

**Travelling to & Attending Work**

	<b>Activity &amp; Considerations</b>	<b>Hazard</b>	<b>Risk Level</b>	<b>Control Measure</b>	<b>Residual Risk Level</b>	<b>Implement by</b>
1	<b>Attending work</b>	Contracting and spreading Covid-19	High	Head office staff should work from home if at all possible. Managers to review who is needed to work in the office and develop attendance/rota register  Refer to COVID-HQ Plan for guidance on workers attending office	Low	All staff
2	<b>Attending work</b>  You or someone you are living with have a high temperature or persistent cough.  You are clinically vulnerable or clinically extremely vulnerable from COVID-19	Contracting and spreading Covid-19	High	Do not go to work if you are unwell  Do not go to work if you are vulnerable. AJM will provide support for workers around mental health and wellbeing - Mental Health Poster will be issued out. Mental First Aider available.  Staff to speak to their manager if shielding, or if people living with you are vulnerable and are required to shield.  Enabling workers who are shielding to work from home. See Work from Home in Work Activity RA.  People showing symptoms of coughs or high temperatures 37.8°C or higher are to be sent home to isolate for 7 days, or longer until better.  If living with someone who is showing symptoms of COVID-19, you must isolate at home for at least 14 days until they are better. If symptoms arise, you must isolate for at least 7 days, until better.  You must notify the HR & H&S department should staff report symptoms of the virus so further assessments can be made on operations in the office.  Please record absences of ALL staff who are self isolating and report this information on WHOSOFF.  Please notify HR & H&S of any test results from staff to agree further course of action.  People returning from illness/isolation must complete a back to work interview with their line manager.	Low	All staff

3	<p><b>Feeling ill at work</b></p> <p>If a worker develops a high temperature or a persistent cough while at work</p>	<p>Contracting and spreading Covid-19</p>	<p>High</p>	<p>Return home immediately</p> <p>Avoid touching anything - wear gloves.</p> <p>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</p> <p>Self Isolate at home as per Public Health England Guidelines</p>	<p>Low</p>	<p>All staff</p>
4	<p><b>Travel to work</b></p> <p>Avoiding use of public transport where possible (i.e. trains, buses, underground)</p>	<p>Contracting and spreading Covid-19</p>	<p>High</p>	<p>Wherever possible travel to site alone using own transport (i.e. cars, walk, bike)</p> <p>If additional car spaces are required, notify line manager who can arrange additional parking spaces</p> <p>Cycle to work scheme available to cycle to work.</p> <p>Managers to consider staggering working hours for staff who take public transport to reduce the need to use this transport during busier times (the busiest times are 05:45-07:30 and 16:00-17:30).</p> <p>If travelling by public transport, we will provide face coverings if they are required. Please speak to your line manager to arrange issue from the buying department.</p> <p>If using a face covering, please follow the guidance on the Face Covering Common Standard.</p> <p>Hand cleaning facilities at office entrance.</p>	<p>Low</p>	<p>All staff</p>

5	<b>Car Sharing</b>	Contracting and spreading Covid-19	High	<p>When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household. Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others.</p> <p>If the journey is essential, such as travel to work, and there is no option but to share a car with people who are not part of the same household, journeys should be shared with the same individuals and with the minimum number of people at any one time.</p> <p>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. Private vehicles that are used by people from multiple households should be cleaned regularly using gloves and standard cleaning products with particular emphasis on handles and other areas where passengers may touch surfaces.</p>	Medium	All staff
6	<b>Buisness travel</b>	Contracting and spreading Covid-19	High	<p>Staff should use telephone conference calls, video conference, etc instead of face-to-face meetings as a priority.</p> <p>Staff must obtain approval from a line manager for out-of-office business travel within UK</p> <p>Staff should reduce reliance on public transport as far as practicable. If you need to travel by public transport, you should wear a face covering.</p> <p>We will provide face coverings if they are required. Please speak to your line manager to arrange issue from the buying department.</p> <p>If using a face covering, please follow the guidance on the Face Covering Common Standard.</p>	Low	All staff

7	<b>Overseas Travel</b>	Contracting and spreading Covid-19	High	<p>All employees are encouraged to follow FCO guidance in respect of international travel.</p> <p>All employees with personal overseas travel planned in the coming weeks have been requested to keep us informed of their travel destinations and adhere to guidelines from Public Health England on their return.</p> <p>Managers to notify HR about any holidays being taken abroad so return to work measures can be reviewed and discussed prior to the holiday being taken.</p>	Low	All staff
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Office Activities

	Activity & Considerations	Hazard	Risk Level	Control Measure	Residual Risk Level	Implement by
1	General use of office	Contracting and spreading Covid-19	High	<p>Speak to your manager if you need to go into the office, so they can review the request and ensure social distancing in departments is maintained.</p> <p>Wash your hands with soap and water, or use hand sanitizer before and after:                      Entering the building                      Exiting the building                      Using the welfare facilities                      Eating                      Smoking / vaping</p> <p>Ensure you are maintaining social distancing in the office –keeping a minimum 2m distance from others.</p> <p>When signing in/out, it is recommended you use your own pen.</p> <p>Avoid going into other people’s offices for meetings, where possible. Carry out meetings over Microsoft teams as a priority.</p> <p>Work at your workstation only, do not hot desk. Do not use other people’s phones or computers.</p> <p>Remove paperwork from desks at the end of the day for cleaners to clean desks properly.</p>	Low	All staff

2	<b>General Office Controls</b>	Contracting and spreading Covid-19	High	<p>We promote good practices of general office controls through the following measures:</p> <p>We have carried out decontamination of the office and will continue to do this on a monthly basis.</p> <p>Encouraging employees to maintain social distancing in the office – keeping a minimum 2m distance from others.</p> <p>This may mean that your seat or office arrangement has been changed to help achieve this spacing. Please check with your line manager.</p> <p>Encouraging employees to use the one-way system implemented around the office, following markings and restrictions on use of the kitchens.</p> <p>You may be required to split your time between home and office working. Please agree with your line manager these days in the form of a rota; or please agree which days you will be at home or at the office.</p> <p>If you work regularly from home, as agreed with your line manager, please undertake a DSE assessment with the H&amp;S team and your line manager.</p>	Low	All staff
3	<b>Getting around the office</b>	Contracting and spreading Covid-18	High	<p>We promote good practice of manoeuvring around the office through the following measures:</p> <p>To help people avoid having to touch door handles when in the office, internal doors and stairwells will be wedged open to avoid handles being used throughout the day.</p> <p>Additional controls for fire and smoke in the event of an emergency have been incorporated into our fire risk assessment, with a fire marshal present on each floor whilst the building is occupied, and doors closed on sweep of evacuation.</p> <p>Internal doors will be closed at the end of the day.                  Kitchen and server room doors are to remain closed throughout the day.</p> <p>There is a one way system with Unit 4 stairs to go up, and Unit 3 stairs to go down. If you do have to use the lift, use it alone. In the event of an emergency, both staircases can be used for evacuation.</p>	Low	All staff

4	<p style="text-align: center;"><b>Meetings</b></p> <p style="text-align: center;">Office meetings</p>	<p style="text-align: center;">Contracting and spreading Covid-19</p>	<p style="text-align: center;">High</p>	<p>We have suspended all non-critical in-office meetings until further notice. In the meantime, we are making use of the technology that we have available to communicate and collaborate remotely. We are also taking some additional steps as follows:-</p> <p style="text-align: center;">Priority is to ensure visitors are not invited to the office.</p> <p>Staff must obtain approval from a line manager to hold an in-office meeting with external visitors. COVID-19 measures of distancing and hygiene are to be explained by the meeting host.</p> <p>All meetings with external visitors will take place in a designated meeting room with hand hygiene facilities available nearby.</p> <p>Employees are not to hold informal meetings with external visitors at desks in open plan office areas</p> <p>All external visitors are to be escorted to and from reception, taking the shortest route possible and utilising the appropriate building lift (one person at a time) to the room to which they are heading. Visitors are to wash hands or use hand sanitiser available in reception upon arrival.</p> <p>Internal and external meetings in meeting rooms should be booked in advance to prevent double booking. Only absolutely necessary participants should attend meetings. Social distancing in these meetings is to be maintained.        Seating charts will be detailed on the doors.</p> <p>Windows should be kept open where practical to maintain ventilation for all meetings.</p> <p style="text-align: center;">Avoid sharing pens and other objects in meetings.</p> <p>Meeting table surfaces must be cleaned after use with cleaning products provided.</p>	<p style="text-align: center;">Low</p>	<p style="text-align: center;">All staff</p>
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5	<b>General operations</b>	Contracting and spreading Covid-19	High	<p>Rotas may be used for open plan offices to minimise the number of people in the office space at any one time.</p> <p>Managers to assess work areas and develop suitable seating plans and rotas where required to ensure social distancing.</p> <p>Manager to review use of screen partitions where social distancing cannot be maintained at work stations</p> <p>Hot desking is not to be carried out. Meeting Room 3 will be made available for 2 Morrisroe visitors, and needs to be booked in advance with Director's PA.</p>	Low	Management
6	<b>Ensuring ongoing equality in the workplace</b>	Physical / Mental negative health or wellbeing	Medium	<p>Register of people at work being developed by HR to understand and take into account the particular circumstances of those with different protected characteristics.</p> <p>These measures will be risk assessed and specific controls documented on an individual basis</p>	Low	HR
7	<b>Deliveries</b>	Contracting and spreading Covid-19	High	<p>Delivery drivers will be guided by signage at the front door of how to deliver parcels.</p> <p>No personal post is to be delivered to Head Office - this is to reduce visits by couriers.</p> <p>Wash/sanitize hands after opening parcels/packaging.</p> <p>Couriers will call PA/ Reception to deliver parcels and will drop off parcels outside head office for AJM staff to bring in.</p> <p>For collections, courier will contact PA/Reception on arrival, and parcels will be taken and left outside HQ for collection in sight of courier to pick up.</p>	Low	All staff



8	<p align="center"><b>Work at home</b></p> <p>Negative Wellbeing with regular homeworking</p>	Ill health	Medium	<p>Managers to keep in touch with home workers on their working arrangements including their welfare, mental and physical health and personal security.</p> <p>Provide support for workers around mental health and wellbeing - Mental Health Poster will be issued out.</p> <p>Providing Home DSE assessments for completion and providing equipment for people to work at home safely and effectively.</p> <p>IT department will continue to ensure you have the necessary access to our Cloud and intranet to enable you to work from home. In order for this to be feasible, you must have a suitable working internet connection appropriate to your role.</p> <p>If you have additional requirements (i.e hardware or other) to allow for a more permanent work from home setup, this needs to be assessed and agreed with your line manager.</p>	Low	Line Manager, HR, H&S & IT dept
9	<p align="center"><b>PPE</b></p>	Contracting and spreading Covid-19	Medium	<p>At this stage, the controls set out in this document allow us to create a workplace that follows the 2m social distancing guidelines. Therefore, we do not feel that Personal Protective Equipment (PPE) is required when at HQ.</p> <p>However if staff want to wear their own PPE, they must use, clean, and store reusable PPE as per manufacturers guidance.</p> <p>For disposable PPE, these must be disposed of these in bins after use.</p> <p>Do not leave any PPE on surfaces.</p> <p>If using PPE, wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting PPE on.</p>	Low	All staff

**Welfare**

	Activity & Considerations	Hazard	Risk Level	Control Measure	Residual Risk Level	Implement by
1	Office housekeeping/hygiene practice	Contracting or Spreading symptoms of Covid-19	High	<p>We promote good office housekeeping/hygiene practice including the following measures:-</p> <p>Staff should wash their hands with soap and water, or using hand sanitizer before and after entering/exiting the building, Using the welfare facilities, Eating and Smoking / vaping (Please ensure hand sanitizer, which is highly flammable, has dried from hands before smoking)</p> <p>We will have cleaning products available to clean communal surfaces (i.e. meeting room tables and kitchen surfaces) for your use.</p> <p>If staff are using cleaning products, only use products provided by AJM, do not use your own cleaning products. Do not mix any cleaning products.</p> <p>Staff should not touch other employee’s surfaces such as touch screens, keyboards, computer mouse, telephones, desks etc</p> <p>We encourage staff to keep paperless desks to allow regular cleaning</p> <p>We encourage staff to store work-in-progress paperwork in storage areas and not on desks</p> <p>We encourage staff to use their own pen to sign-in &amp; sign-out in reception every day.</p> <p>Kitchen tables should be cleaned, and hands washed before and after eating at these tables. Cleaning products will be provided for this.</p> <p>The office is cleaned daily. Cleaners will be reminded to also focus on all common contact surfaces, including, but not limited to, reception areas, office desks, access points, delivery areas, common touch points (i.e kitchen equipment, printers, door handles, stair handrails, lift buttons, etc). ☒</p> <p>We will carry out an office decontamination on a monthly basis.</p>	Low	All staff

2	Use of Kitchen areas	Contracting and spreading Covid-19	High	<p>Maintain 2m social distancing whilst in the kitchen</p> <p>Clean crockery and cutlery in shared kitchen areas with warm water and washing up liquid and dry thoroughly before and after use</p> <p>Clean and disinfect common surfaces in shared kitchen areas before touching eg microwave, coffee machine, taps etc</p> <p>Do not to share food or drink. Food such as sandwiches and crisps for communal sharing at meetings, office events</p> <p>Do not to bring cakes etc to the office for birthdays etc</p> <p>Only use cleaning products provided by Morrisroe. Do not use your own cleaning products. Do not mix any cleaning products.</p> <p>Where possible bring in pre prepared meals and refillable drinks from home.</p> <p>Staff are encouraged to eat lunch at their desk, washing hands and cleaning surfaces before and after use.</p> <p>Kitchen tables can be used for rest away from workstations, and can seat a maximum of 2 people at a time. These seats will be marked.</p> <p>Use of kitchen tables is only permitted between 9.30 - 11.30 and 15.00 - 17.00.      - If the table is in use, 1 additional person is permitted in to replenish drinks and prepare food.</p> <p>At all other times, a maximum of 2 people are permitted in the kitchens to refresh drinks and prepare meals. 2m social distancing must be maintained.</p> <p>if the kitchen is at capacity, return at another time.</p> <p>Tables and surfaces should be cleaned and hands washed before and after eating at these tables.</p> <p>All rubbish should be put straight into bins and not left on tables for someone else to clear.</p>	Low	All Staff
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3	General Hygiene	Contracting or Spreading symptoms of Covid-19	High	<p>Do not go to the office if you feel unwell or others you live with feel unwell.</p> <p>Maintain good personal hygiene, such as frequent thorough hand-washing, which can help to prevent the spread of pathogens such as coronavirus. Alternatively, use hand sanitiser gel.</p> <p>Maintain social distancing – at least 2 meters between you and colleagues</p> <p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze</p> <p>Put used tissues in the bin immediately</p> <p>Avoid close contact with people who are unwell outside of the workplace</p> <p>Do not touch your face, especially eyes, nose or mouth if your hands are not clean</p>	Low	All staff
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