The following are the minimum Group COVID-19 risk mitigations to be taken in the office environment.

This Risk Assessment has been developed in conjunction with the Groups Consultation representatives.

The following arrangements are the minimum agreed requirements identified in accordance with the latest Government guidelines (Ref: HMG – Working safely during COVID-19 in offices and contact centres, updated 14/07/21 - [Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres)).

Risk Management hierarchy principles must always be applied. For COVID-19 that is to follow the government guidelines and existing HSE legislation. As we move from the Governments Step 4 this requires specific consideration of office ventilation, office cleaning and on-going personal hygiene.

The GL events UK senior management team are committed to supporting the identification and implementation of safe systems of work that will embrace the above risk management principles and the associated government guidance, please do not hesitate to contact your line manager if support is required.

This document shall be reviewed monthly or in the event of any change to Government or Group guidance.

| **Activity** | **Infection Risk** | **Risk Mitigation Actions** |
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| **Personal Health** | Covid-19 Symptoms | * If showing any signs of COVID-19 symptoms (a high temperature, a new continuous cough, a loss or change to sense of smell or taste), **do not** travel to work, contact line manager and self-isolate as instructed by NHS
* If anyone that you share a house with is showing any symptoms of COVID-19, do not travel to work, contact your line manager and self-isolate as instructed by the NHS
* If instructed by NHS e.g. via NHS App to self-isolate, do not travel to work, contact line manager and self-isolate as instructed.
* Any person who has underlying health conditions as outlined by the NHS as at higher risk, contact line manager to allow any practicable working restrictions to be established.
* If any changes occur during your working day, report immediately to the line manager, remain isolated until arrangements for returning home are established. An Isolation Room shall be nominated and made available in the event that an onsite isolation is required.
* For Mental Health support please speak to your line manager / HR Manager and use the published Group arrangements
* On arrival, **all** staff shall sanitise hands and check temperature before entering the building
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| **Travel** | Vehicle | * Personnel shall consider their arrangements for travelling to site. Where possible operatives shall travel alone.
* Wipe car door handles, steering wheel, gear change etc… with sterilising cloth
* If sharing a vehicle, avoid face to face contact and where practical open the vehicle windows and adjust fresh air controls to maximise air drawn into the vehicle. Do not use air circulation in the vehicle when sharing.
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| **Office** | Workstation | * All close proximity works (less than 2m spacing) shall be kept to a minimum
* Desks shall be allocated to individuals. If desk sharing is required, an appropriate cleaning regime shall be implemented between use.
* Desks shall be kept clear to aid cleaning. Any paperwork shall be filed away each evening.
* Workstations shall not be used as meeting areas
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| **Office** | Meetings | * Meetings shall be kept to a minimum, IT conferencing arrangements shall be used where practicable
* Meeting rooms shall have chairs removed to comply with assessed room capacity where applicable
* Meeting rooms shall be ventilated as far as is reasonably practicable. Where meeting rooms do not have any natural ventilation (windows / mechanical ventilation), occupancy restrictions including numbers and durations shall be applied.
* Do not share IT equipment
* Attendees shall only be those that have to attend
* Agendas shall be reviewed to reduce items for discussion to minimum, general conversation shall be discouraged
* Senior Managers offices (without external windows) are generally not appropriate for meetings as they do not provide a suitable level of ventilation.
* Hand sanitising and work surface cleaning materials shall be provided
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| **Office** | Use of Welfare | * Adequate welfare (toilets, hand washing facilities etc) will be provided
* Do not over crowd welfare areas. If the welfare area is busy you must wait outside until it is appropriate to enter
* Adhoc welfare areas shall not be used without prior agreement with the Ops Director as these will not have been assessed / maintained as required
* Maintain good hand hygiene before touching any surface on the way in and out
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| **Office** | Welfare facilities | * Plates / Cutlery etc... shall be washed up, dried and put away after use. It is not acceptable to leave clearing to others.
* Individuals wishing to use the fridge shall keep their food in a bag which shall be removed from the fridge each evening
* If microwaves, kettles etc… are used, the controls shall be cleaned with a sanitising cloth by the user after use
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| **Office** | IT Equipment | * Do not share IT equipment e.g. phones / keyboards etc… minimise the use of printers, wipe controls after use
* Wipe down keyboard / mouse at the beginning and end of each shift with a sanitiser cloth
* Avoid sharing stationery equipment e.g. pens, staplers, hole punches etc…
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| **Office** | Moving around the office | * Keep movement around the office to a minimum, stay in your area of work, use the phone rather than walk to another workstation / office
* Individuals moving around the office /site shall do so with consideration to others. Corridors shall not be used as meeting areas. Where possible, step aside to allow others to pass.
* Internal doors shall remain open where practicable (subject to fire / security assessment) to maximise ventilation
* Observe all signage and instructions as these may be different from the norm and change regularly
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| **Office** | Deliveries | * Delivery arrangements shall be organised to minimise the need for third parties to enter the building
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| **Office** | Visitors | * Un planned visits to be discouraged
* Visitors shall complete company checklist before attending site
* On arrival visitors are to use hand sanitiser and temperature check before entering the building
* Visitors shall be briefed on office / depot rules (Use Visitors Brief provided). A record of all visiting personnel being briefed shall be maintained.
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| **Leaving Site:** | PPE | * Leave any PPE at the Office unless it is to be washed. Do not hang up your PPE with other clothing in your home
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| IT Equipment | * Do not share IT equipment at home
* Wipe down keypad / mouse pad / Phone etc..
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| General | * Wash your hands before leaving work and touching anything in your car / home
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| **Office specific arrangements: -** *Any additional entries below shall be dated to allow appropriate briefing records to be maintained* |
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| **Office Action plan in the event of a COVID-19 outbreak** |
| 1. A single point of contact (SPOC) shall be identified for each depot (CDN - D.Woodhouse, PBH – K.Bishop, UTR – D.Logan, MAD – M.Willis, KNU – A.Butters, StA – M.Amer). The SPOC shall lead on contacting the local Public Health Teams.
2. Site attendees records shall be maintained for at least 10 working days for reference
3. In the event of a positive case of COVID-19 in the workplace, the Local Authority Public Health team (<https://www.gov.uk/find-local-council>) should be informed
4. Workplace close contacts shall be identified and asked to self-isolate. Note: you should not wait for the NHS Test and Trace system.
5. In the event that the local PHE health protection team declares an outbreak you will be asked to:
* record details of symptomatic staff
* assist with identifying contacts

Note: to facilitate the above, the HR Manager shall ensure that employee records are maintained up to date. |