

COVID-19 return to office risk assessment

December 2020



HAZLEWOODS

DRIVING LIFELONG PROSPERITY



WE ARE AN INDEPENDENT MEMBER OF
THE GLOBAL ADVISORY
AND ACCOUNTING NETWORK



ASSESS	PLAN	DO	REVIEW	OUTCOME
The risk to employees, visitors, vulnerable persons etc.	Prepare the building Prepare staff	Shielding Minimise contact and mixing Regular cleaning Handwashing and hygiene	Monitor arrangements Consult with staff Amend controls if risk level changes	The risk of COVID-19 infection reduced as far as practicable

ASSESS

Who may be at risk: employees and their families (parents, children), vulnerable persons (e.g. 'clinically vulnerable' to coronavirus, etc.), visitors, contractors, clients.

Decide appropriate control measures for employees to implement under the PLAN, DO, REVIEW framework

PLAN		DO			REVIEW
Prepare building	Prepare employees	Control access	Implement social distancing	Implement infection control measures	Communicate and review arrangements
<p>Ensure that all health and safety compliance checks have been undertaken before re-opening (e.g. fire alarm, emergency lighting, water hygiene, etc.).</p> <p>COVID-19 posters/signage displayed.</p> <p>Modify reception to maintain social distancing (e.g. provide screens or floor markings).</p> <p>Consider one-way system, if possible, for circulation around the building.</p> <p>Put down wall or floor markings down the middle of two-way corridors to keep</p>	<p>All employees should work from home if possible. If you are someone that lives in tier 3 we ask that you work from home. However, if you are unable to work from home and/or require additional supervision, following consultation with your manager, you may return to the office avoiding public transport wherever possible. We will continue to review our approach in line with the government guidance.</p> <p>Vulnerable employees and ('clinically vulnerable' to coronavirus) identified and told not to travel to the office if shielding.</p> <p>Employees living with vulnerable others should work from</p>	<p>Entry points to the buildings controlled (including deliveries).</p> <p>All visitors must wear face masks at all times.</p> <p>All visitors are required to self-certify when logging in from the office that they are not displaying COVID-19 symptoms and have not been in contact with anybody displaying symptoms.</p> <p>If required, temperature can be tested on arrival via non-contact digital thermometer.</p> <p>Client records drop-off and pick-up protocols to minimise contact. All documents will be quarantined in a dedicated area. By exception only</p>	<p>Reduced desk numbers.</p> <p>Sharing of desks / hot desking is discouraged.</p> <p>Limit movement within building and stay at designated desk as far as possible.</p> <p>Desk groupings do not mix with other desk groups.</p> <p>Employees encouraged to take breaks and eat outside (weather permitting).</p> <p>Separate spaces for each group clearly indicated in shared spaces (e.g. barriers or floor markings).</p> <p>Seating plans to ensure employees sit at the</p>	<p>Sufficient handwashing facilities are available, both inside and outside of buildings.</p> <p>Hand sanitiser provided in all rooms / banks of desks.</p> <p>Frequent hand washing and appropriate drying of hands (following guidance on hand cleaning) encouraged.</p> <p>Hands cleaned on arrival at the office, before and after eating, and after sneezing or coughing.</p> <p>Employees are encouraged not to touch their mouth, eyes and nose and to use a</p>	<p>Consultation with employees on this risk assessment.</p> <p>This risk assessment published on the ehub and website.</p> <p>Nominated employees tasked to monitoring protection measures.</p> <p>Employees should report any non compliance of the policies and procedures to a manager or HR.</p> <p>The effectiveness of prevention measures will be monitored by the partners.</p>

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<p>groups apart and keep left signs.</p> <p>In areas where queues may form, put down floor markings to indicate distancing.</p> <p>Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</p> <p>Organise offices for maintaining space between seats and desks.</p> <p>Inspect desk areas And ask employees to remove unnecessary items.</p> <p>Make arrangements with cleaners for additional cleaning and agree additional</p>	<p>home.</p> <p>Where necessary individual risk assessments for employees at special risk (take account of medical advice).</p> <p>Risk assessments in place dependent on nature of work and contact with others such as first aid etc.</p> <p>Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to travel to the office.</p> <p>Information (Government links) provided on identifying COVID-symptoms.</p> <p>Information shared</p>	<p>documents can be handled by employees using appropriate PPE.</p> <p>Floor markings outside entrances to indicate distancing rules.</p> <p>Building access rules clearly communicated through signage on entrances.</p> <p>Screens installed to protect staff in reception.</p> <p>Hand sanitiser provided at all entrances.</p> <p>Client appointments at the office are discouraged and considered by exception only.</p> <p>Clients and visitors will be sent a copy of our risk assessment and agree to</p>	<p>same desk if working consecutive days in the office.</p> <p>Rooms accessed directly from outside where possible.</p> <p>The occupancy of all rooms and offices limited.</p> <p>Follow me printing re-installed to reduce handling of paper.</p> <p>Employees should use their mobile phones and Jabber etc. Use of desk phones will be prohibited.</p> <p>A strict clear desk policy will be required, including partner offices. Each desk will have a confidential waste bin.</p>	<p>tissue or elbow to cough or sneeze and to use bins for tissue waste ('catch it, bin it, kill it').</p> <p>In line with Government guidelines all staff displaying symptoms are encouraged to test for COVID-19</p> <p>Bins for tissues provided and are emptied daily.</p> <p>Spaces well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Doors propped open, where safe to do so to limit use of door handles.</p> <p>Thorough cleaning of rooms at the end of the day.</p>	

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<p>hours to allow for this.</p> <p>Cleaners to be instructed to regularly clean touch points door handles, handrails, touch pads on copiers, desks etc. throughout the day.</p> <p>Workstations to be thoroughly cleaned at the start and the end of every day.</p> <p>Access with social distancing measures has been maintained for contractors carrying out planned maintenance and statutory equipment inspections</p> <p>Identify doors that can be propped open (to limit use of door handles and aid</p>	<p>about testing available for those with symptoms.</p> <p>Remote working is continuing as much as possible to limit numbers attending the office.</p> <p>Employees identified who can remain working from home.</p> <p>Lower density occupancy across all areas.</p> <p>Instruct employees to reduce movement around the building.</p> <p>Encourage staggered breaks / lunch. Reduce capacity in communal areas / kitchens (max one person in kitchen area).</p> <p>Employees encouraged to walk or cycle, public transport should be</p>	<p>our relevant policies for their visit in advance.</p> <p>Meeting rooms for client use will include screened areas and will be subject to limited occupancy with a minimum one-hour gap between meetings.</p> <p>Visitors sign in but use sanitiser wipes to wipe pen and hands down afterwards.</p> <p>Working day start times staggered so employees arrive at different times.</p> <p>All employees and partners must book a desk using a space management system.</p> <p>Personal post / package deliveries discouraged (an external storage facility may be provided).</p>	<p>Shared materials and surfaces cleaned and disinfected frequently by cleaning staff (e.g. desks, chairs, doors, sinks, toilets, light switches, bannisters, etc.).</p> <p>Employees must wipe down desk and equipment at the start and end of each day.</p> <p>Employees requiring specialist equipment eg their own chairs must request this at least one day in advance via the booking system.</p> <p>Procedures in place should someone become unwell whilst at the office.</p> <p>NOTE:</p> <p>Wearing a face covering</p>	

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<p>ventilation). Seek advice from fire service if necessary.</p> <p>Fire safety / emergency protocols: a policy will be drafted to manage evacuation in a partially occupied building and to maintain distancing requirements.</p> <p>Entrance signage.</p> <p>Install signage to all entrances to buildings currently open then on a phased basis as buildings reopen. (Display Stay COVID 19 Secure Posters at entrance points)</p> <p>2 metre rule for social distancing. Implement appropriate signage in all currently occupied buildings including signage and distance indicating tape etc.</p>	<p>avoided where possible. However, if this is unavoidable, please contact Facilities to arrange for a PPE pack to be issued to you.</p> <p>Encourage employees and clients to make telephone or video conference appointments (to avoid face to face meetings).</p> <p>Employees fully briefed about the plans and protective measures identified in the risk assessment.</p> <p>Regular (weekly minimum) employee updates.</p> <p>Keeping in touch with off-site employees on their working arrangements including their welfare, mental and physical health and personal security.</p>		<p>or face mask in the office is not currently recommended.</p> <p>Most employees will not require PPE beyond what they would normally need for their work (as determined by existing risk assessment), even if they are not always able to maintain a distance of two metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • If an employee becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. • Administering first aid (all first aiders will be issued with PPE). 	

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<p>Hand washing.</p> <p>Install signage in appropriate locations at all occupied buildings and then at other buildings as part of the phased reopening. Soap supplies to be regularly replenished.</p> <p>Hand sanitisers.</p> <p>Install sanitiser units at all building entrances at all occupied buildings and then as part of the phased reopening.</p> <p>Sanitising spray and paper towels to be provided throughout offices and meeting rooms for staff use initially and then sanitiser wipes when</p>	<p>Employees visiting client premises must ensure in advance of the visit that the client has appropriate risk assessment and COVID-Secure policies in place and must adhere to those policies.</p> <p>Monitoring the wellbeing of staff through surveys and regular meetings/briefings.</p> <p>Provide support in respect of mental and physical wellbeing including links to employees benefits provided and links to various mental health / wellbeing websites.</p> <p>Communication with contractors and suppliers that will need to prepare to support plans for opening.</p>			

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<p>these become available.</p> <p>Space specific signage to all spaces.</p> <p>Toilets middle cubicle/sink/urinal of 3 to be taken out of use</p> <p>Reception areas to have appropriate separation screens</p> <p>Meeting rooms to have number restrictions placed on them in accordance with social distancing requirements, small pods to be single occupancy only.</p>					

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<p>Specialist use areas to have appropriate signage (showers, multi faith rooms, etc).</p> <p>Stairways to be up or down only unless impossible to do so and corridors to be one way where at all possible</p> <p>Ventilation. Rooms and offices to be cross ventilated as much as possible leaving windows open etc</p> <p>Ventilation and AC systems working optimally (Ventilation system should be kept on continuously, with lower ventilation rates</p>					



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when people are absent).				



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