INTRODUCTION

To prevent the spread of COVID-19, the Welsh Government has introduced the [Coronavirus Regulations](#) , imposing strict restrictions. Businesses that are allowed to operate, or locations that are allowed to open, must do so safely and in a way that complies with the Coronavirus Regulations, as well as other legal obligations on employers (such as Health and Safety legislation).

The coronavirus has not disappeared - we all share an ongoing duty to protect Wales. Here is a brief summary of the five main steps that everyone who is responsible for working environments in Wales should take to help us Keep Wales Safe - together.

- **Conduct a COVID-19** risk assessment: Carry out a risk assessment by having meaningful discussions with staff and / or their recognised trade union and sharing the results with your workforce. Particular consideration should be given to whether the people doing the work are at particular risk because of COVID-19. Risk assessments are a legal requirement for pregnant women whatever the size of the business.

- **Helping staff to work from home whenever possible:** The most effective way to reduce exposure to COVID-19 is to enable staff to work from home, some of the time or all the time. Employers are expected to be as flexible as possible and to make adjustments whenever feasible. This could include giving staff laptops or mobile phones and making it easier for them to communicate with everyone.

- **Take action to ensure that people maintain a physical distance of 2m between themselves on your premises, wherever possible:** Where working from home is not reasonably practicable, those responsible for workplaces or premises that are open to the public should ensure that all reasonable steps are taken to keep a distance of 2m between people on site when they are working. This includes outdoor venues. This is a legal requirement in Wales under the Coronavirus Regulations. Those responsible must follow the statutory guidelines that have been published to help you understand what 'taking all reasonable steps' means, and what to do if a distance of 2m cannot be maintained in certain circumstances.

- **Implement other measures to reduce the risk of exposure to the virus**: Take all reasonable steps to reduce exposure to COVID-19, for example by: Restricting face-to-face contact; Use of physical barriers; Increased hygiene, Environmental cleanliness and reminding people of the importance of hygiene; Washing hands thoroughly for 20 seconds with soap, and drying thoroughly, or using a hand sanitiser liquid containing alcohol before and after any close contact; Reducing loud noises that would result in people having to shout. Welsh Government has published [Statutory Guidance](#) on taking reasonable steps to minimise contact with COVID-19. Those Guidelines must be followed. Failure to take reasonable steps to reduce exposure to the coronavirus is an offence in Wales, and could result in a fine if found guilty.

- **Workplace Testing, Tracing and Protecting.** Testing, Tracing and Protecting works by: Testing those people with COVID-19 symptoms and by asking them to self isolate while they are being tested and awaiting a result; Tracing those individuals who have been in close contact with the person who has tested positive for COVID-19, requiring them to be careful and self isolate (for 14 days). Guidance is available for employers in Wales on Testing, Tracing and Protecting.

GUIDELINES UNDER REGULATION 13 OF THE HEALTH SAFETY REGULATIONS (CORONAVIRUS LIMITATIONS)

These guidelines apply to everyone who is required by the Coronavirus Regulations to take all reasonable steps to reduce the risk of exposure to the coronavirus.

Welsh Government has placed a specific legal requirement on those responsible for workplaces to ensure that all reasonable steps are taken to maintain a distance of 2 metres between people while they work. Maintaining a distance of 2 metres between people who are not from the same or **extended household** is an important aspect of the measures that everyone must take to reduce the risks of the spread of the coronavirus. Everyone should try to maintain these rules in all aspects of daily life.

At present, the Welsh Government continues to advise people to work from home unless there is a clear business need to return to the workplace. Employers also have a duty to take **all reasonable measures** to reduce the spread of the coronavirus. This will include ensuring that they do not require staff to return to workplaces unless there is a clear business need.

The most effective way of limiting the risk of coming into contact with the coronavirus in the workplace is to enable some staff, or everyone, to work from home as often as possible. "Reasonable measures" means that employers are expected to be flexible and adapt where possible to allow this to happen. This may include giving staff laptops and mobile phones, and facilitating any communication with staff members, wherever they are.

Staff should not be asked or pressured to return to a workplace unless there is a clear business case for doing so. Employers considering requiring staff to return to the workplace should firstly conduct an assessment to ascertain whether alternative arrangements would address most of the employers needs. This should be discussed with staff or staff representatives.

When deciding whether to ask staff to return to a workplace, employers should consider whether there would be any particular negative impact on the wellbeing of individuals by returning to work (for example if they are at a higher risk or if they are shielding, or if returning to work at the workplace causes them serious concern).

In the same way, some staff may be eager to return to the workplace. In such circumstances, the welfare of the staff is a relevant consideration in deciding what reasonable measures should be taken to prevent the spread of the coronavirus. Although the employer's top priority should be to limit the risk of exposure to the coronavirus, this should be balanced against the negative impact of working from home on the employee's wellbeing. In such circumstances, if employees can return to the workplace without a significant increase in risk of exposure to the coronavirus, this should be allowed. When considering this scenario, employers should consider the extent to which the returning employee would come into close contact with others, both in the workplace and when traveling to and from work.

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GwE Risk Assessment – Resuming a service /operation of a Building following the Covid-19 Pandemic

Aseswr **Assessor**	GwE Senior Leadership Team		Teitl Swydd **Job Title**	
Safle / Lleoliad **Site / Location**	Linden House, Mold		Asesiad o **Assessment of**	Resuming a service /operation of a Building following the Covid-19 Pandemic
Dyddiad Asesiad **Assessment Date**	XXXXX	Dyddiad Adolygiad Diwethaf **Last Review Date**	Dyddiad Asesiad **Assessment Date**	Week from now as guidance changes regularly

Perygl **Hazard**	Math / Effaith Risg **Type / Effect of Risk**	*Risg / Risk Cychwynnol **Initial**	Dulliau Rheoli **Control Measures**	*Risg / Risk Gweddilliol **Residual**
Infection with Covid 19 while working in the office Being office based during the Covid 19 / Corona virus pandemic (for specific tasks / exceptional circumstances when working from home is not possible)	Risk: Working in the office may increase the chance of a person or persons catching or spreading Covid 19 Impact of the risk: This can lead to - Death Serious illness The spread of the pandemic Trauma Stress Work pressure Reduced staff	1B	• Working from home where possible • However, travelling to work to do specific tasks that cannot be completed from home and have been agreed in advance with the Line Manager and Business Manager. • Request made to the Business Manager for staff to use the office. Confirmation will be required that this has been agreed in advance. • Only travelling to work if you do not exhibit any symptoms of Covid 19 and that neither you or anyone in your home is self-isolating • Senior Leadership Team to ensure that only low number of officers come into the office at any given time • Individual staff to be responsible for recording their visit to the office by following this link: https://bit.ly/2Ov4COl in case a member of staff develops symptoms and details are needed for the testing , tracing and protecting system • Staff to sign in and out when visiting the office using their own pen if possible	1E

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			• Washing hands with soap and water for at least 20 seconds or using a hand sanitiser if water and soap are not available after arrival • If another person wants to use the stairs then it will be necessary to wait to one side to ensure that 2m is kept at all times. • Opening windows if possible to get natural fresh air into the room - disinfect the handle before and after use • Staff will not be "hot desking" and have to use their specific workstation / designated desk. • Staff should not be moved from office to office, nor from desk to desk. • Keeping your workspace tidy and clean. Keep a distance of 2m from others at all times including when sitting at a desk, doing tasks, moving around and using other facilities • Washing hands regularly with water and soap for at least 20 seconds or use a hand sanitiser if water and soap are not available • Keeping your work area tidy and clean and regularly clean and disinfect during the day • Cleaning and disinfecting any equipment you use in the workplace before and after use • Avoiding touching your face • Coughing and sneezeing into a tissue and throwing the tissue into the bin and then washing your hands • Bringing any refreshments with you from home (and take everything home at the end of the day) • First aid - As the offices are closed to most workers the number of individuals who have first aid skills could be low / unavailable at the office. Ensure staff are aware of this and that they need to call 999 in an emergency. Also have a first aid kit available at main reception	

Sharing premises / facilities with other agencies	Spreading the disease within the building to staff and others	1B	• Work closely with landlords / Site Managers to ensure measures are in place for communal and shared facilities. • Ensure access to Risk Assessments. • Consider cleaning arrangements, hand washing, toilets, catering and use of shared spaces / facilities.	3C

Staff developing symptoms at work	Spreading the disease within the building to staff and others
	
	Trauma, stress, anxiety, fear for staff or others
		1B	**Specific guidelines for an individual who has developed symptoms**
			
			• If staff develop any symptoms that are highlighted by Public Health Wales as symptoms of COVID-19 i.e.:
			    New, persistent cough
			    High temperatures -
			    Lack or change in ability to taste and smell - anosmia
			
			• If anyone shows any of the above symptoms (COVID-19), the current national guidelines should be followed
			
			• If they need to go to the washroom / toilets, they should use a separate washroom if possible. The washroom / toilets should be cleaned and disinfected using approved cleaning products before being used by anyone else.
			
			• In relation to cleaning suspected contaminated areas, the guidelines / reporting procedure on a symptomatic individuals in the workplace provided corporately by Gwynedd Council must be followed in order to conform with national guidelines <https://www.gov. uk / government / publications / covid-19-decontamination-in-non-healthcare-settings / covid-19-decontamination-in-non-healthcare-settings>
				1E

		1C	• Business Manager to contact Site Manager to inform them, or to seek further guidance on arranging site or location cleaning • In relation to cleaning up suspected areas of contamination, the guidelines / reporting procedure on a symptomatic individual in the workplace provided corporately by Gwynedd Council must be followed in line with national guidelines • Members of staff with symptoms must stay home for 10 days and until the symptoms have disappeared for 24 hours and the other Covid-19 symptoms improve. Follow Government guidelines on self-isolation if symptoms develop.	
Someone else at the home of a member of staff develops symptoms Sickness procedures	Spreading the disease to staff and others Trauma, stress, work pressure, anxiety, fear	**1C**	• If a member of staff lives with a person with symptoms, they must remain at home for 14 days from the last exposure with the individual, and if they develop symptoms themselves, they must remain at home for 10 days from the onset of symptoms and until the symptoms are gone / improved (see above)	**1E**
Using objects	Transferring and spreading the disease to staff and others when using equipment Communicating and spreading the disease by	**1B**	• Objects should be shared as little as possible and cleaned as required • Objects and communal areas will be cleaned using approved cleaning methods but on a more frequent basis. This should be done in accordance with the Covid-19 corporate cleaning guidelines	**1E**

	touching doorbells, light switches etc.	 	• In relation to cleaning areas / equipment where symptoms are suspected, the guidelines and procedures for symptomatic workers in the workplace provided corporately by Gwynedd Council must be followed in order to conform with national guidelines. • The Site Manager should be notified and advice or guidance sought on issues such as cleaning equipment, cleaning or arranging to clean the site or specific location at the end of the day • Staff to familiarise themselves with colour coding for cleaning equipment should it become necessary to use these. Ensure that suitable PPE is used and worn in accordance with the data sheet provided by the manufacturer	
First aid	Serious injuries not properly treated Staff unaware of specific medical conditions Spreading the disease to others i.e. Staff and others during the administration of first aid	3C	• **Where possible** - Ensure that one member of staff is available with at least an emergency first aid certificate on site • Clean your hands thoroughly with soap and water or hand sanitiser before wearing PPE and after removing it. Following the use of PPE of any kind it is essential that it is removed and disposed of safely to avoid self-contamination • Where it is not possible to maintain a distance of 2 metres from another person, disposable gloves, a disposable plastic apron, and a type IIR fluid repellent surgical face mask should be used in addition to the use of eye protection such as facial visor or protection glasses where a risk of contamination by splashing, blood droplets or body fluids is anticipated	3E

- When using a liquid repellent surgical IIR face mask, you should mould the mask's metal strap over the bridge of the nose and ensure that the mask fits snugly under the jaw, around or across any facial hair if present

- Ideally, reusable visors or glasses should be worn and will need to be cleaned in accordance with government guidelines following use. If only a **single** use visor or disposable glasses are available then they should be immediately disposed after use.

- PPE should be disposed of in double bags, i.e. put the items in a tied bin bag and then this plastic bag should be placed in a second bin bag and tied up. It should be stored in a suitable and secure place, marked with a date, and left for at least 72 hours. Once the 72 hours have passed you can dispose of the bin bag in the normal waste bin

- For more information see corporate guidance - COVID19 maintaining first aid in the workplace

- **CPR - During covid19- Adult**
  If you have any suspicion that an adult has Covid19 symptoms and needs CPR, then familiarise yourself with current guidelines from the resuscitation guidance. Watch the following link for guidance https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/

- Ensure that everyone is aware of the locations of first aid boxes around the site. It will be necessary to ensure that the boxes are

		1C	stocked with first aid supplies and they should be refilled as required • HS11will need to be completed after any accident or incident on site. It will need to be scanned and forwarded electronically during this period to HealthSafety@gwynedd.llyw.cymru	3E
Fire	Burns, injury caused by smoke inhalation or death to staff or others on the premises	1C	• All staff need to familiarise themselves with fire exits around the premises as well as the location of the assembly point. If there is a fire 999 should be called immediately. • DO NOT use fire extinguishers unless absolutely essential for the safe evacuation of the building, or if you have received training on how and when to use fire extinguishers • Ensure that there is a sign-in and check-out procedure in case of emergency evacuation • Ensure that information is readily available about who is present on the premises that can be taken to the assembly point • Keep fire routes clear at all times • Isolate areas of the building that are not required for use to prevent unauthorised access, without compromising escape routes in an emergency evacuation scenario • Fire escapes must remain clear and available in occupied areas. • Close the doors / windows on the way out of the building	3E

		 	• Familiarise yourself about any case of a member of staff who has a specific PEEP plan in place - (PEEP is a personal fire emergency evacuation plan) • Ensure that the fire alarm test takes place weekly and is recorded in the log book • Review the Fire Risk Assessment. Keep socially distant when evacuating the building, if practical. Maintain social distances at fire assembly points.	
Legionella	Staff or others coming into contact with legionella bacteria through water sources, e.g. using shower taps, or toilets on the premises Routine flushing arrangements not adequate due to reduced water use in the building during Covid19	2C	• Inspections and tests (e.g. legionella water monitoring and hand washing water temperature) will continue to be carried out as normal in premises that remain open: Flushing will need to be upgraded to **twice a** week for the Covid19 pandemic period, and a **record** will need to be **kept** on the appropriate sheet. See specific instructions for this period: • **Taps** - In large buildings with long pipe lengths, taps will need to run longer, but generally, all taps need to run for at least five minutes. Where there is a tap that mixes hot and cold water, the tap will need to run cold for five minutes and then hot for another five minutes • **Toilets** - Toilets will need to be flushed. If the toilet has a lid it should be closed first	2E

Building Maintenance	Lack or defect in the building / or around the site Disruption of asbestos	2C	• Any defects should be reported to the Site Manager immediately • Maintain good housekeeping arrangements as usual • All contractors to report and sign in as normal before commencing any work on the premises • Follow routine procedures if any, work is required on the premises.	2E
Cleaning	Staff or others harmed by cleaning activities / chemicals on the premises	3C	• Ensure that the site is cleaned at the end of the day. Ensure adequate and up-to-date cleaning arrangements are followed in line with corporate guidelines / national advice • Staff to wash their hands after any cleaning activities • Where cleaning products are used, wear appropriate PPE in accordance with the data sheet guidelines provided by the manufacturer (e.g. gloves, aprons etc.) • Store cleaning material in accordance with manufacturers' recommendations • Be aware of where to find more information on the chemicals used in accordance with the COSHH Regulations	3E
Dermatitis	Staff having dermatitis due to frequent washing of hands	3C	• Check the condition of hand skin from time to time to see if there is a reaction to the cleaning materials / gloves / hand gel. Contact Occupational Health if there is any concern. • Staff to use their own moisturiser as required	4D

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Slips, trips and falls	Staff or others hurt by lack of arrangements within the premises e.g. spilled fluid on the floor etc.	3C	• Staff to wear appropriate footwear (e.g. not flip flops) • Cleaning (leakage) procedures to be in place • Good housekeeping arrangements	3E
Staffing issues	Staff absences Lack of adherence to the routine	3C	• Arrange training sessions for staff before restoring the service • If new staff have been relocated then it must be ensured that they read the induction document to a new site during the pandemic Covid19 • Staff specific circumstances regarding health needs and conditions must be taken into account when arranging work tasks, liaising with Occupational Health if required. • Staff who are shielding to stay at home or work from home in accordance with national guidelines. • Posters and signs to be displayed to remind staff to keep a distance of 2m • Emphasise the need for everyone to protect themselves and others • Employees who do not comply with social distancing and safe working should be reminded by Managers / HR procedures could result from non-compliance • Staff to receive a copy of the RA.	3E
Providing lunch Using the kitchen	Disease spreads as staff use kitchen to provide food / tea and coffee Lack of good hygiene	1B	• Only one person in the kitchen at a time • Ensure that touched areas are disinfected after use (e.g. microwaves, kettle, refrigerator handle, hot / cold water taps, etc.) • Only own food / drinks are allowed, and they should be prepared in advance. • Staff must not share dishes and cutlery. Individuals to wash / store equipment themselves	3E

		1B (red)	• Everyone to bring their own food and drink in sealed containers for the time being in order to reduce food preparation in kitchens • Staff to carry hot drinks in a flask to avoid sharing milk / milk bottles	**1E** (yellow)
Offices	Illness spreads as staff share office space	**1B** (red)	• Office capacity calculation - according to capacity calculations, a standard 56 m2 room could take 8 individuals to allow for a social distance of 2m. • No more than xx% of staff to use at one time. • Splitting the building into zones so that staff from one zone are not allowed to leave their own zone to roam around the building. This is to prevent the spread of infection throughout the building and to limit the area that would need to be disinfected if a member of staff develops symptoms during the day. • Mapping and marking of social distancing in the office. • Using rotas and identifying which staff need to be in the office to reduce the numbers at any one time. • Ensure door lock / code is disinfected after use. • Can doors (other than fire doors, toilets and security) be kept open to reduce the spread of infection? • The same colleagues to be present in the office at the same time • Ensure a distance of 2m between all employees. • Ensure desks do not face each other directly. • Do not share desks. • Ensure that disinfection processes are in place before and after every task. • Staff to wash hands before / when arriving and leaving the office.	**1E** (yellow)

		1B	• Regular use of disposable gloves in the workplace is not recommended due to an increased likelihood of spreading infection. • The UK Government does not currently advise the use of normal facemasks / covers in the workplace but employees can wear them if they wish to do so. • Regular hand washing with soap and water / hand gels is encouraged in line with NHS guidelines.	**1E**
Meetings	The disease spreads as staff meet face to face	**1B**	• Hold virtual online meetings - e.g. Microsoft Teams. • If a face-to-face meeting is needed - for specific tasks / exceptional circumstances when virtual online meetings are not possible - then limit numbers to room size and keep a social distance of 2m throughout meetings • Open the room window to increase ventilation • Make use of technology media to reduce the need to share papers e.g. screen sharing, pre-meeting packs downloaded / delivered electronically, etc.	**1E**
Arriving at and moving around the building	The disease spreads as staff move around the building	**1B**	• Create a one way system within the building • Clear signage explaining building access arrangements for staff (and the public if applicable) • If there is a need to queue to get into a building, the floor should be marked to show the distance that needs to be kept • If another person wants to use the stairs then it will be necessary to wait to one side to ensure that 2m is kept at all times.	**1E**
Reception	Disease spreads	**1B**	• Limit the number of staff / public at any one time in reception • Only the designated member of staff at the workstation to use the telephone.	**1E**

		1B	• All staff and visitors to use the same entrance in order to control who goes in and out of the building and to avoid public access without an appointment. • The main entrance in the Foyer to operate a social distancing system with floor markings and specific shifts for the teams using the space. • Use of acrylic screens when in contact with the public to avoid face to face infection	
Toilets	Disease spreads	**1B**	• Toilets to be cleaned regularly • Manage numbers that can use the toilets. • Ensure adequate supply of hand washing soap and hand towels • Regular cleaning and ensuring there is enough soap and paper towels in place. • Prohibit public use of staff toilets	**1E**
Hand Hygiene	Disease spreads	**1B**	• Wash your hands frequently with soap and water / hand gels in accordance with the guidelines of the NHS • Hand gels kept in a suitable place out of direct light or heat	**1E**
Lift	Disease spreads	**1B**	• Clean the lift call button before use • One person to use the lift at a time • Signs to indicate the limit on numbers	**1E**
Handling items from the public	Disease spread when handling items from the public	**1C**	• Hand washing for at least 20 seconds after handling items from members of the public • If it is not possible to wash hands - then use appropriate hand gel after handling items from the public	**1E**

Sharing office equipment	Disease spreads	1C	• Avoid the need to share office equipment as far as possible • Disinfect shared equipment • Provide suitable cleaning products for staff to clean the area / equipment (e.g. desks, keyboards, phones, and photocopier) before and after use.	1E
Ventilation	Disease spreads	1C	• Open external windows / doors where possible • Increase ventilation in the building • Ensure ventilation brings fresh air to the building and does not re-circulate the air.	1E
Visitors	Disease spread when visitors attend the office	1C	• Restrict the number of visitors to only those permitted with the prior agreement of the SLT • Visitors to follow the guidelines - visitors required to complete the log spreadsheet in the same way as staff • Disinfectant hand washing procedures and staff guidelines should be made available to all visitors • All visitors to be arranged in advance.	1E
Goods	Disease spreads as goods are transported to the office	1C	• Limiting the numbers and ensuring that the delivery person is following guidelines • Buy trolleys to carry heavy parcels. • Member of staff should take the necessary care and ensure that they wash their hands thoroughly when collecting / unpacking the goods. • Reduce contact when delivering parcels / exchange documents and use electronic signature / payments where possible • Nominated person to collect mail / parcels and apply a cloth with disinfectant fluid.	1E
Contractors on site		1C	• Ask contractors to come to the site when the site is empty or quiet	1E

	Disease spreads		• Ensure that contractors only come into the workplace when essential and that they adhere to all measures put in place in respect of social distance, hygiene and so on. • Only essential maintenance work to be done. • Ensure that the contractor has provided a suitable risk assessment for undertaking any work. • Agree site rules and protocols with site manager	
Mental Wellbeing	Impact on individuals' mental wellbeing	1B	• Conduct individual sessions with staff to prepare them. • Access to Medra counselling and occupational health service for workers who require it • Ensure staff are aware of the services and include information on the intranet.	1E
Traveling at work	Infection is transmitted due to staff sharing vehicles at work	1B	• Only one member of staff to travel in every vehicle and other member (s) to follow in separate cars to avoid the need to share a vehicle. • Follow the advice of the specific travel risk assessment by the Service • Workers should not share a car (unless they live in the same house). • A social distance must be maintained in the car park with sufficient space between vehicles. This will reduce the number of cars that can park there. • Social distance must be maintained in the car park / delivery areas with adequate space between people / vehicles.	1E

* Risk = Probability + Outcome. See 6.2b - Risk Assessment Matrix

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Nodiadau ar Gyfer Gweithredu / *Notes for Implementation*	Person Cyfrifol *Responsible Person*	Cwblhau Erbyn *Complete By*
1. Refer to risk assessment "Lack of first aid assistant's provision during the Covid19 pandemic" if there is no first aid available.		
2. Create a register of 'vulnerable' staff. Vulnerability questionnaire / Individual risk assessment to be completed with staff who have been at home shielding or because of medical conditions during covid19. Advise as necessary about the arrangements that need to be implemented following completion of questionnaire / risk assessment.		
3. Have individual conversations with staff to prepare and consult on the procedures to be followed.		
4. Ensure that there is an adequate supply of soap, sanitisers and office cleaning and disinfecting materials.		
5. Ensure an adequate supply of office signage.		
6. Map and mark social distances in the office and ensure relevant signs are displayed - e.g. posters and signs displayed to remind staff to keep a 2m distance, clear signs for building access arrangements for staff (and the public if applicable), signs to indicate number restrictions .		
7. Establish a one-way system through the office and / or clearly marked corridors for left-hand walking only.		
8. Ensure adequate supply of PPE equipment for First Aid.		
9. Split the building into zones so that staff from one zone are not allowed to leave their own zone to roam around the building. This is to prevent the spread of infection throughout the whole building and to limit the area that would need to be disinfected if a member of staff developed symptoms during the day.		
10. Identify which staff members need to be in the office in order to limit numbers to a minimum at any given time.		

11. Create rotas to limit numbers to the minimum numbers in one office at any one time when it is appropriate to do so.		
12 Install screens in the offices to avoid face-to-face infection.		
13 Calculate office capacity.		
14 Move desks to ensure that there is a space of 2m between all employees and that those desks are not facing each other directly.		
15 Rearrange hot desks to ensure that all employees are 2m apart and that desks are not facing each other directly.		
16 Measure meeting rooms to identify number of people who can attend - limit the number of staff that can be in the room at any one time.		
17 Ensure access to Risk Assessments of other agencies.		
18 Consider the measures for cleaning, hand washing, toilets, catering and use of social spaces.		
19 Check with Site Managers that all health and safety checks have been completed after a period of closure such as Legionnaire's disease, testing of fire alarms and water sprinkler systems, dust removal etc. The Health and Safety advisers will need to be contacted for a composite assessment.		
20 Provide clear guidance on social distance keeping and provide all member of staff with clear guidance on social distancing in the office. Any revised guidance needs to be shared in good time with all staff.		
21 A clear system for office entry - setting up a one-way system etc.		
22 Can doors (other than fire doors, toilets and security) be kept open to reduce the spread of infection?		
23 Increase cleaning hours and focus on surfaces, doors and communal areas. Increase cleaning hours to ensure all surfaces are thoroughly cleaned at the end of the day.		

24	Buy trolleys to carry heavy parcels.		
25	Review Fire Risk Assessment. Keep social distance when evacuating the building, if practical. Keep social distance at fire assembly point.		
26	This dynamic situation will need to be updated and any change in status will need to be communicated well in advance of new arrangements coming into effect.		
27	Set up a RA review structure to ensure scrutiny and approval by the Management Board / Joint Committee.		27	