

Business risk assessment

Business hazards associated with the coronavirus pandemic	Unum control measures	Government health and safety guidance - corresponding reference	Risk status
Infection prevention, cleaning, staff safety and workplace social distancing – including higher risk areas of the workplace, access to the premises and travel			
<p>Risk of infection if people fail to follow the etiquette or rules.</p> <p>Risk of infection from services.</p> <p>Risk of infection from environment.</p>	<p>Safety procedures and training are provided to all returning staff. This includes government advice on protecting yourself and others, self-attestation (where staff are expected to monitor themselves for symptoms and act accordingly), PPE etiquette, sanitisation, following good hygiene practice at all times and familiarisation with the revised office layout.</p>	<p>Communication and training</p>	<p>Completed</p>
<p>Travel to and from work may lead to greater risk of virus transmission.</p>	<p>Advice has been issued to avoid public transport wherever possible, and to follow PPE and social distancing advice if unavoidable.</p>	<p>Coming to and leaving work</p>	<p>Completed</p>
<p>Inadequate social distancing (currently 2m) is a key element in transmitting Covid-19.</p> <p>Access to buildings represents a risk if a number of staff use the same entrances and exits.</p>	<p>The office layout has been updated to support social distancing.</p> <p>Signs providing instructions on how to move around the building have been placed on doors, walkways, stairs and lifts.</p> <p>Signs clearly indicate which entrances and exits are in use, and all access points have hand sanitisers.</p>	<p>Common areas Moving around building and worksites Hygiene - handwashing, sanitation facilities and toilets Providing and explaining available guidance Changing rooms and showers Cleaning in the workspace Coming to and leaving work</p>	<p>Completed</p>

Heavily-used areas such as staff toilets, restaurants are more likely to present an infection transmission risk. A few staff going to the toilet at the same time or not washing their hands may compromise their ability to social distance. There is an increased risk of people coughing and touching door handles, taps and toilet flush handles.	There are restrictions on communal areas such as toilets, changing rooms, showers, meeting rooms, fridges, water fountains, tea and coffee-making facilities, and vending machines. Hand sanitisers are in place with clearly visible hand washing posters. We have also increased cleaning in these areas.		Completed
	Masks are provided for staff to wear if they wish and sanitisers, desk wipes are available throughout the workplace.	PPE and face coverings Keeping the workplace clean	Completed
	External meetings or conferences are currently not permitted. Only essential external visitors such as post/delivery services or building maintenance are allowed on site.	Managing contacts Managing risks	Completed
	Cleaning staff use disposable cloths or paper, and a combined detergent disinfectant solution at dilution of 1000 parts per million available chlorine. Waste is double-bagged, tied up and placed in a secure holding area for 72 hours before being disposed of in general waste.	Cleaning in the workplace	Completed
Homeworking, hot-desking and equipment-sharing			
Everyone should work from home unless they cannot work from home.	Homeworking is available and in place with enhanced IT support.	Workplaces and workstations	Completed

	<p>Our people continue to work from home, except for those roles critical for business and operational continuity, safe facility management or regulated requirements which cannot be performed remotely.</p> <p>For people who feel unable to work from home due to health reasons or home circumstances, we have a phased return in place - up to a maximum of 10% occupancy.</p>	Shift patterns and working groups	Completed
Hot-desking and sharing equipment increase the risk of virus transmission	Hot-desking is no longer allowed, Staff are made aware of their designated desk, and advised not to move around the building unless essential, or share equipment except for printers. All printers have hand sanitisers next to them.	Workplaces and workstations	Completed
Vulnerable and extremely vulnerable staff			
Staff may have pre-existing medical conditions making them more vulnerable to infection.	<p>Support is provided for our people around mental health and wellbeing, and individual risk assessments have taken place to identify those people in extremely vulnerable groups who have asked to return to the office.</p> <p>No member of staff in a vulnerable category is expected to come to the office during the pandemic and have been advised to follow government medical advice. Our conversations with our people are sensitive and comprehensive, and consider the impact of Covid-19 on all communities.</p>	<p>Protecting people who are higher risk</p> <p>Equality in the workplace</p> <p>People who need to self-isolate</p> <p>Who should go to work</p>	Completed
Staff health, staffing levels and possible infection on site			

<p>Staff may get sick with coronavirus. People who have symptoms must self-isolate at home for 7 days to prevent passing on the infection. Those who live with others where one person has symptoms must self-isolate for 14 days from the day when the first person in the house became ill.</p>	<p>Staff who are sick will follow an established process of informing their manager and our HR Team. On no account should they attend work. They have been advised that in these circumstances they should contact NHS 119.</p>	<p>People who need to self-isolate</p>	<p>Completed</p>
	<p>Staff communications and compulsory training are in place to remind staff that they should not come to work if self-isolating. All staff are required to undertake a daily self-attestation process before coming to the office.</p>	<p>Communications and training</p>	<p>Completed</p>
<p>People falling ill on site</p>	<p>Staff who fall ill on site, or have been on site, should follow the established process of informing their manager and our HR team. On no account should they attend work. They have been advised to contact NHS 119.</p> <p>People will be temporarily moved to a different floor while a deep clean takes place. All surfaces that the symptomatic person has come into contact with will be cleaned and disinfected.</p>	<p>Accidents, security and other incidents Cleaning in the workplace</p>	<p>Completed</p>
<p>Information and communication</p>			
<p>The pandemic has been accompanied by a large amount of official guidance. However, some guidance may be fake news or myths. If these gain traction within the organisation, they can obscure and confuse vital health and safety measures.</p>	<p>We continue to monitor official advice and ensure our wellbeing initiatives follow it. We keep our people informed through regular communications that are clear, simple and consistent.</p>	<p>Communications and training Providing and explaining available guidance Managing risk</p>	<p>Completed</p>