

# Return To Work Assessment

Item	Activity	Risk	Risk rating			Control measures	Responsibility			Residual risk rating			Additional comment	Further action required
			S	L	RR		Staff	Company	3rd Party	S	L	RR		
<b>Travel</b>														
1	Travel to the office	Contact with infected persons	4	4	16	Travel off peak. Do not use the tube. Adhere to government guidance. Avoid multiple occupancy vehicles where possible	x			4	1	4	Plan ahead	
	Travel to sites	Contact with infected persons	4	4	16	Travel off peak. Do not use the tube. Adhere to government guidance. Avoid multiple occupancy vehicles where possible	x			4	1	4	Know your route	
	Travel Home	Contact with infected persons	4	4	16	Travel off peak. Do not use the tube. Adhere to government guidance. Avoid multiple occupancy vehicles where possible	x			4	1	4		
<b>In the office</b>														
2	Accessing the office	Unable to gain access	1	2	2	Security/code arrangements to be known	x	x		1	1	1	Security access arrangements to be shared with all staff wanting to use the office	
		Physical contact with key pads	2	4	8	Each employee to wipe the key pad using company provided wipes following entry. Cleaning station to be easily identifiable.	x	x		2	1	2	Company to induct all staff	
		Too many staff enter at the same time resulting in avoidable queues	2	4	8	Staff office days to be staggered. Start times to be discussed beforehand							Management to give instruction, employees to adhere strictly to their allocated available time	
	Use of Toilets	Unavoidable contact with door handles, flush, taps and hand towel dispenser	4	4	16	All areas touched to be wiped following use. All toilet facilities to be thoroughly cleaned by a cleaner at the end of each day. Employees to use both hand washing and alcohol based hand sanitiser (Min 60% alcohol)	x	x	x	4	2	8	Company to ensure cleaning regime is maintained. Employees to adhere to cleaning and handwash guidelines as an employee rule to use the office	
		Contact with other employees entering or exiting toilet areas	4	4	16	One way system to be put in place. Employees to remain vigilant and alert on entry and exit of toilet areas. Have a clear waiting point for staff waiting for an available toilet	x	x		4	2	8	One way system to be included on all floors on induction	
		Running out of handwash or cleaning items	4	3	12	Stock to be checked daily. Enough back up stock to be held in stores.		x		4	1	4		
	Use of Kitchen areas	Physical contact with coffee machines, microwaves, fridges and company owned plates, bowls and cutlery	4	4	16	Coffee machines to be removed. Microwaves to be removed. Fridges to remain in place, employees to bring their own milk (No sharing). Employees to bring their own cup/plate/bowl/eating utensil and remove each day. Hot and cold drinking water facility to be provided on each floor by the company	x	x	x	4	2	8		
		Cross contamination in retained fridges	4	4	16	No food storage in retained fridges. Sufficient fridge space to be provided on each floor	x	x		4	1	4		
		Contact with other employees entering or exiting kitchen areas	4	4	16	One way system to be put in place. Employees to remain vigilant and alert on entry and exit of kitchen areas. Have a clear waiting point for staff waiting for use of the kitchen areas.	x	x		4	2	8		
	Use of meeting rooms	Contact with other staff or items within meeting rooms	4	4	16	Meeting rooms to be booked in advance. Surplus chairs to be removed. Employees to wipe down all areas following use. All meeting rooms to be cleaned at the end of each day by cleaners. Avoid meetings where possible and use video conference	x	x	x	4	1	4		
		Contact with 3rd parties in the office	4	4	16	No visitors to the office.	x	x		4	1	4		
	Accessing office floors	Contact with other employees on the stairs	4	3	12	Wait and watch system to be implemented. Signage to be installed. Employees to ensure they adhere to 2m distancing and priority to be given to employees going up the stairs	x	x		2	1	2	Signage to be inspected. All staff inductions to demonstrate the requirement.	
		Contact with other employees exiting the toilet or kitchen areas	4	3	12	Wait and watch system to be implemented. One way system to be implemented. Employees encouraged to be vigilant and alert when moving through communal/circulation spaces	x	x		2	1	2	Signage to be clear and maintained	
	General office practice	Contact with other employees when sat at your desk	4	3	12	Desk arrangement to be re-organised to enable suitable distancing (2m) in line with government guidance, desks to be offset so no face to face working. Employees to remain vigilant of other employees in relation to their desk. Employees to be encouraged to not make unnecessary journeys around the office.	x	x		4	1	4	Clear layout to be agreed	
		Shared desks - equipment	4	4	16	No shared desks. All staff to have an allocated desk, the desk arrangement to be 2m minimum away from others. No staff to share chargers or equipment - plan ahead	x	x		4	1	4		
		Moving closely past colleagues to access printers	4	2	8	Clear routes to be identified and marked on the floor. Ensure distance guidance is adhered to.	x	x		4	1	4		
		Moving closely past colleagues to access toilet or kitchen areas	4	2	8	Clear routes to be identified and marked on the floor. Ensure distance guidance is adhered to.	x	x		4	1	4		
		Shared food and drink	4	4	16	No food or drink to be shared. Employees to bring all food in. Employees can leave coffee and tea in their locker. Employees can leave labelled milk in the fridge. Employees must remove all rubbish to bins. Employees must remove all crockery and cutlery home, no office equipment will be used.	x	x		4	2	8		
		Desk cleanliness	3	2	6	Each employee is responsible for their space. It must be kept clean. Remove desktop debris where possible. Wipes to be used to ensure areas can be kept clean.	x	x		3	1	3		
<b>4</b>														
	In an emergency	Fire, fire alarm	4	2	8	In the event of a fire alarm the one way system is superseded by the building fire protocol. Escape through the known, signed and lit routes to the known muster point.	x	x		4	1	4		
		If employees have an accident at work	4	2	8	Are emergency contact details are current. Known procedure to be followed	x	x		4	1	4		
		If an employee feels unwell and must be sent home.	4	4	16	Ensure distancing is adhered to. Plan the route home. Share the route home with a director. If symptoms appear to be COVID19 or similar follow government guidance and alert your director.	x	x		4	3	12		