

CORONAVIRUS (COVID-19)

OFFICE RETURN PLAN PHASED OPENING GUIDANCE

Introduction

We are fully appreciative of the Government's lockdown position and potential for easing over the coming days/weeks. Clearly though we must ensure that we can adhere to the Government's guidelines and adopt a social distancing procedure into our operation.

We also appreciate that there are areas within the UK where the impact of Covid-19 is lower than elsewhere and we are taking this into consideration when opening our office.

We will assess the impact within the local area BEFORE granting the following to begin. This assessment will include:-

- Total number of cases recorded prior to re-opening
- Total number of reported deaths prior to re-opening
- These will then be assessed against the UK statistics.
- Only when we are satisfied, we will then move as follows:-
- Office Preparation
- We will ensure that the office has a deep-clean prior to opening.

There will be a good supply of the following provided:-

- Hand gel sanitiser
- Antibacterial wipes
- Tissues

Face masks – are not deemed to be necessary for office workers as long as social distancing can be adequately maintained.

New Office Procedures To Be Adopted

1. Only one employee to use the kitchen at any one time.
2. Employee to wipe down kitchen area after use.
3. Employees to sit 2m apart.
4. Daily deep cleaning of office completed by external cleaning contractors.

Planned Phasing

Until the Government's lockdown is completely over, the following phases will be implemented:-

PHASE 1 **Week One** office will be open for Senior Employee / Managers only.

PHASE 2 **Week Two** will see the managers and 50% of their team (adopting a 2m safe distance policy from their nearest colleagues).

PHASE 3 **Week Three** will see those employees who worked in week two work from home and the remaining 50% of the team will be given their chance to come to the office and get used to the new procedures.

Depending on the success of the above, we will repeat PHASE'S 2 & 3 on a weekly basis until we can work together at the same time.

During the above steps, senior management will complete regular documented reviews, with findings communicated to all employees as required.

IF AT ANY TIME THAT THESE PROCEDURES DO NOT WORK OR ARE NOT BEING ADHERED TO, THIS POSITION WILL BE REVIEWED IMMEDIATELY.

Employees Responsibilities

1. To provide a signed disclaimer saying that they are fit to return to the office and do NOT have any Covid-19 symptoms.
2. To not car share their travel to work with any other member of employee (unless living with said member of employee)
3. To follow any Government guidance on the use public transport
4. To use the office car park (if applicable)
5. To comply with updated instruction contained with these procedures and accompanying Risk Assessment and method Statement (RAMS).

Our Commitment to Employee

We take the safety of our employees as a priority. As such, we will commit to the following:-

1. Ensure that the office receives a deep clean prior to it re-opening.
2. Ensure that the office is cleaned regularly and that all hard surfaces are cleaned using an appropriate level of anti-bacterial cleansing.
3. We will monitor these procedures closely and review immediately if they are not working.
4. Review our office opening times and consider staggered openings.

Benefits of a Phased Return

The benefits of a phased return are as follows:-

- To provide enhanced service to our clients/customers.
- Limiting employee density levels will allow for suitable social distancing to be achieved throughout office environment.
- Employees have the opportunity to get used to and adhere to the new safety measures and procedures.
- The long term wellbeing of employees.
- To ensure compliance with GDPR legislative requirements if appropriate.
- The ability to issue necessary documents needed by clients/customers.

Additional Guidance and Supporting Information

Please refer to the following hyperlinked documents for additional information.

- The HSE's website: <https://www.hse.gov.uk/news/coronavirus.htm>
Contains details regarding Coronavirus latest information and advice
- ACAS advice and guidance: <https://www.acas.org.uk/coronavirus>

Appendix Section

Appendix 1 Employee Health Declaration

Appendix 2 Risk Assessment & Method Statement Template

Appendix 3 Covid-19 Health Awareness Posters

Appendix 1- Employee Declaration Checklist

Employee Declaration Checklist			
Name of Worker			
Position		Date Completed	
Assessors Details			
Employee Details			
Job Details			
Department			
Building			
DECLARATION			
<p>I hereby confirm that I am fit and well, and do not have any symptoms of COVID-19 as listed by the UK Government.</p> <p>I agree to inform my 'Line Manager' immediately if I begin to show signs of COVID-19 and will immediately refrain from coming to the office and will follow the Company procedures.</p> <p>I confirm that I have been given a copy of the new office procedures that are in place and I fully understand these and my personal obligation to ensure that these are adhered to. I am aware that if I do not follow these office procedures then I may be asked to work from home once again.</p> <p>I also understand that I need to receive the permission of my 'Line Manager' for any day that I wish to come to the office that is outwith the phased plan</p> <p>Signed</p> <p>Dated.....</p>			

Risk Management Guide

Appendix 2- Risk Assessment & Method Statement

RAMS Title		COVID-19. Example Office - Returning to Office Related Duties						Risk factor				
Project title		COVID- 19		Risk assessment no.		001		Risk quantity	No injury, damage or environment impact	Minor injury, damage or environment impact	Specified injury, damage or environment impact	Fatality, building loss or catastrophic environment impact
Contract no.		N/A		Location								
Person conducting assessment		AN Other		Date		04/05/2020						
Person supervising work		AN Other		Date		04/05/2020						
Persons exposed (tick box)												
Employees		<input checked="" type="checkbox"/>		Other workers				Almost no probability	A	A	A	U
New/expectant mothers				Vulnerable persons				A small probability	A	A	U	U
Estimated total number of persons at risk				1-3				A high probability	A	U	U	U
S = Safety related hazard.				H = Health related hazard.				Almost certain	A	U	U	U
Hazards (What might cause harm?)		S	H	Hazards (What might cause harm?)		S	H					
1. Adverse weather conditions				17. Loading/unloading				Acceptable				
2. Cold				18. Materials				Unacceptable				
3. Electricity				19. Scaffolding				records need to be kept.				
4. Excavation				20. Sharp objects				Acceptable	No further preventative action. Consideration shall be given to more cost-effective solutions or improvements that impose no additional cost burden. Monitoring required to ensure that controls in place are properly maintained.			
5. Fire/flammable atmosphere				21. Stairs/steps				Unacceptable	Work shall not be started or continued until the risk level has been reduced to an acceptable risk level. While the control measures selected shall be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then the work shall not be started or shall remain prohibited.			
6. Floor/ground conditions				22. Static equipment/machinery								
7. Flying particles/dust				23. Structure								
8. Hand or power tool				24. Temporary works								
9. Hazardous substance				25. Vehicle/mobile equipment								
10. Heat/hot work				26. Working hours/fatigue				Notes 1. Physical hazards are the nature of issues that may cause harm. Tick box for hazard. 2. Preventative/control measures are the actions that will stop it going wrong. 3. Control measures are to ensure that residual risks are reduced to a minimum. Where controls fail to reduce the risk to an acceptable level then refer assessment to your line manager. 4. If the operations are likely to affect the public or the safe operation of a public infrastructure or transport system, the control measures must reduce the likelihood of significant harm to the level that existed before our work commenced. 5. Where young persons or expectant mothers are involved in the activity, ensure that any additional controls are put in place in accordance with local procedures. 6. In addition to the above, consideration must be given to other individuals' susceptibility due to pre-existing health conditions (such as a bad back or poor hearing). Additional human factors (such as ergonomics and workplace design) should also be considered. 7. Where a hazard is identified that is not listed in the physical hazards list, enter the hazard description followed by 'other' in brackets, for example (Other).				
11. Lack of experience				27. Workstation design								
12. Lack of training				28. Work at height								
13. Lack of/too much oxygen				29. Third parties								
14. Access				30. Other		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
15. Lifting equipment/appliances												
16. Lighting												
Comments This RAMS document must be read in conjunction with the company guidance JHRM Co-vid 19 Phased Office Opening Guidance. All relevant staff members must supply updated 'Employee Declaration'. Covid-19 symptoms: dry cough / sore throat / difficulty in breathing / tiredness / fever												

Risk Management Guide

Hazard number (from previous page)	Nature of risk (What might go wrong?)	Risk before controls U/A/ insignificant	Control measures (How do you stop it going wrong?)	Control measures implemented by (name)	Risk after controls U/A/ insignificant
32	SOCIAL DISTANCING - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	<p>Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended in line with Government guidance.</p> <p>Only 1 staff member permitted in the kitchen at any one time. Notice to be placed on the door.</p> <p>No more than 3 members of staff to sit at a bank of 6 desks and to ensure that you are sat in a triangular way.</p>	Employee	Acceptable
	OFFICE CLEANING - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	<p>Office Cleaning – Third party Contractors are completing regular deep cleaning of office and this ensures as follows that they frequently disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door</p>	Employee	Acceptable
			Additional cleaning and disinfecting products are available for staffs to use as required		
	HAND WASHING - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	<p>Hand Washing – is the most important method of controlling the spread of the virus. You must:</p> <ul style="list-style-type: none"> • Use the hand washing facilities, soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand dyers for drying of hands • Wash for a minimum of 20 seconds. • Use gel sanitisers in any area where washing facilities not readily available 	Employee	Acceptable
	EMERGENCY PROCEDURES - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	<p>Emergency Procedures – immediately notify your 'Line Managers' if you, or anyone in your household has COVID-19 symptoms.</p> <ul style="list-style-type: none"> • Do not come into the office if you have symptoms. • Contact: NHS 111 / website <p>Utilise a small meeting room if a staff member needs to be isolated whilst awaiting support.</p>	Employee	Acceptable

DRAFT TEMPLATE EXAMPLE ONLY

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	MENTAL HEALTH - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Unacceptable	Mental Health - Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Immediately notify 'Line Managers' if you have any concerns.	Employee	Acceptable
	FACE MASKS - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Reference Update Only N/A	Face Masks - workers are not generally recommended to wear facemasks (also known as surgical masks or respirators) to protect against the virus. Other than specific groups, such as healthcare workers, facemasks are only recommended for symptomatic individuals to reduce the risk of transmitting the infection to other people.	N/A	N/A
	WEARING GLOVES - Exposure to COVID-19 leading to infection resulting in catching the coronavirus.	Reference Update Only N/A	Wearing of Gloves – not deemed to be necessary within office environments. If you choose to wear gloves, then you must follow the government guidance on the correct usage and removal.	Employee	Acceptable

DRAFT TEMPLATE EXAMPLE ONLY

[illegible]

Appendix 3 COVID-19 Health Awareness Guidance posters



Employers and businesses guidance

Common symptoms of coronavirus (COVID-19)



new and continuous cough

or



high temperature

If **you have symptoms** of coronavirus, you need to **self-isolate for 7 days**

If **you live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

Only use **NHS 111** if your symptoms get worse or are no better after home isolation

Stop the spread of coronavirus



Wash your hands more often and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Businesses and workplaces should encourage their employees to work at home, wherever possible



Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products



Employees will need your support to adhere to the recommendation to stay at home to reduce the spread of coronavirus to others

Those who follow advice to stay at home will be eligible for **statutory sick pay (SSP) from the first day** of their absence from work

Employers should use their discretion concerning the need for medical evidence for certification for employees who are unwell. This will allow GPs to focus on their patients

If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, **they should be sent home**

Employees from **defined vulnerable** groups should be strongly advised and supported to stay at home and work from there if possible

About Us

James Hallam Risk Management remain open during these unprecedented times, we provide advice to business small and large across the length and breadth of the UK. Whilst we are large enough to provide extensive range of risk management related services, we are small enough to provide a friendly and personal service that meets your company specific needs.

Please feel free to contact us to discuss the contents of this guidance document or discuss any other business risk management support or advice you may require.

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