

Policy Return to Work – Assessing and Managing Risk

1. The Board's primary objective is to ensure that as many people as possible can continue to work from home until further notice pending gradual return to work managing and reducing if not eliminating risk in accordance with Government guidance.
2. Vulnerable individuals and those with underlying health problems and others at risk to stay at home in any event.
3. Attached is a flow chart illustrating the factors to be taken into account and how decisions will be made about returning to work.
4. All staff affected will be consulted taking account of their individual wishes and circumstances before deciding whether they will be asked to return to work.
5. If a decision is made for any member of staff to return to office based work either part time or full time suitable measures will be put in place and appropriate and adequate precautions will be taken.

Office Premises Northwich & Winsford

Cleaning & sanitisation

- Cleaners
 - review job descriptions
 - observe attached office cleaning and safety plan
 - complete attached checklist weekly
- Procedure for isolating/cleaning/sanitising inward bound papers and goods
- Provide reception screens

People Measures

- Use own pens, cups, crockery, desks/work stations – avoid sharing.
- Remove all personal belongings each day
- Regular and clear communications with staff around significant events and what is expected of each person
- Provide links to relevant information.
- Avoid discrimination against those self-isolating or shielding who enjoy the protection of the Equality Act 2010.

Organisational Measures

- Avoid public transport by considering other methods of travelling to and from work and in the course of the working day. Consider cycling – accommodating peddle cycles.
- Maintain adequate and back up supplies of bacterial cleaning products and PPE
- Signage reminders around each office about social distancing
- Rota for attendance and use of facilities including conference rooms and WC's.
- Only 4 chairs around conference room table
- Staggered break times – use of outside areas

- One person at a time at the printer
- One person per office if possible
- Replace all toilet lids before flushing
- Strict social distancing measures
- Review work stations – face to face rather than side by side
- Appropriate messages displayed on letters, emails, website
- Obtain appropriate signage/visuals (available from the BID Northwich).
- Limit visitor numbers to be by appointment only
- Maintain clear records
- Direct all queries to GMR at Northwich, JCC at Winsford
- For further guidance access links including
 - Working safely during Covid 19 in offices and contact centres 11th May 2020

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-240520.pdf>

- Covid 19 an assessment of safe working arrangements

<https://wiseman.co.uk/covid-19-assessment-safe-working-arrangements/>

- Man Power Group

<https://www.manpowergroup.co.uk/about-manpowergroup/covid-19/>