

COVID-19 Self-Assessment (offices and contact centres)

Office/site name: Boole Technology Centre

Version: 1.1

1. Thinking about risk

Objectives:

- That all employers carry out a COVID-19 risk assessment.
- To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

REF	Guidance notes and extracts :	Status	Comments and observations
1.1 Managing risk	Steps have been taken to increase the frequency of handwashing and surface cleaning.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1. Signage has been placed in all toilets regarding handwashing. 2. Hand sanitizer stations are being deployed at corridor intersections in building. 3. Cleaners (Swallow) have been instructed to concentrate cleaning on door handles/hard surfaces.
	Every reasonable effort has been made to make home working the first option.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1. All staff have had 1:1 conversations with manager to discuss which if any duties can be carried out from home. 2. Staff who can work from home have been issued laptops/telephones. 3. A rota system is being put in place to minimise time in the office and number of staff in office at any given time.
	Where the social distancing guidelines cannot be followed in full, the necessity of such activities has been considered.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	1. Meeting room space has been repurposed for office use to allow for social distancing to be enforced. 2. Review of other activities where social distancing is not possible (principally reception services) and additional protection measures are being put in place.

REF	Guidance notes and extracts :	Status	Comments and observations
	Where social distancing cannot be maintained, suitable and sufficient control measures have been considered. (see section 3)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<ol style="list-style-type: none"> 1. Reception sneeze screens have been ordered. 2. Hand sanitizer and surface cleaner available. 3. New rules for entry/exit from the building to prevent build up/contra flow of people. 4. New rules for post/delivery drivers to minimise contact. 5. New social distancing rules limiting number of people able to enter LSIP staff areas.
	All activities that are being conducted are safe to continue.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Persons at higher risk have been considered.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	No staff currently known to be in an at risk group or to be shielding/living with individuals who are shielding.

2. Who should go to work

Objectives:

- That everyone should work from home, unless they cannot work from home.
- To protect clinically vulnerable and clinically extremely vulnerable individuals.
- To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.
- To treat everyone in your workplace equally.

REF	Guidance notes and extracts :	Status	Comments and observations
2 Who should go to work	Consideration has been given to who are 'essential workers' and who can work from home.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Minimum staffing levels are being used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REF	Guidance notes and extracts :	Status	Comments and observations
	Systems are in place to monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Bi-weekly team meeting and regular phone calls.
	Systems are in place to keep in touch with off-site colleagues on their working arrangements including their welfare, mental and physical health and personal security.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Equipment has been provided to colleagues so they can work from home safely and effectively.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.1 Protecting people who are at higher risk	Clinically vulnerable (but not extremely clinically vulnerable) individuals who cannot work from home, have been offered the option of the safest available on-site roles, enabling them to stay 2m away from others.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Vulnerable colleagues with protected characteristics have been taken into account and if coming into work, risks are acceptable.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Support is available for all colleagues around mental health and wellbeing. This could include advice or telephone support.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.2 People who need to self-isolate	Steps have been taken to enable colleagues to work from home while self-isolating, if appropriate.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.3 Equality	Steps have been taken to understand and take into account the particular circumstances of those with different protected characteristics.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REF	Guidance notes and extracts :	Status	Comments and observations
in the workplace	Systems are in place to involve and communicate appropriately with colleagues whose protected characteristics might be adversely affected by business decisions.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Consideration has been given to particular measures or adjustments to take account duties under the equalities legislation, where appropriate conducting risk assessments and making reasonable adjustments.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Steps taken have not had an unjustifiable negative impact on some groups compared to others (e.g. those with caring responsibilities or those with religious commitments).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

3. Social distancing at work

Objectives:

- To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.
- To maintain social distancing wherever possible, on arrival and departure and to enable handwashing upon arrival.
- To maintain social distancing as far as possible while people travel through the workplace.
- To maintain social distancing between individuals when they are at their workstations.
- To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.
- To maintain social distancing while using common areas
- To prioritise safety during incidents.

REF	Guidance notes and extracts :	Status	Comments and observations
3	Social distancing is being maintained in the workplace, wherever possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • Signage has been ordered to illustrate social distancing at all building entrances.



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REF	Guidance notes and extracts :	Status	Comments and observations
Social distancing at work			<ul style="list-style-type: none"> Guidance booklet for all staff and tenants is being prepared. New working practices/office organisation being adopted to create 2m 'spheres' around people.
	<p>Where social distancing cannot be maintained, the following points been considered:</p> <ul style="list-style-type: none"> Increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	<p>Consideration has been given to all parts of a business, not just the places where people spend most of their time (e.g. entrances and exits, break rooms, canteens and similar settings).</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.1 Coming to work and leaving work	<p>Arrival and departure times at work are staggered to reduce crowding into and out of the workplace has been considered.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>All tenants have been asked to provide details of their intended working practices so that LSIP can mediate and provide best possible phasing.</p>
	<p>Additional parking or facilities such as bike-racks to help people walk, run, or cycle to work have been provided where possible.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	<p>Passengers in corporate vehicles are being limited.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

REF	Guidance notes and extracts :	Status	Comments and observations
	Congestion reduction methods have been implemented (e.g. by having more entry points to the workplace).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	One-way system for entrance/exit is being implemented.
	Additional storage has been provided for colleagues' clothes and bags.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Markings and one-way flow at entry and exit points have been implemented.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Designs have been completed and will be in place before staff return.
	Handwashing facilities (or hand sanitiser where not possible) are provided at entry and exit points.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Sanitizer stations have been ordered and are due to arrive this
	Alternatives to touch-based security devices such as keypads have been provided.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Fob systems
	Process alternatives for entry/exit points have been reviewed where appropriate (e.g. deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.2 Moving around buildings and sites	Non-essential trips within buildings and sites are discouraged (e.g. restricting access to some areas, encouraging use of radios or telephones, where permitted. These items require cleaning between users if multi-use).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Access between different areas of a building or site are restricted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Job and location rotation has been reduced.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	More one-way flows have been introduced through the site.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REF	Guidance notes and extracts :	Status	Comments and observations
	Maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs is in place, wherever possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	People with disabilities are still able to access lifts.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The use of high traffic areas including corridors, lifts, turnstiles and walkways is regulated to maintain social distancing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.3 Workplaces and workstations	For people who work in one place, workstations allow them to maintain social distancing wherever possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Workstations are assigned to an individual as much as possible. If they need to be shared, they are shared by the smallest possible number of people.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	If it is not possible to keep workstations 2m apart only essential tasks are being allowed to continue with the risks controlled to an acceptable level.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Layouts have been reviewed to allow colleagues to work further apart from each other.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Floor tape or paint has been used to mark areas to help people keep to a 2m distance.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Markings are under order and will be deployed as soon as they arrive.
	Where it is not possible to move workstations suitably apart, colleagues and workstations have been arranged so they can work side by side or facing away from each other rather than face-to-face.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Where it is not possible to move workstations suitably apart, screens are being used to separate colleagues from each other.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Occupancy levels are being managed to enable social distancing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REF	Guidance notes and extracts :	Status	Comments and observations
	The use of hot desks and spaces is being avoided. Where this is not possible, work stations, including shared equipment, are cleaned between occupants.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.4 Meetings	Remote working tools are being used to avoid in person meetings.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Only absolutely necessary participants are attending in person meetings and can keep 2m apart throughout.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	New rules are being published around use of meeting rooms.
	Transmission risks during meetings are avoided (e.g. sharing pens and other objects).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Hand sanitiser is provided in meeting rooms.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Meetings are held outdoors or in well-ventilated rooms whenever possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	For areas where regular meetings take place, floor signage is used to help people maintain social distancing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.5 Common areas	Collaboration is taking place with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Break times are staggered to reduce pressure on the staff break rooms or places to eat.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Safe outside areas are used for breaks.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Additional picnic benches have been ordered.
	Space created by remote working is being utilised to help with social distancing.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REF	Guidance notes and extracts :	Status	Comments and observations
	Screens are in place to protect colleagues in receptions or similar areas.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Packaged meals (or similar) are provided to avoid fully opening staff canteens.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Colleagues are encouraged to bring their own food.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Seating and tables have been reconfigured to optimise spacing and reduce face-to-face interactions.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Colleagues are encouraged to remain on-site and, when not possible, maintaining social distancing while off-site.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The use of locker rooms, changing areas and other facility areas is regulated to reduce concurrent usage.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	The storage of personal items and clothing in personal storage spaces is encouraged (e.g. in lockers and during shifts).		All staff already have personal storage spaces.
3.6 Accidents, security and other incidents	Colleagues are aware that, in an emergency (for example, an accident, fire or break-in) people do not have to stay 2m apart if it would be unsafe.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Colleagues are aware that people involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

4. Managing your customers, visitors and contractors

Objectives:

- To minimise the number of unnecessary visits to offices.
- To make sure people understand what they need to do to maintain safety.

REF	Guidance notes and extracts :	Status	Comments and observations
4.1 Manage contacts	Visits via remote connection/working are encouraged, where this is an option.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Where site visits are required, site guidance on social distancing and hygiene is explained to visitors on or before arrival.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<ul style="list-style-type: none"> • Posters for the doors/reception are being designed. • A working practices email for tenants to send to visitors is being prepared.
	The number of visitors at any one time is limited.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Visitor times are limited to a specific time window and available to required visitors only.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Schedules for essential services and contractor visits have been reviewed and revised to reduce interaction and overlap between people.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	A record of all visitors is kept, if practical.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Visitor arrangements to ensure social distancing and hygiene have been reviewed and revised (e.g. where someone physically signs in with the same pen in receptions).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.2	Clear guidance on social distancing and hygiene is provided to people on arrival (e.g. signage or visual	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



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REF	Guidance notes and extracts :	Status	Comments and observations
Providing and explaining available guidance	aids) and before arrival (e.g. by phone, on the website or by email).		
	Host responsibilities relating to COVID-19 are defined and necessary training has been given to colleagues who act as hosts for visitors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Entry and exit routes for visitors and contractors have been reviewed to minimise contact with other people.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	There is coordination and collaboration with landlords and other tenants in multi-tenant sites (e.g. shared workspaces).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



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5. Cleaning the workplace

Objectives:

- To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:
 - An assessment for all sites, or parts of sites, that have been closed, before restarting work.
 - Cleaning procedures and providing hand sanitiser, before restarting work.
- To keep the workplace clean and prevent transmission by touching contaminated surfaces.
- To help everyone keep good hygiene through the working day.
- To minimise the risk of transmission through changing rooms and showers.
- To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.

REF	Guidance notes and extracts :	Status	Comments and observations
5.1 Before reopening	Checks have been made whether ventilation systems need servicing or adjusting to ensure optimised ventilation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Windows and doors are opened frequently to encourage ventilation, where possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.2 Keeping the workplace clean	Frequent cleans of work areas and equipment are conducted between uses, using usual cleaning products.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Objects and surfaces that are touched regularly (such as self-checkouts, trolleys, coffee machines, or staff handheld devices, are frequently cleaned) and there are adequate disposal arrangements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Measures are in place to clear workspaces and remove waste and belongings from the work area at the end of a shift.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The use of high-touch items and equipment (e.g. printers or whiteboards) is limited and restricted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	



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REF	Guidance notes and extracts :	Status	Comments and observations
		<input type="checkbox"/> N/A	
	Cleaning after a known or suspected case is carried out in accordance with current government guidance.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.3 Hygiene – handwashing, sanitation facilities and toilets	Signs and posters are used to build awareness of: good handwashing technique; the need to increase handwashing frequency; avoidance of touching the face; and, coughing or sneezing into tissues which are then binned safely, or into the individual's arm if a tissue is not available.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Regular reminders and signage to maintain hygiene standards are provided.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Hand sanitiser is provided in multiple locations in addition to washrooms.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Clear use and cleaning guidance for toilets is established to ensure they are kept clean and social distancing is achieved as much as possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Upweighted/enhanced cleaning is performed for busy areas.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	More waste facilities and more frequent rubbish collections are provided.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Where possible, paper towels are provided as an alternative to hand dryers in handwashing facilities.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Dispensers and bins have been ordered.
5.4 Changing rooms and showers	Where shower and changing facilities are required, there is clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REF	Guidance notes and extracts :	Status	Comments and observations
	Enhanced cleaning of such facilities takes place regularly during the day and at the end of the day.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<ul style="list-style-type: none"> Showers are going to be cleaned daily, first thing before any tenants enter the building; We're asking tenants to let us know in advance if they want to use the shower on any given day so we can ensure that there isn't over use; We're putting sanitizer spray in the shower room and instructing users to spray down before and after each use;
5.5 Handling goods, merchandise and other materials	Cleaning procedures are in place for goods and merchandise entering the site.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Cleaning procedures are in place for vehicles.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Greater handwashing, handwashing facilities in place (sanitiser where this is not practical) for colleagues handling goods and merchandise.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	There is regular cleaning of vehicles that colleagues may take home.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Non-business deliveries (e.g. personal deliveries to colleagues) are restricted.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



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6. Personal Protective Equipment (PPE) and face coverings

Objectives:

- Non explicitly stated

REF	Guidance notes and extracts :	Status	Comments and observations
6. Personal Protective Equipment (PPE) and face coverings	PPE for work activities to protect against non-COVID-19 risks, is still available and being used.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The business does not promote the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Colleagues are aware that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other proven methods.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Colleagues are aware they can choose to wear face coverings providing: <ul style="list-style-type: none"> • They wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

REF	Guidance notes and extracts :	Status	Comments and observations
	<ul style="list-style-type: none"> • When wearing a face covering, they avoid touching their face or face covering, as they could contaminate them with germs from their hands. • They change their face covering if it becomes damp or if they've touched it. • Colleagues continue to wash their hands regularly. • Coverings are changed and washed daily. • If washable, the material is washed in line with manufacturer's instructions. If it's not washable, coverings are disposed of carefully in their normal waste. • Social distancing is still practiced wherever possible. 		



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7. Workforce management

Objectives:

- To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.
- To avoid unnecessary work travel and keep people safe when they do need to travel between locations.
- To help workers delivering to other sites such as factories, logistics sites or customers’ premises to maintain social distancing and hygiene practices.
- To make sure all workers understand COVID-19 related safety procedures.
- To make sure all workers are kept up to date with how safety measures are being implemented or updated.

REF	Guidance notes and extracts :	Status	Comments and observations
7.1 Shift patterns and working groups	Where colleagues are split into teams or shift groups, these should kept the same as much as possible so contact is between the same people.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Circumstances where people have to directly pass things to each other have been identified (e.g. office supplies), finding ways to remove direct contact (e.g. drop-off points or transfer zones).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.2 Work-related travel	Non-essential travel is minimised, and remote options are considered first.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	The numbers of people travelling together in any one vehicle are minimised, fixed travel partners are used, increased ventilation is maintained, when possible, and passenger avoiding sitting face-to-face.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Shared vehicles are cleaned between shifts or on handover.	<input type="checkbox"/> Yes <input type="checkbox"/> No	



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REF	Guidance notes and extracts :	Status	Comments and observations
		<input checked="" type="checkbox"/> N/A	
	Where colleagues are required to stay away from their home, checks and records are kept to ensure the accommodation meets social distancing guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Procedures are in place to minimise person-to-person contact during deliveries to other sites.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Consistent pairings are maintained where two-person deliveries are required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Contact during payments and exchange of documentation is minimised (e.g. using electronic payment methods, electronically signed and exchanged documents, etc).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
7.3 Communications and training	Clear, consistent and regular communication is provided to improve understanding and consistency of ways of working.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Colleagues and colleague representatives are engaged through existing communication routes to explain and agree any changes in working arrangements.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Communication and training materials for colleagues is provided prior to returning to site, especially around new procedures for arrival at work.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Procedures book will be available before re-opening.
	There is ongoing engagement with colleagues (including through trade unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Colleagues have an awareness and focus on the importance of mental health at times of uncertainty.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	We ran a mental health workshop in the last 10 days.



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REF	Guidance notes and extracts :	Status	Comments and observations
	Simple, clear messaging is used to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Visual communications (e.g. whiteboards or signage) is used to explain operational information to reduce the need for face-to-face communications.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Approaches and operational procedures are communicated to suppliers, customers or trade bodies to help their adoption and to share experience.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



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8. Inbound and outbound goods

Objectives:

- To maintain social distancing and avoid surface transmission when goods enter and leave the site.

REF	Guidance notes and extracts :	Status	Comments and observations
8 Inbound and outbound goods	Pick-up and drop-off collection points, procedures, signage and markings have been reviewed and revised accordingly.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Unnecessary contact at with other people (security, operatives, customers, drivers, etc.) is minimised (e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Methods to reduce frequency of deliveries (e.g. by ordering larger quantities less often) have been considered.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
	Where possible and safe, single colleagues are used to load and unload vehicles.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Where possible, the same pairs of colleagues are used for loads where more than one colleagues is needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Drivers are able to access welfare facilities when required, consistent with other guidance.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
	Drivers are encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	

9. Sign off

Additional comments:		Some questions have been answered based on current plans. To implement these, we require equipment deliveries. Site will not re-open until all identified additional equipment has arrived and has been installed.
Colleagues consulted:		Stephen Galjaard, Nicky Flower, Amanda Hilton, Laura Mallaburn
Business area approver:	Name:	Tom Blount
	Job title:	LSIP Director
	Date:	18/05/20



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