

## COVID-19 RISK ASSESSMENT

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## 1 Introduction

### 1.1 Purpose of this Document

The UK government has issued [guidance](#) on the measures that workplaces should take to ensure that they can operate safely during the COVID-19 pandemic. The guidance is driven by the requirement that employers keep as many employees as possible two metres apart in the workplace. The guidance also requires that employers conduct a risk assessment as to what needs to be done to ensure that the office can be reopened safely. This document sets out Clyde & Co's risk assessment.

### 1.2 Our Obligations

The government is clear that employees should not be forced into an unsafe workplace. As an employer, we have a legal responsibility to protect our employees and others from risk to their health and safety. This means we need to think about the risks our people face and do everything reasonably practicable to minimise them, recognising that we cannot completely eliminate the risk of COVID-19. Where we fail to do so we may breach our health and safety obligations and be subject to action by the Health and Safety Executive and/or local authority.

The guidance makes clear that we have a duty to consult our people on their health and safety. We can do this by listening and communicating with them about how we will manage the risks posed by COVID-19. We must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by our personnel. As an employer, we cannot decide who the representative will be.

### 1.3 Publication of the Risk Assessment

The results of our risk assessment should be shared with our employees. If possible, we should consider publishing the results on our website (the government expects that all employers with over 50 workers will do so). We are also required to publish in our workplace a notice to demonstrate that we have complied with the government's guidance. The following poster should be displayed:

**Staying COVID-19 Secure in 2020**  
We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- ✓ We have cleaning, handwashing and hygiene procedures in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a COVID-19 Secure workplace or work from home
- ✓ We have taken all reasonable steps to maintain a 2m distance in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to manage transmission risk

Signed on behalf of employer \_\_\_\_\_ Employee representative signature \_\_\_\_\_  
Employer \_\_\_\_\_ Employer name \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_  
(For Health and Safety Executive at [www.hse.gov.uk](https://www.hse.gov.uk) or 0300 555 1947)

### 1.4 Geographical Application

This risk assessment applies to all Clyde & Co offices in the UK. Public health is a devolved matter for the Scottish government and so for our offices in Scotland this document should be read alongside any local health and safety requirements.

## 2 – Who should go to work

Guidance Reference	Guidance	Compliant	Remarks
<b>Who should go to work</b> Objective <i>Employers should ensure workplaces are safe whilst also enabling working from home.</i>			
2	In order to keep the virus under control, it is important that people work safely. Working from home remains one way to do this. However, the risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely.	Yes	Clear 'in office' adaptations in place to comply – including signage and guidance
	Consult with staff to determine who can come into the workplace safely taking account of a person's journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration should be given to those people at higher risk.	Yes	Returning to the office remains voluntary, guidance is available to all staff
	Consider the impact of workplaces reopening on local transport and take appropriate mitigating actions (eg staggered start and finish times for staff)	Yes	Employees encouraged to travel outside of peak hours where possible, guidance provided
	The decision to return to the workplace has been made in meaningful consultation with workers. This has involved engaging in an open conversation about returning to the workplace before any decision to return was made. It has included a discussion of the timing and phasing of any return and any risk mitigations that have been implemented. This has enabled staff to ensure they feel safe returning to work, and no one has been forced to return into an unsafe workplace.	Yes	<ul style="list-style-type: none"> <li>Employee Consultation Group meetings, questions and feedback captured and addressed.</li> <li>Employee surveys undertaken.</li> <li>Ongoing FAQ document that will be updated.</li> </ul>
	Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.	Yes	Staff have been remote working since lockdown, DSE assessments conducted.

<p><b>Protecting people who are at higher risk</b></p> <p>Objective</p> <p><i>To support those who are at higher risk of infection and/or an adverse outcome if infected.</i></p>			
2.1	<p>Clinically extremely vulnerable individuals are to work from home wherever possible. If they cannot work from home, managerial approval is required before they can return to their workplace in a COVID-secure environment.</p> <p>If any extremely clinically vulnerable member of staff cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable). If required clinically extremely vulnerable member so staff may take up an alternative role or adjusted working patterns temporarily</p>	Yes	<ul style="list-style-type: none"> <li>• Staff who have been identified as vulnerable are able to work from home thus far and mechanisms in place to capture any desire or need to work on site</li> <li>• Excludes staff currently still on furlough leave</li> </ul>
	<p>The needs of higher-risk groups including:</p> <ul style="list-style-type: none"> <li>• older males</li> <li>• have a high body mass index (BMI)</li> <li>• have health conditions such as diabetes</li> <li>• are from some Black, Asian or minority ethnic (BAME) backgrounds</li> </ul> <p>have been considered as part of the risk assessment.</p>	Yes	<p>Mechanisms in place for encouraging individuals to identify their specific personal circumstances so we can consider appropriate accommodations</p>
	<p>If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, we should carefully assess whether this involves an acceptable level of risk.</p> <p>Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.</p>	Yes	<p>Same as above.</p>
<p><b>People who need to self-isolate</b></p> <p>Objective</p> <p><i>To make sure individuals who are advised to stay at home under existing government guidance to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service.</i></p>			
2.2	<p>Enabling people to work from home while self-isolating if appropriate.</p>	Yes	<p>Majority of staff continue to have the ability to work</p>

			remotely
	Adhering to all government requirements for statutory sick pay due to COVID-19.	Yes	
	Ensuring any workers who have symptoms of COVID-19 – a high temperature, new and persistent cough or anosmia – however mild, should self-isolate for at least 10 days from when the symptoms started. Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive while not experiencing symptoms but develops symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed.	Yes	<ul style="list-style-type: none"> <li>• Covid19 incident process / procedure.</li> <li>• Links provided to current govt self-isolation guidelines</li> </ul>
<b>Equality in the workplace</b> Objective <ul style="list-style-type: none"> <li>• <i>To treat everyone in our workplace equally.</i></li> <li>• <i>In applying this guidance, employers should be mindful of the particular needs of different groups of personnel or individuals.</i></li> <li>• <i>It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.</i></li> <li>• <i>Employers also have particular responsibilities towards disabled personnel and those who are new or expectant mothers.</i></li> </ul>			
2.3	Understanding and taking into account the particular circumstances of those with different protected characteristics.	Yes	Mechanisms in place for encouraging individuals to identify their specific personal circumstances so we can consider appropriate accommodations
	Involving and communicating appropriately with personnel whose protected characteristics might either expose them to a different degree of risk, or might make any steps we are thinking about inappropriate or challenging for them.	Yes	
	Considering whether we need to put in place any particular measures or adjustments to take account of our duties under the equalities legislation.	Yes	
	Making reasonable adjustments to avoid disabled personnel being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	Yes	
	Making sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	Yes	
<b>Ventilation</b> Objective <i>To use ventilation to mitigate the transmission risk of COVID-19</i>			
2.4	Increasing the existing ventilation rate by adjusting the fan speed and operating the	Yes	All mechanical systems

	ventilation system when there are people in the building.		are governed by a fully inclusive PPM regime to SFG 20 industry standards. Current maintenance is compliant and accurate in accordance with government guidelines and regulations.
	Monitoring and managing filters in accordance to manufacturer instructions. Keeping doors and windows open if possible and using ceiling fans or desk fans to improve air circulation, provided there is good ventilation.	Yes	All doors except fire doors will remain open where possible to assist with the circulation of fresh and purified air so that stagnant air and any possible contaminants can be removed.

## 3 – Social Distancing at work

Guidance Reference	Guidance	Compliant	Remarks
<b>Social Distancing at work</b>			
Objective			
<i>To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites</i>			
3	We must maintain social distancing in the workplace wherever possible.	Yes	Desks decommissioned, signage in place to indicate distancing requirements and maximum capacities
	<p>Where the social distancing guidelines cannot be followed in full, we should consider whether that activity needs to continue, and if so, take all the mitigating actions possible to reduce the risk of transmission between personnel. Mitigating actions include</p> <ul style="list-style-type: none"> <li>• Further increasing the frequency of hand washing and surface cleaning</li> <li>• Further increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> </ul> <p>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).</p>	Yes	<ul style="list-style-type: none"> <li>• Phased reduction of office capacity – initially at 20%</li> <li>• Cleaning regimes adjusted and enhanced</li> <li>• Some services have discontinued where social distancing cannot be maintained / kept to a minimum</li> <li>• Perspex screens at reception</li> <li>• No back to back or side to side seating</li> </ul>
	Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing.	Yes	<ul style="list-style-type: none"> <li>• Common areas either closed or reduced</li> <li>• Entrances/exits made one way where possible</li> <li>• Landlord / building management consulted in areas not under Clyde &amp; Co's responsibility.</li> </ul>

<b>Coming to work and leaving work</b> Objective <i>To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.</i>			
3.1	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	Yes	Reduced office capacities, staff encouraged to travel outside of peak travel hours
	Providing additional parking or facilities such as bike- racks to help people walk, run, or cycle to work where possible.	Yes	<ul style="list-style-type: none"> <li>• Available cycle &amp; car parking spaces communicated</li> <li>• Where possible, additional spaces requested of spaces deallocated for wider use</li> </ul>
	Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	Yes	If people are using taxi services they are encouraged to use vetted and legal companies that have relevant Covid precautions in place.
	Reducing congestion, for example, by having more entry points to the workplace.	Yes	Reduced office capacities
	Providing more storage for personnel for clothes and bags.	N/A	<p>The reason we haven't is because we've undertaken a significant personal clearance exercise.</p> <p>Request to limit employees from taking personal items into the office.</p> <p>Where personnel cannot take personal items</p>



			home, secure storage provided to keep surfaces and high touch points clear Coats can be placed under or on desks, back of chairs
	Using markings and introducing one-way flow at entry and exit points.	Yes	Actioned where possible and signage / markings indicate one way
	Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads.	Yes	<ul style="list-style-type: none"> <li>• Hand sanitiser at entry/exit points</li> <li>• Personal security cards used</li> </ul>
	Defining process alternatives for entry/exit points where appropriate, for example, deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel at a distance.	N/A	All of our entrance turnstiles are no touch
<p><b>Moving around buildings and worksites</b></p> <p>Objective <i>To maintain social distancing wherever possible while people travel through the work place.</i></p>			
3.2	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	Yes	<ul style="list-style-type: none"> <li>• Keeping people within their own neighbourhoods</li> <li>• Discouraging inter-office travel</li> </ul>
	Restricting access between different areas of a building or site.	Yes	Staff advised not to travel unnecessarily around the office / between buildings / site
	Reducing job and location rotation.	Yes	Staff working remotely predominantly except for the ability to book into one allocated 'neighbourhood'

			office location.
	Introducing more one-way flow through buildings.	Yes	One way systems in place on floors and entrances/exits where possible
	Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.	Yes	Signage in place
	Making sure that people with disabilities are able to access lifts.	Yes	Single occupancy for people with wheelchairs
	Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.	Yes	Signage in place
<b>Workplaces and workstations</b>			
Objective <i>To maintain social distancing between individuals when they are at their workstations.</i>			
3.3	For people who work in one place, workstations should allow them to maintain social distancing wherever possible.	Yes	Office capacities reduced, desks decommissioned to ensure adequate distance can be maintained
	Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people.	Yes	
	If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission.	Yes	2m minimum desk/workstation distances will be maintained
	Review layouts and processes to allow people to work further apart from each other.	Yes	Desks decommissioned to ensure distancing
	Using floor tape or paint to mark areas to help people keep to a 2m distance.	Yes	Tape used
	Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	Yes	
	Only where it is not possible to move workstations further apart, using screens to separate people from each other.	Yes	All workstations far enough apart, reception

			desks have Perspex screens
	Managing occupancy levels to enable social distancing.	Yes	Phased reopening of offices at reduced capacity – initially 20%
	Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment.	Yes	Daily cleans of desks and surfaces between
<b>Meetings</b> Objective <i>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</i>			
3.4	Using remote working tools to avoid in-person meetings.	Yes	Remote VC and conference call capabilities
	Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	Yes	
	Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.	Yes	No communal pens or other objects provided in meeting rooms
	Providing hand sanitiser in meeting rooms.	Yes	
	Holding meetings outdoors or in well-ventilated rooms whenever possible.	Yes	We have no outdoor spaces open and see section on ventilation.
	For areas where regular meetings take place, using floor signage to help people maintain social distancing.	Yes	Meeting room capacities reduced and new max capacities indicated on doors

<b>Common areas</b>			
Objective <i>To maintain social distancing while using common areas.</i>			
3.5	Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.	Yes	
	Staggering break times to reduce pressure on break rooms or canteens	N/A	We don't have formalised break times
	Using safe outside areas for breaks.	N/A	We don't have any outside areas
	Creating additional space by using other parts of the workplace or building that have been freed up by remote working.	Yes	Additional space created via reduced capacity (20%) with 80% of staff continuing to work remotely on any given day
	Installing screens to protect employees in receptions or similar areas.	Yes	
	Providing packaged meals or similar to avoid fully opening canteens.	Yes	We have ensured that the coffee shop facilities in both Guildford and St Botolph are open for the majority of the day to enable staggering break times. One way signage will be in place in London and a click and collect/deliver service will be available in Guildford.
	Encouraging people to bring their own food.	N/A	
	Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	Yes	Closing all restaurant seating areas
	Encouraging people to remain on-site and, when not possible, maintaining social distancing while off-site.	Yes	

	Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.	N/A	
	Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	N/A	<ul style="list-style-type: none"> <li>• Personal items clearance exercise undertaken by employees</li> <li>• Remaining personal items not cleared, will be stored</li> <li>• Employees encouraged to store personal items needed for the day at or under the desk they are using</li> </ul>
<b>Accidents, security and other incidents</b> Objective <i>To prioritise safety during incidents</i>			
3.6	Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.	Yes	
	Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.	Yes	
	For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.	N/A	

## 4 – Managing our clients, visitors and contractors

Guidance Reference	Guidance	Compliant	Remarks
<b>Manage contacts</b> Objective <i>To minimise the number of unnecessary visits to offices.</i>			
4.1	Encouraging visits via remote connection/working where this is an option.	Yes	
	Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.	Yes	Full details are provided when you enter the buildings through clear signage and sanitiser is available at all entry points.
	Limiting the number of visitors at any one time.	Yes	All meeting room spaces and reception areas have been re-calibrated to maintain social distancing and limit volumes of visitors
	Limiting visitor times to a specific time window and restricting access to required visitors only.	Yes	Visitors will be required to confirm time of visit to ensure we can maintain social distancing
	Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Yes	Desk cleaning times amended to prevent overlap with employees
	Maintaining a record of all visitors, if this is practical.	Yes	All visitors will be logged and details provided
	Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	N/A	No physical signing in will be required

<b>Providing and explaining available guidance</b> Objective <i>To make sure people understand what they need to do to maintain safety.</i>			
4.2	Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	Yes	<ul style="list-style-type: none"> <li>• Online guidance and videos to be available</li> <li>• Signage placed throughout offices</li> </ul>
	Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.	Yes	All of our hosts are receiving remobilisation training to ensure they understand and implement our Covid 19 safety protocols.
	Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	Yes	No changes made
	Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.	Yes	

## 5 – Cleaning the workplace

Guidance Reference	Guidance	Compliant	Remarks
<p><b>Before reopening</b></p> <p>Objective</p> <p><i>To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</i></p> <ul style="list-style-type: none"> <li><i>An assessment for all sites, or parts of sites, that have been closed, before restarting work.</i></li> <li><i>Carrying out cleaning procedures and providing hand sanitiser before restarting work.</i></li> </ul>			
5.1	<p>Checking whether we need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p>	Yes	<p>All mechanical systems in place are covered by a fully comprehensive maintenance regime that is current and ongoing, all systems are fully compliant with the regulations and in accordance with government guidelines.</p>
	<p>Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or if we are unsure, advice can be sought from a heating ventilation and air conditioning (HVAC) engineer or adviser.</p>	N/A	
	<p>Opening windows and doors frequently to encourage ventilation, where possible.</p>	Yes	<p>Except fire and security doors</p>
<p><b>Keeping the workplace clean</b></p> <p>Objective</p> <p><i>To keep the workplace clean and prevent transmission by touching contaminated surfaces.</i></p>			
5.2	<p>Frequent cleaning of work areas and equipment between uses, using our usual cleaning products.</p>	Yes	
	<p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</p>	Yes	



	Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	Yes	Clear guidance provided
	Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.	Yes	Where printers are to be used, hand sanitiser or signage is provided
	If we are cleaning after a known or suspected case of COVID-19 then we should refer to the specific guidance.	Yes	
<b>Hygiene – handwashing, sanitation facilities and toilets</b> <b>Objective</b> <i>To help everyone keep good hygiene through the working day.</i>			
5.3	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Yes	Signage provided
	Providing regular reminders and signage to maintain personal hygiene standards.	Yes	Signage provided
	Providing hand sanitiser in multiple locations in addition to washrooms.	Yes	
	Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Yes	
	Enhancing cleaning for busy areas.	Yes	
	Providing more waste facilities and more frequent rubbish collection.	Yes	Cleaning teams empty bins more regularly as part of enhanced cleaning regime.
	Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	N/A	Hand dryers in toilets, hand towels in kitchens
<b>Changing rooms and showers</b> <b>Objective</b> <i>To minimise the risk of transmission in changing rooms and showers.</i>			
5.4	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and	Yes	

	clear of personal items and that social distancing is achieved as much as possible.		
	Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	Yes	
<b>Handling goods, merchandise and other materials, and onsite vehicles</b>			
Objective <i>To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.</i>			
5.5	Cleaning procedures for goods and merchandise entering the site..	Yes	Any deliveries of stock, PPE or necessary work requirements to be ordered in bulk to reduce the amount of shipments to site, agreed times for delivery in advance with external designated drop off zones made available to cut down on interaction. Items that can be delivered without the need for signature included. Nominated staff to be responsible for unloading/moving any equipment are provided with the necessary gloves, masks etc dependent on the requirements and once completed staff undertake a full wash of their hands and re sanitise. There is a duty of care to provide washing facilities to all delivery drivers and a designated washroom will be available if required. Where drivers have to
	Cleaning procedures for vehicles.	Yes	
	Introducing greater handwashing and handwashing facilities for those handling goods and merchandise and providing hand sanitiser where this is not practical.	Yes	
	Regular cleaning of vehicles that employees may take home.	Yes	

			enter the demise management will ensure they have full PPE in place prior to entry and will offer a washroom and sanitiser service, however measures are in place to accept deliveries outside of the demise to reduce non based work staff entering the demise.
	Restricting non-business deliveries, for example, personal deliveries to employees.	Yes	No personal deliveries

6 – Personal Protective Equipment (PPE) and face coverings

Guidance Reference	Guidance	Compliant	Remarks
<p><b>Personal Protective Equipment (PPE) and face coverings</b></p> <p>Objective  <i>PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.</i></p>			
6	Where we are already using PPE in our work activity to protect against non-COVID-19 risks, we should continue to do so.	Yes	
	If our risk assessment does show that PPE is required, then we must provide this PPE free of charge to those who need it. Any PPE provided must fit properly	Yes	Provisions of PPE are available across each office
<p><b>Face coverings</b></p> <p>Objective  <i>There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.</i></p>			
6.1	Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and Clyde&Co do not rely on face coverings as risk management for the purpose of their health and safety assessments.	Yes	
	<p>We support our employees in using face coverings safely if they choose to wear one. This means telling personnel the following:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul>	Yes	Supplies are face masks are available in all offices, although not mandatory. Guidance includes tips on best practice when wearing a mask

	<ul style="list-style-type: none"><li>• Practise social distancing wherever possible.</li></ul>		
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## 7 – Workforce management

Guidance Reference	Guidance	Compliant	Remarks
<b>Shift patterns and outbreaks</b> Objective <i>To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.</i>			
7.1	As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	Yes	Workforce reduced to 20% capacity in the office
	Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.	Yes	<ul style="list-style-type: none"> <li>Individual stationery kits provided for reusing, stationery cupboards closed</li> <li>Other high touch items adapted e.g. individual sachets introduced in kitchenettes</li> </ul>
	Assist the Test and Trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed.	Yes	Data available via Comxo space booking system and building pass entry data
	For actions in the event of a confirmed or suspected Covid-19 case, please see section 9.	N/A	
<b>Work-related travel</b> Objective <i>To avoid unnecessary work travel and keep people safe when they do need to travel between locations.</i>			
7.2	Walking or cycling where possible. When not possible, staff can use public transport or drive. Staff must wear a face covering when using public transport.	Yes	Included in guidance
	Minimising the number of people outside staff's household, or support bubble, travelling together in any one vehicle, using fixed travel partners, increasing	Yes	Links to current government guidance

	ventilation when possible and avoiding sitting face-to-face.		provided
	Cleaning shared vehicles between shifts or on handover.	N/A	
	Where personnel are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	Yes	Refer to covid19 travel policy
<p><b>Communications and Training</b></p> <p>Objective</p> <p><i>To make sure all personnel understand COVID-19 related safety procedures.</i></p> <p><i>To make sure all personnel are kept up to date with how safety measures are being implemented or updated.</i></p>			
7.3.1  Returning to Work	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	Yes	<ul style="list-style-type: none"> <li>• Communications circulated at regular / appropriate intervals</li> <li>• Dedicated intranet page to house current guidance</li> </ul>
	Engaging with employees and employee representatives through existing communication routes to explain and consult on any changes in working arrangements.	Yes	<ul style="list-style-type: none"> <li>• ECG</li> <li>• Partner engagement group</li> <li>• Employee surveys</li> <li>• Central mailbox</li> </ul>
	Developing communication and training materials for employees prior to returning to site, especially around new procedures for arrival at work.	Yes	<ul style="list-style-type: none"> <li>• Guidance circulated</li> <li>• Dedicated intranet page</li> <li>• Video walkthroughs of office space</li> </ul>
7.3.2  Ongoing communications and signage	Ongoing engagement with employees (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.	Yes	<ul style="list-style-type: none"> <li>• Employee Consultation group</li> <li>• Employee surveys</li> <li>• Collation of ongoing feedback and queries</li> </ul>
	Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing	Yes	Links to existing wellbeing pages and

	aspects of coronavirus (COVID-19).		training provided
	Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Yes	Clear, concise language used for guidance
	Using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	Yes	Signage, videos and online visual information used where appropriate
	Example signage to promote hygiene and social distancing measures	Yes	Included in guidance
	Communicating approaches and operational procedures to suppliers, clients or trade bodies to help their adoption and to share experience.	Yes	



## 8 – Inbound and outbound goods

Guidance Reference	Guidance	Compliant	Remarks
<p><b>Inbound and outbound goods</b></p> <p>Objective  <i>To maintain social distancing and avoid surface transmission when goods enter and leave the site.</i></p>			
8	Revising pick-up and drop-off collection points, procedures, signage and markings.	Yes	Any deliveries of stock, PPE or necessary work requirements to be ordered in bulk to reduce the amount of shipments to site, agreed times for delivery in advance with external designated drop off zones made available to cut down on interaction. Items that can be delivered without the need for signature included. Nominated staff to be responsible for unloading/moving any equipment are provided with the necessary gloves, masks etc dependent on the requirements and once completed staff undertake a full wash of their hands and re sanitise. There is a duty of care to provide washing facilities to all delivery drivers and a designated washroom
	Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre- booking.	Yes	
	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Yes	
	Where possible and safe, having a single member of staff load or unload vehicles.	Yes	
	Where possible, using the same pairs of people for loads where more than one is needed.	Yes	
	Enabling drivers to access welfare facilities when required, consistent with other guidance.	Yes	
	Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	Yes	

			will be available if required. Where drivers have to enter the demise management will ensure they have full PPE in place prior to entry and will offer a washroom and sanitiser service, however measures are in place to accept deliveries outside of the demise to reduce non based work staff entering the demise.
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## 9 – Actions to follow in response to a confirmed or suspected Covid-19 case in the office

Reference	Required actions	Compliant	Remarks
<b>Actions to follow in response to a confirmed Covid-19 case in the office</b> <i>By following the instructions below following any confirmed Covid-19 case, Clyde&amp;Co will be protecting our staff, and will play a direct role in stopping the spread of the virus.</i>			
9.1	If a member of staff tests positive for coronavirus (COVID-19), they must self-isolate under government direction.	Yes	
	Any member of staff who works in the same quadrant as the confirmed case is to work at home for 14 days from the date of their last contact with the person who has tested positive for COVID-19. The whole building or floor does not need to close.	Yes	
	The quadrant where the individual works needs to undergo a deep clean. Until this is complete, no one else will work from that area.	Yes	
	As per the NHS Test and Trace guidance Clyde&Co should keep staff informed about COVID-19 cases among their colleagues. However, the individual should not be named. If a co-worker is at risk because of close contact with the positive case, then they will be notified to self-isolate by the NHS Test and Trace service.	Yes	
	If there is more than one case of COVID-19 in a workplace, Clyde&Co will contact our local health protection team, found here <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a> , to report the suspected outbreak.	Yes	
	If the local PHE health protection team declares an outbreak, Clyde&Co will be asked to record details of symptomatic staff and assist with identifying contacts. To enable this all employment records will be up to date.	Yes	
	A report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) only needs to be made to the HSE when one of the following circumstances applies: <ul style="list-style-type: none"> <li>an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence.</li> <li>a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported</li> </ul>	Yes	

	<p>as a case of disease.</p> <ul style="list-style-type: none"> <li>a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent.</li> </ul>		
<p><b>Actions to follow in response to a suspected Covid-19 case in the office</b></p> <p><i>The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19 must be frequently communicated with all staff.</i></p>			
9.2	The individual who suspects they may have Covid-19 through displaying symptoms such as frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19 is to remain at home and not come into the office.	Yes	
	The member of staff who develops symptoms should request a free test as soon as their symptoms start.	Yes	
	When someone first develops symptoms and orders a test, they will be encouraged to alert the people that they have had close contact with in the 48 hours before symptom onset. If any of those close contacts are co-workers, the person who has developed symptoms may ask Clyde&Co to alert co-workers.	Yes	
	Clyde&Co should keep staff informed about suspected COVID-19 cases among their colleagues. However, the individual should not be named.	Yes	
	For a suspected case, no other staff are required to work from home or isolate. Staff should take extra care in practising social distancing and good hand and respiratory hygiene.	Yes	
	If the member of staff receives a negative test result, they are free to return to the office when they feel well enough to do so. Whilst waiting for test results, the individual must not return to the office within 10 days of displaying symptoms.	Yes	