene guidelines. Regus, CD, needs to prove they have a plan in place which meets the standards required.	Follow up with Regus, CD. Identify controls in Regus, St Albans (narrow office and corridors)	JT/JR	Before employees are given option of returning to the workplace	Ongoing
16	More than one employee travelling to and from site/client's customer's home (e.g. a team working at a residential premises)	Employees, client's customers	Consistent pairing for teams travelling together; ensuring that shared vehicles are cleaned regularly; ensure increased ventilation in shared vehicles; TDRC have own vans. One works on his own (work restricted as on its own), one works with son. PPE equipment available as appropriate	Being monitored	JT / LT	Ongoing	Ongoing
17	Not being able to social distance whilst working on site/at a client's customer's home	Employees, client's customers	Employees/agents who work on site or in a home environment carry out their own risk assessment to assess if this can be done safely; contact is made with the homeowner to ascertain if any unwell/self-isolating people are resident; the wishes of the person being visited are respected and if they do not wish a visit to go ahead, it will not go ahead at this time; refer to 'Return to the Workplace - Subsidence and WYI5' document	Being monitored	JT / LT / AA / CP	Ongoing	Ongoing
18	No access to handwashing facilities	Employees, suppliers, contractors	Refer to 'Return to the Workplace - Subsidence and WYI5' document; guidance issued in " Coronavirus - Return to the workplace - general guidance"; hand sanitiser given to those who need it	Being monitored	JT / LT / AA / CP	Ongoing	Ongoing

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19	Employees becoming unwell with the virus / emergency	Employees	Return to the Workplace - General Guidance' sent out - updated sentence regarding 'if emergency'	Being monitored	JT	14/05/2020	Ongoing
20	An employee coming to work with Coronavirus symptoms or an employee reporting symptoms who has been at a workplace recently	All employees who have been in contact with the infected employee but those at particular risk (clinically vulnerable)	Return to the Workplace - General Guidance' sent out	Being monitored	JT	14/05/2020	Ongoing
21	Meetings (internal and external)	Employees, potential attendees of meeting	Using technology wherever possible so that a face to face meeting does not have to take place; face to face meetings can only take place if absolutely necessary and with social distancing and good hygiene practices being followed; if possible, meetings should be held outside or in a well-ventilated area; no sharing of items during the meeting would be permitted (e.g. pens); 'Return to the Workplace - General Guidance' sent out	Being monitored	JR / CTh	14/05/2020	Ongoing
22	Employees being unaware of what to do, when to return to work etc. (e.g. furloughed employees)	Employees	Return to the Workplace - General Guidance' has been sent out and is being updated as appropriate; employees who are unsure of what is happening can contact Head of HR to discuss any concerns;	Update guidance as appropriate; ensure communications with employees continue so that all employees are aware of Company expectations, their responsibilities etc.	JT / JR / CTh	14/05/2020	Ongoing
23	Groups of employees want to get together	Employees	Return to the Workplace - General Guidance' has been sent out; ensure social distancing and good hygiene practices;	Reiterate that employees must adhere to company and government guidelines	JT / JR / CTh	14/05/2020	Ongoing
24	Personal concerns	Employees	Return to the Workplace - General Guidance' has been sent out - "If an employee has any concerns about returning to work, please raise these with the Head of HR."	Assessment on a case by case basis of those employees who express a concern	JT	Phone calls 5/20/2020	Ongoing
25	Not being aware of issues raised by the altered working environment or the impact on employees, working practices etc.	Employees, client's customers	Employees are aware of changes put in place and working expectations; regular communications with employees to update them when appropriate;	Regularly assessing the impact on employees of the changes to the working environment/ workplaces by checking in with employees;	JT / JR / CTh	Ongoing	Ongoing
26	Different advice given by different regional / international governments and states	Employees	Regularly checking US and Australian government and state websites to keep up to date. Have ensured employees in these countries are aware of the links and of their responsibilities, subject to local recommendations. Also provided links to Scottish, Welsh and Northern Irish public health websites	Being monitored	JT / JR / CTh	Ongoing	Ongoing