

	A	B	C	D	E	F	G
1		Coronavirus 'Return to the Workplace' risk assessment					
2		Updated to 21/7/2020					
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 thoroughly cleaned; as appropriate, provision of hand sanitiser in addition to access to handwashing facilities; 'Return to the Workplace - General Guidance' sent out. Edinburgh office has specific guidance given by landlord which must be adhered to. Face masks must be worn in Whyteleafe communal areas.	Risk assessment Government sign 'Staying COVID-19 secure in 2020' - has been put up in all offices	JR	Ongoing	Ongoing
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. In addition to the 360GN Homeworking and Mental Wellbeing during the Coronavirus Outbreak; also released in July the Mental Health and Wellbeing general company policy.	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 - 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. From 1st August, no longer a need for shielding for clinically vulnerable - strict social distancing instead	CTh / JT	Ongoing	Ongoing

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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;	Questionnaire has been reviewed and will be acted on accordingly; employees have been 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 and is mandatory in England for public transport from 15th June and Scotland from 22nd June.	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;	Questionnaire has been reviewed and will be acted on accordingly.	JR	20/05/2020	20/05/2020
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	Ongoing	Ongoing
13	Not being able to socially distance in the workplace whilst working	Employees	Screens for desks have been installed and are being trialled at the Castle Donington office; they will be 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.	Rota system will 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); diary system to be set up to assist with office numbers and available desks.	JT	Ongoing	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	Ongoing	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), DRC Coleshill, Regus St. Albans and Queen Street (Edinburgh) have confirmed offices are cleaned accordingly to strict hygiene guidelines. Regus CD still needs to prove they have a plan in place which meets the standards required.	Followed up with Regus CD - they have improved their cleaning regime and the 360GN's office has been issued with a "COVID secure" sign	JT/CT	Ongoing	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

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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
19	Employees becoming unwell with the virus / emergency	Employees	Advice given in 'Return to the Workplace - General Guidance' document	Being monitored	JT	Ongoing	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	Ongoing	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	Ongoing	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	Ongoing	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, site and government guidelines	JT / JR / CTh	Ongoing	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	Ongoing	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

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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. Provided links to Scottish, Welsh and Northern Irish public health websites. Need to also consider regional differences - if government guidelines are stricter than company guidelines, adhere to government guidelines.	Being actively monitored	JT / JR / CTh	Ongoing	Ongoing
27	Office desks being used by multiple occupants	Employees	Return to the Workplace guidance updated to remind employees to use the same workstation when they are in an office.	Booking system to be put in place to control the numbers of employees at an office. Remind employees to use the same workstation on each office attendance if possible. Remind employees of the need to wipe down their workstation and any equipment they have used after they have been in the office. Update Return to the Workplace - general guidance doc.	CTh	Ongoing	Ongoing
28	Spread of COVID-19 through particles in the air	Employees, other workers in offices, visitors	Face coverings must be worn on public transport if used for travel to and from the offices; some offices are imposing that tenants, visitors etc. wear face masks in communal areas.	Remind employees that if they have them, they should bring their own face coverings to offices otherwise they may not be able to attend. Update Return to the Workplace - general guidance doc.	CTh	Ongoing	Ongoing
29	Poor ventilation in an office	Employees, other workers in offices, visitors	Increased ventilation through opening the windows in the office area; internal office doors being left open to increase ventilation.	Update guidance to include increasing ventilation in offices to prevent the spread of infection.	CTh	Ongoing	Ongoing
30	Sharing offices supplies such as pens, staplers etc.	Employees	Updated guidance to let employees know not to share office supplies and that if they need further supplies they should contact Head of HR.	Remind employees that they should not be sharing office supplies when they return to the workplace and HR will supply more equipment if required, or employees can bring their own equipment from home as long as they do not share them.	CTh	Ongoing	Ongoing