

Company name: Oviva UK Ltd

Assessment carried out by: HR

Date of next review: 25/09/2020

Date assessment was carried out: 07/09/2020

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
Employees with symptoms of Covid 19 entering the office	Employees who have been in the presence of symptomatic staff member may have been exposed to, and contracted the virus.	<ul style="list-style-type: none"> - Internal records of those employees who were present on the same day to allow us to track and inform any potentially affected colleagues. - Comms sent to office teams before opening the office to explain that if they have symptoms they should not come into the office, they should notify the office H&S rep immediately, they should isolate at home for 7 days, get tested and contact the office H&S rep if their test comes back positive. - Posters throughout office reminding employees of the above - Temperature checks on arrival to offices - If an employee comes into the office with symptoms, they should be sent home to isolate for 7 days and be tested and any 	Action is ongoing, and under constant review with the assistance of appointed Managers and Health and Safety Representatives. A 'Ways of Working' document will be distributed to all staff who wish to return to the office which gives further information and guidance to all the risks raised within this document.	Appointed Managers, Health and Safety Representatives and all staff who are present in the office also have a responsibility for their own safety and the safety of others.	The initial action needs to be fully in place by the office reopening date set. All other action is ongoing.	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		<p>employee in the office at the time should be sent home to isolate until the test results are received. The office should then be cleaned that day. If the employee tests negative, those isolating can return to the office. If the test is positive, all employees who were in the office at the time should isolate for 7 days and the employee should contact the test and trace team</p> <ul style="list-style-type: none"> - Split the office based team into groups with only 1 group in at any one time to limit exposure of employees and reduce number of people in the office at one time. - As social distancing measures are in place, there is a maximum capacity of office attendees which will also allow us to reduce the risk of potentially affected staff 					
Employee starts to experience Covid 19 symptoms whilst not in the office	The potentially affected employee and those who have come into prior contact with	<ul style="list-style-type: none"> - Split the office based team into groups with only 1 group in at any one time to limit exposure of employees and reduce number of people in the office at one time. - Comms sent to office teams before 	Continue to reinforce the importance of being aware and responsible for one's self and health, and	Affected Employees, appointed manager and Health and Safety	The initial action should be in place by the time the employees begin to return to the	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
	that employee	<p>reopening the offices to explain that if they have symptoms they should not come into the office, they should notify the office H&S rep immediately, they should isolate at home for 7 days, get tested and contact the office H&S rep if that test comes back positive.</p> <ul style="list-style-type: none"> - The office should be cleaned the day of the employee logging their symptoms with the H&S rep. If test returns positive, all employees who have been in contact with that person should isolate at home for 7 days. - Posters throughout office reminding employees of the above - Internal track and inform process to allow easy access to those staff who may potentially affected 	communicating if symptoms surface	reps	offices. All other action is ongoing as and when new risks arise.		
A member of the team has been contacted by the test and trace team as they have been	Any persons who have been in physical contact with the employee, and the	<ul style="list-style-type: none"> - Split the office based team into groups with only 1 group in at any one time to limit exposure of employees and reduce number of people in the office at one time. - Temperature checks on arrival 	Ensure that staff understand the track and trace process and understand the importance of staying	Appointed Managers and Health and Safety Representatives	Staff will receive communication around the track and trace process prior to the	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
in contact with someone who has Covid 19	employee themselves.	<ul style="list-style-type: none"> - Ensure that employees are aware of the test and trace process - Follow test and trace team guidance to self-isolate - Any team members who have been exposed to the employee since they were in contact with the person who has Covid should be asked to self isolate and take a test, only returning to the office after a negative test result or after the 7 days isolation period - Office will be cleaned daily to minimise risk of spreading the virus - Internal track and inform process to allow easy access to those staff who may potentially affected 	vigilant and ensuring they take the necessary steps to keep themselves and colleagues safe.		reopening of the office premises.		
Employee coming to work with Covid 19 but being asymptomatic	The potentially affected employee and all other employees who have been in the presence of the person	<ul style="list-style-type: none"> - Split the office based team into groups with only 1 group in at any one time to limit exposure of employees and reduce number of people in the office at one time. - Temperature checks on arrival - Employees should follow all risk mitigations at all times to reduce potential 	Ensure that all necessary sanitisation and cleaning facilities are in place ahead of office reopening. Ensure that safety posters and guidance	Appointed Managers and Health and Safety Reps. Office Cleaners. All staff members have a	The action is needed by the office reopening dates however will remain ongoing.	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		<p>to spread the virus</p> <ul style="list-style-type: none"> - Employee comms pre and post office reopening with posters throughout the office to remind employees to procedures to follow - Hand washing facilities with soap and water in place with all employees and visitors encouraged via comms and office posters to ensure stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and drying of hands with disposable paper towels. - Desk usage will be 1m+ distanced to minimise potential for spreading the virus - Clean all shared use spaces pre and post use using the cleaning materials provided 	<p>are in place to consistently reinforce the importance of good hygiene</p>	<p>responsibility to action good hygiene</p>			
Employee Psychological well		<ul style="list-style-type: none"> - Regular staff updates (bi-weekly) around office return to work information 	<p>Psychological risk assessment for office based staff once</p>	<p>HR</p>	<p>Office re-opening</p>	<p>Yes</p>	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
being		<ul style="list-style-type: none"> - Regular surveys to ensure that staff are consulted with over back to office plans - Staff given the choice not to return until further notice if this puts them in a position which negatively affects their wellbeing or mental health - Mental health training for Line Managers to help them to spot the signs of ill mental health within teams. - Bi-weekly wellbeing survey to identify staff who are struggling and/or concerns around the coronavirus situation - Staff are made aware of who to contact if they are struggling with mental health - Regular workshops to educate staff around mental health awareness 	<p>physically back in the office</p> <p>Continued ongoing mental health initiatives</p> <p>Continued training for Line Managers In this area</p>				
Employee not being aware of what to do if they are living with someone who has	Potentially affected employee, in addition to those	<ul style="list-style-type: none"> - Follow government isolation guidelines - Provide employees with a back to work pack (similar to Regus document) providing information on what to do based 	'Ways of Working' document to be distributed to staff who have opted to return to	HR and Line Managers	Re-opening and ongoing	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
suspected case	who have been in the presence of that person.	on several different scenarios and also holding a recorded back to office session with the team to reinforce potential risks such as this one	the office to include all information relating to the risks within this document.				
Visitors to the office may bring the virus to the office	Staff present when office visitor attends, potential risk of spreading the virus. The visitor may also be at risk of harm if somebody in the office is infected.	<ul style="list-style-type: none"> - Visitors to the office should be avoided and conference calling facilities should be used instead - Temperature checks on arrival - No visitor should enter the office if they have symptoms, this should be determined before a visit is made - All details will be taken in order to allow for us to track and inform that visitor should they have been exposed to a risk - If a visitor does need to come to the office, posters will be displayed advising them of actions they should take - avoid touching surfaces, wash hands on arrival and hourly while in the office, clean down any surfaces touched, only use desks allocated for free use, remain socially distanced at all times, clean down shared spaces used before and after use 	Ensure that all visitors are recorded within our internal register with full contact details.	The employee who has a visitor planned must take responsibility for ensuring the details of the visitor are taken and that they have taken the necessary steps (i.e temperature checking)	Ongoing	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		- Visitors may be asked to wear a mask					
Desks being too close together	If desks remained too close together this could breach social distancing and encourage the passing of infection	<ul style="list-style-type: none"> - Split the office based team into groups with only 1 group in at any one time to limit exposure of employees and reduce number of people in the office at one time. - Identify the desks that can be used in the office to ensure a 1m+ distance between employees. Employees in the office should choose the desk they will use for that day and only use that desk (ideally this is the same one everytime they are in the office). The desks should be thoroughly cleaned at the end of each day ready for the next person tomorrow. - Only desks furthest away from walkways should be labelled as usable - Adopt a side by side approach if desks allocated for use can't be 1m+ distanced - Close use of the privacy boxes until social distancing measures are relaxed further as the air circulation in these boxes makes distancing difficult. If Mark needs the box for regular calls, we could assign 	Desks have been labelled to identify which are suitable for use. The appointed manager and H and S reps will ensure that staff follow the guidance when physically in the office by helping to coordinate people correctly.	Appointed Managers, H and S reps and colleagues.	The action is needed by the office reopening date however will remain ongoing	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		one box for Mark's use - Handwashing - Hand washing facilities with soap and water in place with all employees and visitors encouraged via comms and office posters to ensure stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and drying of hands with disposable paper towels. - Where possible all office windows should remain open					
Employees not being able to be 1m+ apart if someone is walking past them	Present employees	<ul style="list-style-type: none"> - Only one person on the stairs at any one time - Only desks furthest away from walkways should be labelled as usable - Mark out walkways clearly on the floor - No passing in walkways - Employees should limit the amount of walking around the office they do - Only one person should use the office entrance at any one time 	Appointed Managers and H and S reps will continue to monitor and remind staff to social distance whilst in the office spaces.	Appointed Managers and H and S reps will be responsible for guiding staff. Staff however are also responsible for their own safety and must follow the guidance	By office opening dates, but actions will remain under review and ongoing.	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
				provided.			
Employees not knowing how far apart 1m+ is	Present employees	<ul style="list-style-type: none"> - Send comms to the team informing them of the need to remain 1m+ apart during their time in the office in advance of reopening the office - Posters around the office reminding employees of the need to stay distanced - Add floor markings where necessary to show 1m+ distances, i.e. at the top/bottom of the stairs, at the entrance to the kitchen 	Appointed Managers and H and S reps to monitor staff and remind them of the social distancing parameters if it seems that distancing is being breached.	Appointed Managers and H and S	Tape on floor, posters around the office have already been actioned. The further action is ongoing.	Yes	
Employees sharing boxes regularly for calls	N/A	<ul style="list-style-type: none"> - Close use of the privacy boxes for trial period. <p>Once boxes can be used more:</p> <ul style="list-style-type: none"> - Clean down after each use, provide materials - Only one person in each box at a time - Remove the chairs from being in there - Hand sanitiser inside to use on arrival/leaving - Leave door open where possible - Clean handle after each use 	Ensure signage is erected and comms have gone out to staff to inform them of the limitations around box usage.	HR and Appointed Managers	Office reopening date	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
Employees need to use the meeting room (London specific)	N/A	<ul style="list-style-type: none"> - Agree the total number of people to be in the meeting at any one time - 5 people - Label the chairs not to be used ensuring only chairs that are well distanced are to be used - Cleaning materials will be provided in the meeting room for use before and after the meeting to clean the table, chairs used and any equipment used - Hand sanitiser available in the meeting room, employees should use it on arrival and on leaving - Where possible windows in the meeting room should be left open - The door handle should be cleaned after each use 	Distribute a meeting rooms schedule to returning office staff to ensure that meeting room use planned in advance	Appointed Managers, H and S reps and all staff who plan to use the meeting room/	The initial action to be carried out ahead of office reopening. The action will remain ongoing.	Yes	
Employees have to share entry to the building with others (London specific)	Present employees could potentially be at risk if they are entering the building at the same time as	<ul style="list-style-type: none"> - Only 1 employee to be in the entrance hall at one time - Clean door handle after each use - cleaning materials will be provided in the area by Oviva to facilitate this - Staff will be aware by use of the internal 	Staff to be vigilant when entering and exiting the building. Staff to ensure they have followed sanitization guidelines to try to minimise the	All staff	The action is ongoing	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
	others.	register which employees will be due to arrive at a similar time to enable staggered entry times	risks around hand hygiene.				
Employees going out to get lunch etc. and potentially bringing virus back in office	All present employees	<ul style="list-style-type: none"> - Employees encouraged to bring their lunch into the office to avoid needing to use local facilities - Employees to stagger trips outside of the office to minimise crossing paths in walkways/doorways with other employees - Employees adopt social distancing measures at all times outside of the office - Handwashing - Hand washing facilities with soap and water in place with all employees and visitors encouraged via comms and office posters to ensure stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and drying of hands with disposable paper towels. 	Employees will be notified via 'Ways of Working' document around the guidance of leaving the office and the expectations attached to this.	All staff	The action is needed by the office reopening date.	Yes	
Employees having	N/A	- Inform line manager at least 2 weeks	N/A	Line Manager and	At least 2 weeks	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
to self isolate if choosing to leave the country		before having to isolate and agree a plan - Employees can work from home to isolate for the period required to leave the country and on returning to the UK		affected employee.	prior to departure to allow or planning.		
Employees spreading virus by hotdesking	Employees who have been using the desk of an infected employee	<ul style="list-style-type: none"> - No hotdesking during trial - Identify the desks that can be used in the office to ensure a 1m+ distance between employees. Employees in the office should choose the desk they will use for that day and only use that desk (ideally this is the same one every time they are in the office). The desks should be thoroughly cleaned at the end of each day ready for the next person tomorrow. - Close use of the privacy boxes until social distancing measures are relaxed further as the air circulation in these boxes makes distancing difficult. If Mark needs the box for regular calls, we could assign one box for Mark's use - Handwashing - Hand washing facilities with soap and water in place with all employees and visitors encouraged via 	N/A	The appointed Managers and H and S reps.	The reopening of the office. Further preventative actions will remain to be ongoing.	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		<p>comms and office posters to ensure stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and drying of hands with disposable paper towels.</p>					
Deliveries to the office could be contaminated	Present employees, particularly those who take receipt of deliveries	<ul style="list-style-type: none"> - Deliveries to the office should be minimised where possible - Deliveries to the office should be wiped down using antibacterial wipes - After handling the items employees should wash their hands - Delivery drivers to ring the bell then leave deliveries outside for a staff member to collect, wearing gloves to do so. 	Staff should remain vigilant with deliveries remembering to wipe down. Deliveries should be reduced where possible to one delivery per day.	Appointed managers, H and S reps and all present staff who may be responsible for taking a delivery.	The reopening of the office.	Yes	
Cycling to work and needing to use the shower (London Specific)	Those looking to shower on arrival.	<ul style="list-style-type: none"> - Employees will be encouraged to cycle to work to minimise use of public transport - Employees can use the showers on arrival at the office - Employees should clean the shower area 				Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		and all shared surfaces in the shower room after use - Employees should bring their own shower gel etc. to use and this should not be shared between employees					
Shared surfaces not being cleaned regularly	Present employees	<ul style="list-style-type: none"> - Cleaning materials should be placed throughout the office to enable employees to clean down shared spaces after use - Employees should use hand sanitiser regularly when touching share surfaces. Oviva to place hand sanitiser dispensers throughout the office to facilitate this - Twice weekly cleaning by professional cleaners at the end of each day - Door handles or surfaces regularly touched by people should be cleaned after every use by the person using it and we should make cleaning products available in those locations to support this - Sinks/taps, surfaces and door handles in the bathroom/kitchens should be cleaned after every use by the employee using it, cleaning products will be made available in 	Continue to reinforce the importance of practicing good hygiene, managers to lead by example with this.	The materials will be provided by Oviva and all staff will be responsible for ensuring they take care of their desks, sanitize with provided materials after using surfaces and ensure that they clean their own desks/computers after use. Oviva will also use an external cleaning company to deep	Materials will be in place by the time the office re-opens.	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		these locations		clean the office once a week.			
Employees sharing storage areas i.e. cupboards, coat hooks, etc.	Present employees who wish to use designated storage areas.	<ul style="list-style-type: none"> - Employees to keep their belongings at their desk and use the nearest coat hook only - Only one person per coat stand/hook per day - Employees should clean down the coat hook/stand pre and post use using the cleaning materials provided in the office - Employees should take their laptop and charger (plus mouse/riser if they have one) home each night and not store it in the office lockers - Office screens do not need to be taken home and instead the employee should clean the screen before and after use each day - Only one person per office can use the store cupboard to get supplies and the door handle should be cleaned after each use - Handwashing - Hand washing facilities 	Managers and H and S reps to remind people of the guidelines around shared storage areas and to monitor use of said areas.	Appointed Managers, H and S reps and all staff	Guidance will be distributed via the 'Ways of Working' document – other actions will remain ongoing.	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		<p>with soap and water in place with all employees and visitors encouraged via comms and office posters to ensure stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and drying of hands with disposable paper towels.</p>					
<p>Kitchen - potential 'super spreading' area if someone was to have it</p>	<p>Present employees</p>	<ul style="list-style-type: none"> - Hand washing facilities with soap and water in place with all employees and visitors encouraged via comms and office posters to ensure stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and drying of hands with disposable paper towels. - Only sink available for use to get water and fridge available for storing food, all other kitchen appliances/cupboards out of use - Only one person in the kitchen area at 	<p>Employees to continuously self-assess their hygiene levels. Appointed Managers and H&S reps to reinforce the hygiene measures and monitor safe use of kitchen areas. Sanitization facilities purchased in bulk and replaced when necessary by Health and Safety reps.</p>	<p>Appointed Managers, H&S reps and all staff</p>	<p>Actions such as providing soap, erecting posters, distributing 'Ways of Working' to staff to take place prior to office opening. Other actions are ongoing.</p>	<p>Yes</p>	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		<p>one time with 1m+ distance markings for those waiting to use the kitchen</p> <ul style="list-style-type: none"> - Limit use of the kitchen area to only when necessary - Bring your own cup policy or disposable cups available, employees to use one cup per day - Bring your own cutlery - Lunch should ideally be brought in from home and stored in the fridge if needed and packaging cleaned down before being put in the fridge - Cleaning materials should be placed in the area to enable employees to clean down shared spaces after use - Employees should use hand sanitiser regularly when touching shared surfaces. Oviva to place hand sanitiser dispenser in the kitchen to facilitate this - Daily cleaning by professional cleaners at the end of each day (Leeds)/twice weekly (London) - Sinks/taps, surfaces and door handles in 					

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		the kitchen should be cleaned after every use by the employee using it, cleaning products will be made available in these locations					
Bathroom not being cleaned after every use	Present employees	<ul style="list-style-type: none"> - Comms sent to employees before offices reopen (and reminder comms after reopening) explaining the process for cleaning the bathroom after each use - Cleaning materials should be placed throughout the office to enable employees to clean down shared spaces after use - Handwashing - Hand washing facilities with soap and water in place with all employees and visitors encouraged via comms and office posters to ensure stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and drying of hands with disposable paper towels. - Employees should use hand sanitiser regularly when touching share surfaces. 	<ul style="list-style-type: none"> - H&S rep to do hourly spot checks of the bathroom facilities to ensure cleaning compliance - Continuous monitoring and reinforcement of safety/hygiene measures. 	H&S reps, appointed managers and all present employees	Office re-opening and ongoing	Yes	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		<p>Oviva to place hand sanitiser dispensers throughout the office to facilitate this</p> <ul style="list-style-type: none"> - Regular cleaning by professional cleaners - Door handles or surfaces regularly touched by people should be cleaned after every use by the person using it and we should make cleaning products available in those locations to support this - Sinks/taps, surfaces and door handles in the bathroom should be cleaned after every use by the employee using it, cleaning products will be made available in these locations - H&S rep to do twice daily spot checks of the bathroom facilities to ensure cleaning compliance 					
<p>Use of air conditioning units may increase risk of spreading the virus</p>	<p>Present employees</p>	<ul style="list-style-type: none"> - No evidence to support air conditioning units increase the spread of the virus - Gov guidance doesn't ask for limitations to use of air conditioning units - As a just in case measure, the use of air 	<p>Staying abreast of Government guidance and information around the spread of the virus by facilities</p>	<p>Appointed Managers</p>	<p>Ongoing</p>	<p>Ongoing</p>	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		conditioning units should be minimised as much as possible and windows in the office/meeting room should remain open during office opening hours - Air conditioning units to be cleaned once a week	such as air conditioning				
Employees coming to work via public transport	Present employees	<ul style="list-style-type: none"> - Employees encouraged to use other modes of transport where possible to limit exposure during commute - Line Managers to liaise with employees to discuss how the employee will be travelling to work and support to identify non-public transport options where possible - All employees to wear masks on public transport as per gov guidelines - Any employee travelling on public transport to try and adhere to the 1m+ distance at all times while travelling - Options for those using public transport to have a later/earlier start time to avoid busy transport times to minimise their risk - All employees to wash hands on arrival 	Employees given the opportunity to avoid coming to the office if public transport is the only means available to them Monitoring of the situation i.e if it transpires that a staff member who has travelled on PT has contracted and spread the virus, action may be taken to avoid staff who have to use public transport returning	Appointed H&S reps and Managers to monitor	Ongoing	N/A	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		<p>at the office and before leaving at the end of the day. Hand washing facilities with soap and water in place with all employees and visitors encouraged via comms and office posters to ensure stringent hand washing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ and drying of hands with disposable paper towels. Everyone encouraged to wash hands on arrival and before leaving the office</p>					
Lone working if someone rang in sick/if doing staggered shifts/hols	Lone working employee	<ul style="list-style-type: none"> - Usual lone working policy applies - front door of the office should be locked, line manager should be informed of your whereabouts etc. - Employee recorded on internal register 	Ongoing monitoring of situation	HR and Line Managers	N/A	N/A	
Use of 'high touch'	Present	- Minimise use of such items	Ensure that	H&S reps and all	Ongoing	N/A	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
objects such as printer, whiteboards, pens	employees	<ul style="list-style-type: none"> - Must be cleaned before/after use - Provide sanitiser next to the items 	sanitization products are readily available and H&S reps to monitor staff usage	staff			
Employees not acting with the same intent i.e. some being more careless than others	Present employees	<ul style="list-style-type: none"> - Comms to the team in advance of reopening the office to explain the mitigation procedures, the reasons for those and the responsibility of the H&S rep and regular reminder comms after offices opens - Cross team collaboration in the risk assessment process to ensure team buy in - Posters throughout office to remind employees of their responsibility - H&S rep responsible for identifying employees who are not adhering to the mitigation measures put in place and speaking to that employee to stress the importance of compliance. - Non-compliance should be fed back to the line manager by the H&S rep, if behaviour doesn't change following H&S 	H&S reps to monitor the situation, HR to stay informed over irresponsible behaviour	H&S reps, Line Managers and HR	Ongoing	N/A	

What are the risks?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Next review: 25/09/2020
		rep conversation with employee, further disciplinary action may be considered - Add Covid agenda item to weekly office standup/meeting to highlight changes to process or issues around non-compliance					

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/