

What are the hazards?

Who might be harmed and how?

Government Advice

What are we doing already?

Do we need to do anything else to control this risk?

Action by Who?

Action by When?

Done

- Couriers are limited to one, for the purposes of collecting essential equipment to facilitate safer and more efficient remote working
- All other visitors cancelled until further notice

Safe operation

• [Anyone experiencing symptoms of COVID-19 should not travel to, or enter the building and should follow government guidelines for self isolation](#)

- Use of public transport should be avoided if at all possible. If there is no safer alternative, face coverings should be worn. Communicate to those requesting to attend site As necessary Facilities and Building Operations Manager
- Special care must be taken in common areas such as vending areas and rest rooms. Sanitising wipes and gel are placed in these areas and must be used to keep surfaces clean.
- Rigorous cleaning schedule is maintained, paying particular attention to common touch points, e.g handrails, door handles, etc. Provide paper towels in Toilets, to be used instead of Air Hand-driers Facilities Manager As soon as possible
- Own workstations and workstation equipment should be used and a 2 meter gap between occupied workstations maintained. Coordinate the number of employees allowed into the building to ensure numbers are kept to an absolute minimum Facilities and Building Operations Manager As necessary
- The use of gloves is a personal preference rather than a requirement of this assessment but gloves are provided and can be worn by individuals if an increased sense of safety is obtained by doing so.
- Inductions and Safe systems of work are issued to Contractors explaining Social distancing rules and measures in place for the use of work areas and common areas. These must be observed at all times. Ensure instructions are provided to all contractors entering the premises Facilities Manager/staff As necessary

Remote Working

Mental Health & Lone working

Monitoring the wellbeing of remote workers

- Line Managers regularly checking in with team members at a time and frequency to suit individuals. 1-2-1 meetings via zoom (if possible) and regular team meetings
- Key managers are providing Feedback to Leadership Team via DRMG meetings
- Leadership Drop-ins provide opportunity for all employees to raise concerns or ask questions of Leadership Team.
- HR Business Partner actively monitoring and providing extra support for employees with existing Mental Health conditions, tracking absence data for signs of any developing trends.
- Health and Safety Coordinator actively monitoring and providing extra support for employees with for those who have ongoing musculoskeletal6 exdnitohip Dr sexneiwith exnd

- Guidance for Remote Working
- MIND
- Home Schooling
- LITMUS – Wellbeing centre
- Metlife wellbeing hub (Employee Assistance)

