



PRIMARY AUTHORITY ASSURED ADVICE

Guidance Document on COVID 19 Office Re-Opening Policy, Procedures and Risk Assessment Template Example

Advice Issued June 2021, Primary Authority Advice is issued by Wakefield Council to The British Frozen Food Federation that the guidance document *COVID 19 Office re-Opening Policy Procedures and Risk Assessment Template Example* for members to use a template to minimise the risk of COVID 19 is satisfactory (when completed) to comply with Health and Safety at Work etc Act 1974, Sections 2(1), 2(2)(c) &(e), 3(1) & the Management of Health and Safety at Work Regulations 1999, Regulations 3(1)(a) & (b), 5(1).

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It has been assessed by the primary authority that the above document demonstrates adequate control measures to minimise, so far as is reasonably practicable, the risk of covid 19 for employees and non-employees in offices and is suitable and sufficient for bfff members to use as a template for their business

Where this document is completed and properly implemented by members it would demonstrate so far as is reasonably practicable, compliance with the above health and safety legislation

THE PRIMARY AUTHORITY WOULD NOT BE PREPARED TO SUPPORT ENFORCEMENT ACTIONS WHICH CHALLENGE THE ADEQUACY OF THIS POLICY



Introduction

Policy	COVID-19 Policy, Procedures and Risk Assessment - Example
Summary	This document sets out the policy, procedures and risk assessment required to keep employees safe and healthy in line with government guidance when reopening an office while incorporating social distancing, ventilation, and good hygiene measures into this new way of working.
Target Readers	All Employees (Contractors, Visitors, general public)
Policy Number	001
Revision Version	1
Issue Date	TBC
Effective	TBC
Cancels & Supersedes	N/A
Issuer	Insert company director/CEO Name here:
Last Policy Review	Date Here:
Next Review Due	Date here: or reviewed in line with changes to government guidance



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IMPORTANT

Please check with the latest government guidance on COVID-19 as this can vary in England, Wales, Scotland and Northern Ireland

This template must be used in conjunction with government guidance safe working guidance which can be downloaded at:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

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1.0 COVID-19 POLICY STATEMENT

It is the policy of (Company name) to comply with the Health & Safety at Work Act 1974 and the Health Protection (Coronavirus Restrictions) (England) Regulations 2020 and all other legislation to provide and maintain a healthy and safe working environment at this time.

We understand the importance in following government guidelines when reopening the office. While doing so we are committed to ensuring our employees, visitors and contractors all remain safe and healthy by adopting good working practices including:

- Applying social distancing measures of at least 2 metres between individuals and adopting additional control measures to keep people apart, providing protective barriers to employees in close proximity or others, dealing with visitors, the general public, delivery drivers or postal services,
- Avoiding the overcrowding or the congestion of premises and therefore reducing the risk of virus spread,
- Providing good communication and keeping everyone updated on actions being taken to reduce risks of exposure to COVID-19 in the workplace by our team meeting briefings by the utilisation of electronic platforms.
- Ensuring those employees who are in extremely vulnerable and vulnerable groups are identified and appropriate measures are taken and/or if they live and/or care for someone extremely vulnerable,
- Ensuring employee contact numbers and emergency contact details are up to date,
- Ensuring employees know how to spot symptoms of coronavirus (COVID-19) and are clear on the actions to take including requesting employees to stay at home and self-isolate including the use of the government on-line testing portal,
- Ensuring there are places to wash hands for 20 seconds with soap and hot water, and encourage everyone to do so regularly,
- Providing hand sanitiser and tissues for staff, customers and encourage them to use them,
- Ensuring good ventilation,
- Encouraging employees to undertake regular lateral flow tests, these available free online and from local testing centres, see Appendix 3,
- Ensuring face coverings are worn when staff are moving around the office/premises
- Providing a robust cleaning system utilising soap and disinfectant.

The operation and effectiveness of this policy, procedures and risk assessment document will be continually monitored both by management and staff members of all levels and will be formally reviewed to ensure it remains effective. This document will be communicated electronically to employees and acknowledged to ensure it is understood fully.

Signed:

Managing Director/CEO

Date:

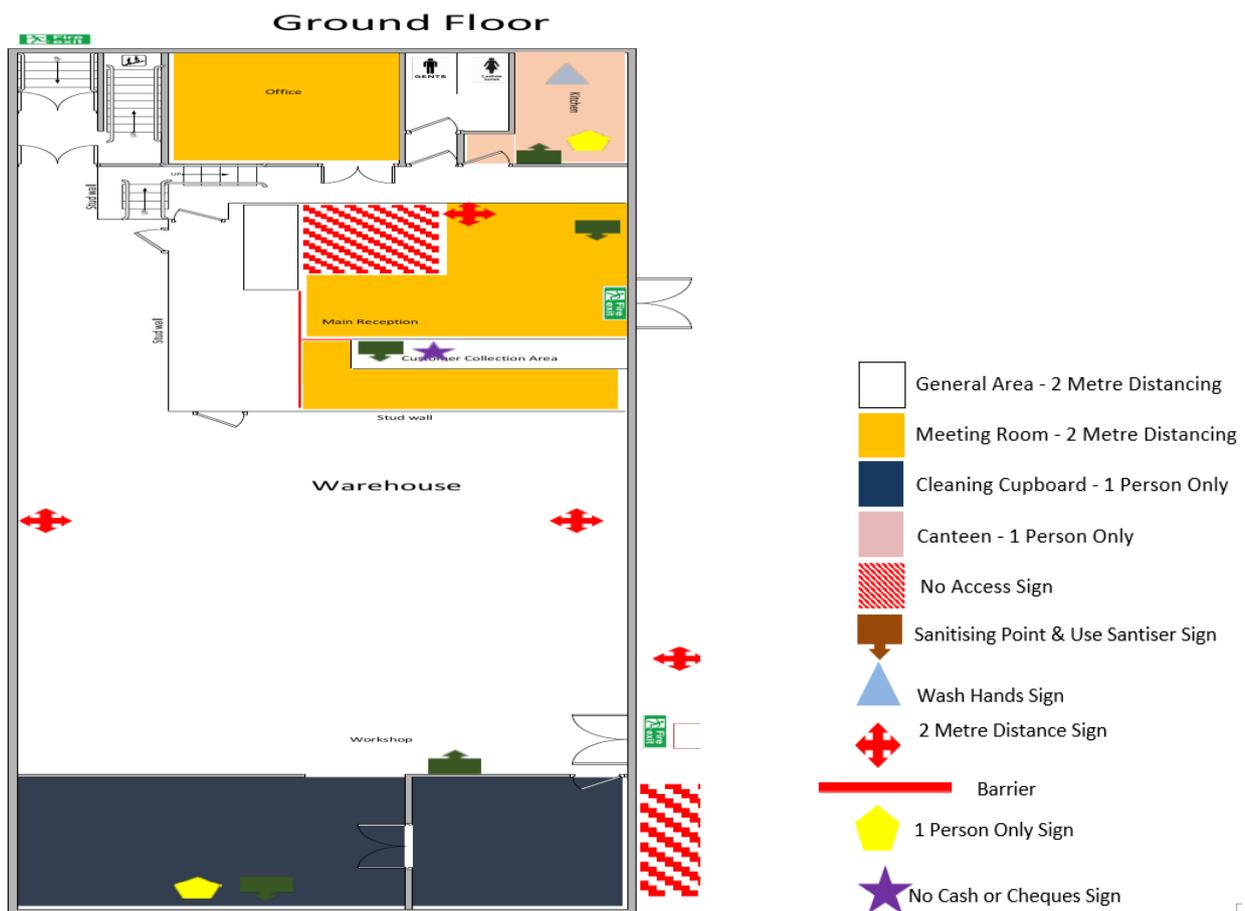


2.0 PROCEDURES

2.1 Office Set Up Considerations

When considering the office, we consulted a scaled plan, this was useful in helping to assess social distancing requirements. The key below was applied listing areas of distancing, areas of single occupancy, sanitising points, signage, and protective barriers. See example 1 below:

Example 1- Scaled plan and key



We then considered the requirements for each area, the premises, shared areas and adjacent premises as follows:



Kitchens/Canteens

- Encouraging employees not to use Kitchen/canteen areas, instead to bring in flasks and eat food at desks.
- Ensuring where canteens are used, walkways marked out some seating not for use to achieve social distancing together with cleaning regime in place once employees have finished.
- Providing sanitising point and signage is displayed for social distancing and hygiene

Toilets

General

- Having cleaning regime in place
- Providing sanitising point and signage
- Depending on size of area some toilets designated as single occupancy and some multiple (with restrictions)

Single occupancy toilets

- Single occupancy toilets required where social distancing is not possible and a knocking system is implemented together with 'single occupancy - knock before entry' signage displayed on outer door.

Multiple occupancy toilets

- Where multiple occupancy is possible, floor markings area applied to standing areas to ensure social distancing.
- Some urinals are marked 'not in use' to maintain social distancing
- Some sinks are marked 'not in use' to maintain social distancing
- Providing paper towels where hand dryers are marked 'do not use' for social distancing

Daily Cleaning

A cleaning regime is agreed with frequently used surfaces, cleaning of work areas and equipment between uses, using soap and water followed by anti-bacterial or disinfectant cleaning products including:

- Entry keypads – these are disabled wherever possible to avoid regular contact or cleaned regularly
- Handrails – cleaned regularly
- Lift buttons – cleaned regularly
- Door handles and push plates – door held open except for fire doors or cleaned regularly
- Photo copier buttons cleaned regularly



Other considerations- disposal of used cleaning products

The provision and safe disposal of any wipe or used cleaning products needs consideration. Clearing workspaces and removing waste and belongings from the work area at the end of a shift.

Start/Finish Times/Breaks

To avoid areas becoming congested, break times, start and finish times are agreed with staff and are staggered.

Shared Premises/Facilities

Where shared premises exist and are occupied by multiple companies/organisations a discussion/liaison will be required before reoccupation to agree:

- Share facilities (toilets)
- Start/finish times
- Shared lobbies and communal areas
- Parking
- Walkways
- Entry points

Pre-occupation set up

Sufficient time was required for setting up the office and staff rotas have been set up, this involved:

- Affixing signage,
- Taking measurements
- desk reconfiguration,
- moving PC's and equipment,
- marking walkways and incremental 2 metre spacing's,
- installing sanitisers dispensers,
- placing face covering stocks at entrances
- Installing protective barriers for those likely to come into contact with general public, visitors or delivery drivers/postal services

In setting up the office we also considered lone working where in some cases therefore the company lone working process would be implemented.



2.1.1 Office layout

Prior to re-opening the company premises considered all areas and evaluated the current layout in achieving 2 metre distancing including individual offices, open plan offices, desks and workstations. In addition, walkways, kitchens, toilets, board room and entering/exiting the premises including the use of staircases to move from ground, first and second floors (basement) etc.

Fire evacuation routes have been factored in and adequate walkways provide

2.1.2 Office Occupancy/Employee Location/Seating Compatibility

On evaluation some areas/office desks may offer good social distancing and others require minor reconfiguration to achieve social distancing. Where compatibility is not complaint restrictions and further actions are listed below:

Ground Floor – Reception Area

Reception area is single occupation only, area displays sign

Employees	Assigned Area/Desk	Office Occupancy & Compatibility		Reason or Restriction	Further Action
		No	Yes		
David and Amy	Reception Desk			David and Amy cannot occupy simultaneously (existing arrangement)	David and Amy to have own equipment such as headset, keyboard, mouse, stapler, calculator and stationery

Ground Floor – Offices

Area can be partially occupied.

Employees	Assigned Area/Desk	Office Occupancy & Compatibility		Reason or Restriction	Further Action
		No	Yes		
Darren George &	Existing Open Desk			Darren and George can occupy open desk	Desks needs pulling away from each other slightly to achieve 2M before occupation, photocopier access through rear door only
Nick	Existing Open Desk			Cannot occupy office if Darren and George at work	Rota system required, photocopier access through rear door only
Sharon	Existing Single Desk				Sharon's desk to be reconfigured and moved back to achieve 2M
Bill	Existing Single Desk				Bill to use rear door only for access/egress to office



First Floor – Accounts Office

Area can be fully occupied

Employees	Assigned Area/Desk	Office Occupancy & Compatibility No Yes	Reason or Restriction	Further Action
Helen and Becky	Existing Desks			Move Helen's desk slightly toward left wall to achieve 2M

First Floor – Customer Service Office

Area can be partially occupied, in the following configurations:

Employees	Assigned Area/Desk	Office Occupancy & Compatibility No Yes	Reason or Restriction	Further Action
Olivia & Jill	Existing Open Desk			
Olivia & Callum	Existing Open Desk			
Carla	Existing Single Desk		Carla cannot occupy office if Jill, Callum or Olivia occupying	
Jill	Existing Single Desk		Jill cannot occupy if Callum in office	

Ground Floor – Kitchen

Single occupation only, area displays sign

Ground Floor – Board Room

The board room can be occupied by 2 persons only seated each end of the board room table

Ground Floor TOilets (Ladies/Gents)

The toilets are single occupation only, signs are displayed in this area.



Ground Floor – Cleaning Cupboard

To be used by cleaner only

Basement Area

Single occupation only, area displays sign

Yard Area

Single occupation only including smoking area

Staircase to First floor

Access/egress by single person only, area displays sign

2.1.3 Reduction in employee numbers required to achieve social distancing

Several desks/offices were available once social distancing demarcation measures had been completed with others unavailable, this determined the maximum occupancy/staff numbers with agreed rotas. Agreement was then sought with senior management.

When considering this section, it is recommended that you consult with your human resources department or any employment law specialist. Other considerations we factored in were employee personal circumstances such as:

- childcare with schools re-opening
- distance to travel into office
- employee vulnerability
- employee rota system
- full time/part time
- days usually worked in office



See example 2, consideration of employee variables

Name	Distance Closest to Office <10 Miles	Days employed	Usual Days Worked in office	Vulnerability	Social distancing revision office days
Employee 1	<10 Miles	5	5	N/A	3
Employee 2	<10 Miles	4	4	N/A	Subject to schools reopening 2
Employee 3	<10 Miles	4	3	N/A	Subject to schools reopening 2
Employee 4	31 Miles	5	2	Classed as vulnerable with shielding letter	0
Employee 5	35 Miles	3	3	N/A	1
Employee 6	45 Miles	4	2	N/A	1

2.1.4 Provision of signage, sundries, and sanitising products inventory

Prior to re-opening an inventory of signage, sanitiser, face coverings and floor marking decals would be required, an inventory with cost was produced for senior management, see example 3.

Example 3 – List of signage, sundries and sanitising products required for set up

Equipment	Quantity	Reason	Cost	Supplier
Sanitiser (5 Litre) Alc 70%	6	Top up for sanitiser dispensers		
Sanitiser dispenser	3	Sanitising dispenser main entrance, canteen, and toilets		
Sanitiser Sign 'Use sanitiser,	3	Signage affixed next to sanitiser		
Floor marking tape Yellow/Black	3	Tape marks out walkways and distances around desks		
Floor marking tape Yellow/Black – Keep 2 Metres Apart'	1	Spacings at 2 metres increments marked across main walkway		
Signage Social distancing rules	4	Place at main entrance toilets and canteen/communal areas		
Face coverings	100	Place face covering in common areas		
Protective barriers (Perspex with envelope)	3	Reception desk, goods in desk and post room		



2.2 Office Procedures

2.2.1 Social Distancing

The company has decided to protect its employees by maintaining a 2m distance. Should a situation arise where this is not possible, report it to your line manager.

Walkways are marked out and have 2 metre incremental markers and markings are also around desks allowing 2 metres distances when seated.

Always adhere to floor markings and signage displayed in relating to COVID-19. Avoid moving around wherever possible.

Any team discussions/meetings to take place by conference call, video conferencing using electronic platforms as organised by management. The board room is restricted to 2 persons only.

2.2.2 Illness

All employees must follow government self-isolation guidance if they or a person in their household have symptoms of COVID-19. Where self-isolation guidance requires you to not attend work you must inform your line manager in line with normal absence procedures. Subject to the circumstances and the government's current testing guidance the company may request you to obtain a COVID-19 test. Please refer to the current advice on the government's website for details and testing portal. See below link:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If you fall ill whilst at work:

- Inform your line manager
- Return home immediately and isolate in line with government guidelines
- So far as possible, avoid touching anything on the premises
- Cough or sneeze into a tissue or the crook of your elbow. Dispose of tissues in a bin
- Stay at home and follow government guidance on self-isolation – see below link

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>



2.2.3 Smoking

Break times are staggered, employees who smoke use the designated smoking area where social distancing of 2 metres is not possible areas are single occupation only.

2.2.4 Hygiene and Sanitising

We have installed and identified with signage several wall mounted sanitiser dispensers strategically around the building as follows:

Main entrance – Ground Floor
Outside toilets – Ground Floor
Top of stairs – First Floor
Top of stairs – Second Floor

We have also supplied several freestanding sanitiser bottles which are positioned close to common touch points such as photocopiers, franking machine, safe, kitchens.

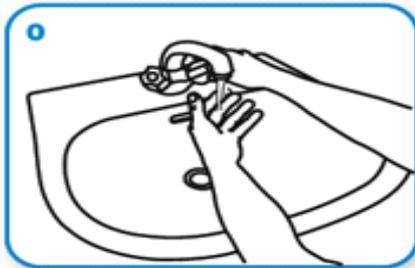
It is important to clean your hands for at least 20 seconds using either sanitiser gel or soap and water:

- whenever you enter the premises
- whenever leaving the toilet area
- whenever entering or leaving the kitchen
- regularly throughout the day
- when leaving the premises

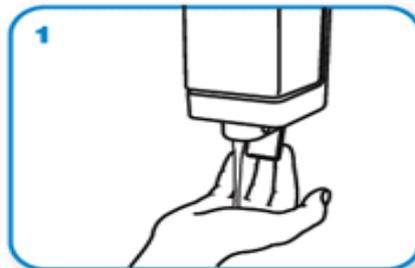
All employees to avoid common touch points such as door handles, keys, handrails, keypads etc wherever possible. See below:



2.2.5 See handwashing diagram below



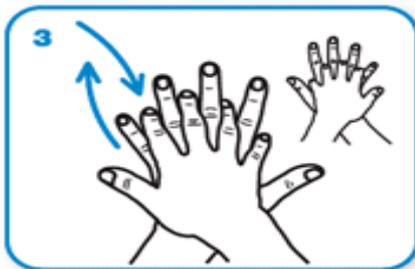
Wet hands with water



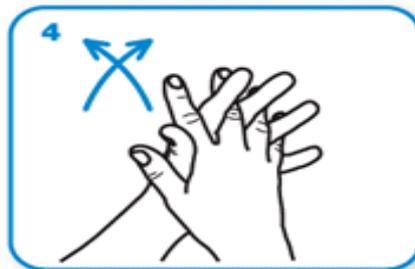
apply enough soap to cover all hand surfaces.



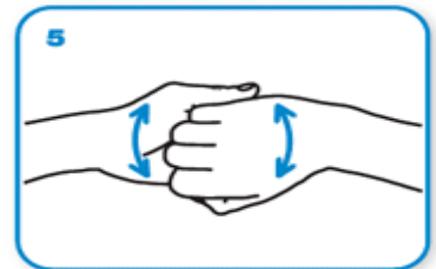
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



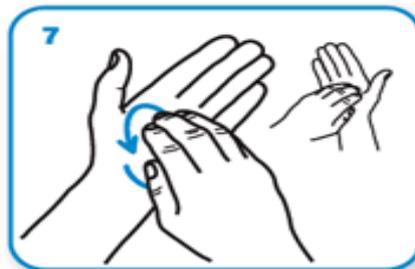
palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



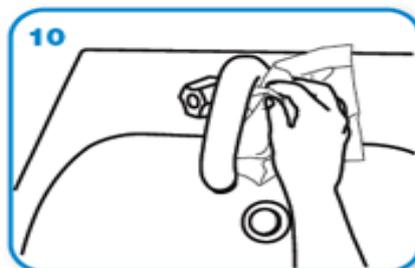
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



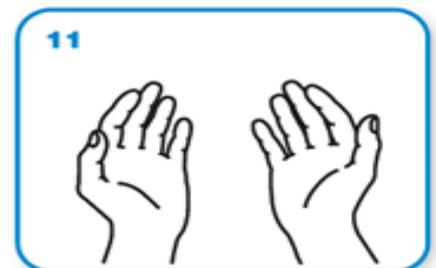
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.



2.2.6 Common Touch Points

There are several common touchpoints around the premises which employees need to be aware of especially when entering and leaving the building:

Entering and leaving the building

Padlock

Keybox

Keys

Remote for garage

In/Out board

Door Handles

Door locks

Key entry pad

On entry to building, wipe padlock, keys, security keypad, garage remote, in/out board, security alarm and fire alarm keypads, and door handles before and after use wipe, with anti-bacterial wipes and then wash and/or sanitise hands.

To minimise persons opening and closing the premises and handling/using keys, key box and keypads. It is recommended person/s are nominated, these will be:

Name 1 :

Name 2 :

Other common touchpoints are:

Franking Machine

Door handles

Telephone System

Photocopier buttons

Light switches

Handrails

Toilet flush

Fire door push bars

Sinks and Taps

The above list is not exhaustive. All employees should avoid these wherever possible before and after use wipe with anti-bacterial wipes and then wash and/or sanitise hands.



Common Touch Points

For these premises, the following touch points have been identified



2.2.7 Cleaning

Daily cleaning by employees – Employees are responsible for ensuring all surfaces are cleaned around their work area and bins are emptied. Employees to wipe down their area with antibacterial wipes provided by the company at the end of each shift paying attention to desk, keyboard, mouse, chair handles, desk/cupboard drawers. The safe disposal of any wipe or used cleaning products in general waste bins at each desk or in other areas. Clearing workspaces and removing waste and personal belongings from the work area is completed by employees at the end of every day.

Daily Cleaning (Contractor)

A cleaning regime is agreed with a contract cleaning company to include additional work to common touch points areas during the COVID-19 crisis including:

Daily Cleaning by cleaning contractor – Common Touchpoints	
Cleaning of work areas and equipment end of each day, using soap and water followed by anti-bacterial or disinfectant cleaning products.	
Areas	Frequency (Daily)
Main entrance	Door handles, keypad, latch, in/out board, security alarm keypad, light switches
Boardroom (Ground floor)	Board table, surfaces, light switches, remote controls
Ground floor (All areas)	Door handles, light switches
Ladies toilets (All floors)	Door handles, light switches, toilets, seats, sink, taps, floor
Gents toilets (All floors)	Door handles, light switches, toilets, seats, urinals, sink, taps, floor
Staircases (All floors)	Handrail and light switches
Landing to first floor (Toilets Ladies and Gents)	Light switch
Photocopiers (all floors inc ground floor private client office)	Buttons and trays
Kitchen (Ground floor)	Surfaces, taps, light switches, handles, draw handles draws, appliances- handles and switches (kettle, microwave, fridge, toaster)
Kitchenette (Second floor)	Surfaces, taps, light switches, handles, draw handles draws, appliances- handles and switches (kettle, microwave, fridge, toaster)
First floor (All areas)	Door handles, light switches



Specific cleaning requirements (Contractor)

Reception Area – Cleaning is required every Wednesday night of reception area between shifts, this to include reception top, desk, chair arms, telephone, franking machine, draws and handles

COVID-19 – If the company are informed that an employee has tested positive for COVID-19 or identified with any of the symptoms and go home to isolate, the area will be cleaned and disinfected.

2.2.8 Shared Equipment

During this time there will be NO sharing of workstations or office equipment such as phone (landlines), phones (mobile), calculators, laptops, PC's, keyboards, mouse and stationery. Only use items which have been designated to you. See section 2.2.14 – Photocopying.

In the shared reception job role separate mouse, keyboard and telephone headsets have been provided to each employee.

Paperwork in office (literature, folders) – employees to sanitise after use

Company safe in main office – employees to sanitise after use

Water coolers have been decommissioned until further notice.

Where social distancing (2 metres) not possible hand dryers in toilets are disabled until further notice and substituted with paper towels.

Charity box not to be used until further notice.

2.2.9 Deliveries, Collections and Visitors

Delivery drivers instructed to leave parcels outside of reception door on ground floor. Once parcel packaging removed and disposed of employees wash hands and sanitise.

No visitors to attend offices without prior permission of senior management. It is recommended wherever possible online meetings take place. If a meeting takes place the boardroom is limited to 2 x persons only.

Employees will restrict all personal deliveries to essential items only wherever possible.

2.2.10 Face Coverings

At this time, the government are advising that companies who have employees that cannot work from home to take mitigating actions. When moving around the office, using the photocopier face coverings must be worn this as well as maintaining social distancing. When situated at your desk face covering can be removed. When travelling to work on public transport it is mandatory that a face covering is worn.



2.2.11 Kitchen Use

We recommend that employees bring their own pre-made food and drinks (i.e. flasks) with them at the start of the day rather than using the kitchen if possible. You must supply and use your own mug and / or plate if possible, wash the utensils that you intend to use with soap and water before use. Do not make drinks for other members of staff or for customers, visitors, suppliers or give them access to these areas. If employees choose to use the kitchen, the following procedures must be followed:

- Clean your hands for at least 20 seconds using either sanitiser gel or soap and water when entering and exiting the kitchen
- Do not enter the kitchen/kitchenette if it is already in use *only one member of staff at one time*
- Assume that surfaces, handles (kettle / fridge / door), buttons (microwave), utensils (spoons, knives etc) and containers (coffee jar etc) may be contaminated
- Sanitise handles / surfaces etc that you intend to use before use using anti-bacterial wipes
- Avoid touching your face until you have left the kitchen and wash/ sanitise your hands
- Avoid transferring contamination from surfaces / handles etc to your mug or plate

2.2.12 Toilets Use

Single occupancy toilets

- Knock before entry, signage single occupancy signage is displayed on outer door
- Wash hands with soap
- Paper towels supplied where hand dryer is disabled
- Sanitise handles / surfaces etc. that you intend to use before use using anti-bacterial wipes

Multiple occupancy toilets

- Knock before entry
- Maintain social distance and follow marked floor areas
- Some urinals are marked 'not in use' to maintain social distancing
- Some sinks are marked 'not in use' to maintain social distancing
- Wash hands with soap
- Paper towels supplied where hand dryer is disabled
- Sanitise handles / surfaces etc. that you intend to use before use using anti-bacterial wipes



2.2.13 Stationary Cupboard

We recommend that employees try and avoid stationary cupboard wherever possible.

- Single occupancy only, implement knocking system, signage displayed

2.2.14 Basement

We recommend that employees try and avoid the basement wherever possible:

- Single occupancy only, implement knocking system, signage is displayed
- Limited to certain employees only

2.2.15 Start/Finish Times/Breaks

To avoid employees becoming congested break times, start and finishing times, breaks and shift times must be staggered. Take breaks in your own work area where possible

2.2.16 Photocopying/printing/scanning

The premises have of [state number here] photocopying/printing/scanning areas, everyone should collect their own copying from the printer in order to minimise the risk of virus transmission through paperwork. Do not deliver another person's copying to them. Further requirements are as follows:

- **Ground floor office** – Photocopier is accessed from rear door and single use only. Employees will clean photocopier buttons, handles / surfaces etc that you intend to use before/after using anti-bacterial wipes. Sanitise hands after use. Photocopier in this area cannot be used if kitchen is occupied and 2M distancing cannot be maintained. Check kitchen is unoccupied before proceeding.
- **First floor (Top of staircase)** – Photocopier is accessed from main corridor. If copier in use employees will wait until copying finished at 2 metres. Employees will clean photocopier buttons, handles / surfaces etc that you intend to use before/after using anti-bacterial wipes. Sanitise hands after use.



2.2.17 Use of boardroom

Boardroom should be booked in advanced through the normal procedure by contacting reception, the booking will be put in the boardroom calendar. When using the boardroom:

- Clean your hands for at least 20 seconds using either sanitiser gel or soap and water when entering and exiting the kitchen
- Do not enter the boardroom if it is already in use only 2-person occupancy
- Persons using the boardroom to be located each end of the boardroom table (Face coverings can be removed when seated).
- On entering the boardroom assume that surfaces, remote controls may be contaminated, wipe with antibacterial wipes before use
- Avoid transferring contamination from shared equipment, employees to use own mouse, keyboard and personal mobile while occupying the boardroom
- Boardroom landline phone is not in use until further notice (use personal mobile)
- Take all personal belongings out of the boardroom when leaving
- On leaving the boardroom wipe all surfaces with anti-bacterial wipes including surfaces, remote controls
- Avoid touching your face until you have left the boardroom, wash/ sanitise your hands when you leave

2.2.18 Handling of post

Incoming post

All incoming post is opened by reception and scanned using photocopying/printing/scanning procedure. The documents are then e-mailed internally.

Outgoing post

The outgoing post basket is located 2 Metres away from the reception desk for employees to leave mail for franking and postage. The mail is then left 2 Metres from the reception desk (hallway) for collection by the postal service.



2.3 Communications to Employees and Managers

All the information is then communicated to employees including Policy, procedures (including fire), and risk assessments are also e-mailed to each employee.

All employees have responsibilities to ensure compliance with the company COVID-19 policy and procedures and risk assessment. This means each employee/manager is conversant with the following:

- Ensuring those employees who are in a vulnerable or extremely vulnerable groups are identified, and appropriate measures are taken.
- All employees are issued with the relevant COVID-19 Health & Safety communications
- The government COVID-19 Five steps to safer, working together poster is completed (See appendix 1)
- Monitoring and reporting any concerns with measures implemented for social distancing, good hygiene practices, to ensure these are still effective.
- Ensuring sanitisers are operational, topped up and adequate anti-bacterial wipes, paper towels and spare face coverings are in stock
- Reporting to line manager in the case of someone sent home ill

It is important that the company policy, procedures and risk assessment are fully understood/acknowledged. Employee acknowledgement is gained from the employee by e-mail and the below register in Appendix 2 is signed.

2.4 Regional lockdown

In the event of a regional/local lockdown the company will be obliged to follow government guidelines if announced, the company understands that this has the potential restrict some employees who reside in certain postcodes from working at the office. The company will continue to support employees and remain flexible wherever possible.



3.0 Risk Assessment

A risk assessment has been completed for the company which means the control measure listed below must be followed.

Risk matrix

		Risk =>					
Likelihood =>	5		5 MEDIUM	10 MEDIUM	15 HIGH	20 HIGH	25 HIGH
	4	More than once a month, less than once a day	4 LOW	8 MEDIUM	12 MEDIUM	16 HIGH	20 HIGH
	3	More than once a year, less than once a month	3 LOW	6 MEDIUM	9 MEDIUM	12 MEDIUM	15 HIGH
	2	Between once a year and once every 5 years	2 LOW	4 LOW	6 MEDIUM	8 MEDIUM	10 MEDIUM
	1	Less than once every 5 years	1 LOW	2 LOW	3 LOW	4 LOW	10 MEDIUM
			No injury or damage	Slight injury - first aid but no time off work	Serious injury or lost time	Very serious - RIDDOR Reportable	Probable fatality
			1	2	3	4	5
		Severity =>					
							Risk =>



Activity to be Assessed:	Covid-19 Risk Assessment Example		Risk Number:	C19	Last Revised:	July2020
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Persons at Risk:	Employees, Pedestrians, Visitors, Contractors, Shared Occupants (Blue Castle, Delivery Drivers)	Exposure Duration:	8 Hours	Exposure Frequency:	Daily
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Identify the Hazards	L	S	R	Control Measures Required	L	S	R
Lack of Social Distancing in office setting				<p>Desks and office furniture moved/adjusted and separated to achieve 2 metre distancing.</p> <p>Floor decals affixed to floor to remind of 2 metre distancing</p> <p>Signage affixed to wall to remind employees of social distancing</p> <p>Walkways marked with incremental 2 metre distancing</p> <p>Employee desks and seating outlined in 2.1.2 of this document giving restrictions in employee locations and seating compatibility</p> <p>Single occupancy in areas listed above – reception, toilets, kitchens Signage placed on doors 'knock before entry – single occupancy only'. Boardroom is used when meeting another person, boardroom is booked with reception.</p> <p>Board room has maximum capacity of 2 x persons</p> <p>Managing Director's office has maximum capacity of 2 person</p> <p>Employees to bring in own food and drink, not to use kitchen if possible.</p> <p>Teleconferencing used for meetings and to communicate information including this document</p>			



			<p>Telephone extension numbers are utilised to contact colleagues and talk things over and/or ask questions rather than physically visiting them at their desks</p> <p>Start times and break times are staggered to help with distancing</p> <p>Deliveries/collections to be left outside reception door</p> <p>Visitors to be avoided if possible, personal deliveries to work to be taken only if essential</p> <p>Reduction in employee numbers implemented circa 50%</p> <p>To factor out human error we supply protective screens to employees who may be in close proximity to other employees, areas where the general public or visitors may be present or areas where delivery drivers are likely including those delivering stationary or the postal services.</p>			
Lack of hygiene/cleaning/sanitising			<p>All staff clean hands for at least 20 seconds using either soap and water and/or hand sanitiser:</p> <ul style="list-style-type: none"> • whenever you enter the premises • whenever leaving the toilet area • when in contact with common touch points (light switches, door handles, photo copier etc) • when handling paperwork • whenever entering or leaving the kitchen • regularly throughout the day • when leaving the premises 			



The following control measures are in place to protect office employees:

- One desk/PC allocated to one person – no sharing
- Individual stationery items – no sharing
- Phone (mobile and landline) allocated to each staff member – no sharing
- Avoid using photocopier wherever possible, wipe with antibacterial wipes before and after, sanitise after use
- Hand Sanitiser point positioned at main entrance corridor and on each floor, also positioned around shared equipment
- Water coolers disabled
- Charity boxes not in use
- Hand dryers disabled

Toilets

- Knock before entry, one person in the area at a time assume area is contaminated and wash or wipe with antibacterial wipes – surfaces / taps / handles before and after use
- 'One person in area' sign displayed
- 'Wash hands thoroughly' Sign Affixed, sanitise when back in office
- If hand dryer disabled use paper towels provided

Kitchen area

Employees bring in own food and drink if possible.

Knock before entry, one person in the area at a time assume area is contaminated and wash or wipe with antibacterial wipes – surfaces / taps / handles before and after use

- 'One person in area' sign displayed
- No making drinks for each other
- Staff to supply their own plates and cutlery
- Recommend that people bring in their own flask



			<p>Meeting room Employees sanitise surfaces with antibacterial wipes after using meeting room. No personal belongings, stationary, pens to be left in meeting room</p> <p>Smoking Area</p> <ul style="list-style-type: none"> • Employees to avoid communal smoking area in yard, single occupancy only <p>Cleaning</p> <p>Daily cleaning employees – Employees are responsible for ensuring all surfaces are cleaned around their work area and bins are emptied. Employees to wipe down area with antibacterial wipes at the end of each day paying attention to desk, keyboard, mouse, chair handles, desk/cupboard drawers.</p> <p>Reception area – Shared role, employees have own equipment including mouse, keyboard and headset, area cleaner between shifts.</p> <p>Entry and exit to building at ground floor – All employees to avoid common touch points such as door handles, keys, handrails etc where possible. On entry to building, wipe key-pad and door handle after use and sanitise</p> <p>Daily cleaning communal areas by Cleaners – Cleaners clean and sanitise handrails, light switches, handrails, taps, sinks toilets as outlined in section 2.2.6.</p> <p>Deep cleaning – Report to managing director in the case of someone infected, deep cleaning provided should an employee showing any symptoms.</p>			
Virus being transmitted when staff moving around building without face covering			Face coverings are worn when staff are not working at their desks. Using face coverings would apply when entering and leaving the building, moving around the office, staircase, using the photocopier, kitchen or toilets.			



Lack of employee communication			<p>Communication of these documents is completed electronically</p> <p>Acknowledgement gained from all employees of this policy, procedures and risk assessment.</p>			
Clinically Vulnerable and extremely vulnerable groups contract virus			<p>Those employees who are in a vulnerable or extremely vulnerable group are identified and appropriate measures are taken. Those employees who live in the same household or care for someone who is classified as clinically extremely vulnerable are identified and appropriate measures taken.</p>			
Lack of procedure for those who are showing symptoms of Covid-19			<p>Employees who are showing symptoms of Covid-19 or have others in the household showing symptoms will:</p> <ul style="list-style-type: none"> • Inform their line manager • Return home immediately and isolate in line with government guidelines • So far as possible, avoid touching anything on the premises • Cough or sneeze into a tissue or the crook of your elbow. Dispose of tissues in a bin • Stay at home and follow government guidance • Employer/employee arranges for testing on governments on-line portal 			
Lack of ventilation			<p>Open all windows in your area to provide good air circulation, do not use desk fans to circulate the air.</p>			
Lack of maintenance to air conditioning or air handling unit and incorrect operation			<p>Air conditioning is maintained in line with manufactures recommendations and serviced in last 12 months. Service provider is consulted to ensure units are drawing in fresh air and not set to the recirculation mode</p>			
IT Contractors			<p>Take own mouse and keyboard, sanitise each area including desk, chair arms and other touch points with antibacterial wipes after use.</p>			



Lack of fire safety/procedures				During the crisis we do not meet at assembly points due to social distancing. We carry out fire evacuation drills at the standard intervals however these are completed virtually, and fire procedures e-mailed through to employees reminding them what to do in the event of an evacuation. In the event of a real evacuation social distancing is ignored.			
Lone working				While the office is not occupied fully, we avoid lone working and at least 2 members of staff present when the premises are opened.			

Overall Rating:



Relevant Information	

Accident/incident potential			
Likelihood	Level	Severity	Level
Less than once every 5 years	1	No injury or damage	1
Between once a year and once every 5 years	2	Slight injury - first aid but no time off work	2
More than once a year, less than once a month	3	Serious injury or lost time	3
More than once a month, less than once a day	4	Very serious - RIDDOR Reportable	4
Imminent, more than once a day	5	Probable fatality	5

1 - 4	= low risk but be aware of control measures
5 - 14	= medium risk will implement control measures
15 - 50	= high risk extreme caution, absolute adherence to all control measures



Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



Appendix 2 –Employees and contractors to understand policy, procedures and risk assessment sign and return below before visiting the premises

Employee/Contractor Name:	Print:	Sign:

Appendix 3 – Free lateral flow testing for employees

Employees and contractors are encouraged to undertake regular lateral flow tests

You can get regular rapid tests if you do not have symptoms of coronavirus (COVID-19) The test for people without coronavirus symptoms is called a rapid lateral flow test.

This usually involves rubbing a long cotton bud (swab) over your tonsils (or where they would have been) and inside your nose. The tests can give you a result in 30 minutes. They use a device similar to a pregnancy test and do not need to be sent to a lab. You can do a rapid test at home or at a rapid lateral flow test site. If you test positive, you and anyone you live with will need to self-isolate. If you follow up the Lateral Flow Test with a PCR test within 2 days and it gives a negative result, you do not need to continue to isolate.

Anyone in England who does not have symptoms can now get regular rapid lateral flow tests to check for coronavirus. If you have coronavirus symptoms, you need a different test called a PCR test. [Get a PCR test if you have coronavirus symptoms on GOV.UK](#)

You can go to a rapid lateral flow test site to get a rapid test. <https://maps.test-and-trace.nhs.uk/> (There are pharmacies listed in all of the towns we are located in where you can collect tests)

You can get rapid tests to do at home.

You can collect up to 2 packs of 7 tests from a local pharmacy or test site:

- [find a pharmacy where you can collect rapid tests](#)
- [find a test site where you can collect rapid tests](#)

You can get a pack of 7 tests sent to your home. [Order rapid lateral flow home test kits on GOV.UK](#) If you do tests at home, you'll need to report your results online or on the phone.





British Frozen Food Federation

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