01	Understand the requirements

Identify sources of guidance and list in this section

>>	The Management of Health and Safety at Work Regulations 1999
»	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
»	
>>	
»	
>>	
>>	

Set realistic expectations

02

03

Identify potential constraints and limitations

Constraints		Impact	
»	e.g. Cleaning staff furloughed, shortage of hand gel, insufficient bike/car parking etc.	»	e.g. 14 day notice required to resume service, very unhappy staff, staff delayed/late (again unhappy)
»		»	
»		»	

Determine needs

Engage senior leadership to determine precise nature of business needs

Who?	What?	Where?	When?	How?
Payroll admin x 1	Generate pay-run	Finance area	1 x per week	Dedicated terminal
HR	Establish who is WFH & who is due in and when		Ongoing	Contacting HoD

Method	Notes
	e.g. Out of town location, not viable for staff to walk
Walking	
	e.g. Secure storage needed, showers and/or changing area
Cycling	
	e.g. Seek seecondary parking locations, for example a nearby business with parking facilities that is still locked down
Driving	
	Discuss with HR split shifts, late or early starts
Public transport	

Assess general risks and develop control measures
Undertake general risk assessment(s) for the workplace

Document title	Reference	Date
e.g. General workplace risk assessment	GWRA001	dd/mm/yyyy

Assess specific area risks and develop control measures

Undertake risk assessments for specific areas in the workplace

Area	Document title	Reference	Date
e.g. Meeting rooms	Meeting rooms risk assessment	SWRA001	dd/mm/yyyy

Develop emergency procedures

Emergency procedures should include the following:

Procedure	Document title	Reference	Date
Person develops symptoms whilst in the workplace			
Person who has been to the workplace develops symptoms			
Confirmed infection in person who has been to the workplace			
First aid procedures			
Evacuation procedures			
Other:			
Other:			
Other:			

Record your findings

Risk assessment findings, control measures and actions should be recorded as per best practice. The document reference numbers should be noted in the relevant sections above.

09

Develop a communications strategy

Consider which groups you will need to communicate with, which methods you will use and what frequency. Consider how staff can raise concerns, questions and provide feedback.

Consider a daily briefing to staff in the building that day – to remind them of the rules

Review and update

Regularly review, update and communicate any findings

Review Triggers Data reviewed New guidance New guidance Changed alert level Safety walks/inspections Confirmed infection **RIDDOR** reports Other: Near-miss reports

Other:

Employee feedback

Review	Notes	Date
01		
02		
03		
04		

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