

General Risk Assessment – Reoccupying Workplaces COVID-19

Documented to comply with The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Record of Significant Findings and Groups of Employees or Others Especially at Risk) and the Control of Substances Hazardous to Health Regulations 2002

Part 1 – General Details

Assessor	Angie Fenton	Job Title	Director and H&S Officer
Action Plan	Gillian Lodge to ensure that the Action Plan is implemented prior to re-occupation		
Project or location	Reoccupation of Quod North, Capitol, Bond Court, Leeds LS1 5SP		
Department/business	Quod North		
Scope of risk assessment	<p>This document records significant findings of the assessment on measures to prevent the spread of COVID-19 on the phased re-occupation of Quod Limited employees, who cannot work from home, to the company's Leeds office at Quod Limited to, Capitol, Bond Court, Leeds LS1 5SP. It should be read in conjunction with up-to-date government advice from Public Health England (PHE) which can be accessed here: https://www.gov.uk/coronavirus</p> <p>The Quod demise comprises of one large open plan office area, a small meeting room, a board room, a reprographics area and kitchen and breakout area. The first floor also has a roof terrace which is used by staff on breaks and for office events. Toilet facilities are available in the common room areas, under the control of the Managing Agent, with male, female and a toilet for those with a disability located on the landing lobby area outside the Quod demise. The office is open 24 hours with core office hours from 09:00am – 5:30pm.</p> <p>The managing agent for the building is Knight Frank.</p>		
Employees and others potentially at risk	Risk Group: Employees, their households and contractors to the office.		
COVID-19 properties (as of 29 April 2020)	<p>COVID-19 is a disease caused by a virus transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It causes a lung infection which is currently estimated not to be severe in 80% of cases, but 20% of people catching it may go on to need hospital treatment. There is no current cure or vaccine. It is thought it can remain "live" on hard surfaces such as handles, switches, bannisters etc for 72 hours. If people touch a contaminated surface and then touch their nose or lips, or if they breathe in droplets from an infected person, they can be infected. They may be symptom-free but infectious during the incubation stage which is typically 5 days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces.</p>		
Main symptoms	<p>A high temperature and a new continuous cough or loss or change to sense of smell or taste (anosmia) are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from PHE</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>		
Control of transmission	<p>Current guidance requires social distancing – keeping 2 metres from other people, and regular handwashing with soap and water. Hand-gel should be used where soap and water is not available. The Government is also advising the use of face coverings in enclosed spaces such as on public transport and in shops.</p>		

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	Further guidance on working safely during Covid-19 can be found here: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
Vulnerable groups	PHE has specific guidance for vulnerable groups. Those defined as clinically extremely vulnerable should be shielding and not return to work until further notice. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Those at risk of severe illness should remain working from home at present https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people
Travel	Travel arrangement to and from the workplace should be considered, such as: <ul style="list-style-type: none">• Avoiding public transport wherever possible;• Government guidance is to wear face coverings on all public transport;• Encourage cycling and walking for employees/tenants;• If public transport is being used, avoiding peak times, avoid travelling in groups, think about hand hygiene when travelling e.g. use of hand sanitiser wipes and the wearing of face coverings, if available;• Not car sharing with other colleagues.
Staying Covid-19 Secure in 2020 Notice	The Covid-19 Secure in 2020 Notice to be displayed in the workplace to show the Government guidance has been followed. https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf

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Part 2 – Preparation of Building and Tenants for re-occupation

Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Vulnerable groups	Employees, or members of their households.	Health and Safety at Work etc Act 1974, Sections 2 & 3	N/a	High	<p>All employees will be made aware of current PHE Guidance which identifies vulnerable groups and actions to control risks to their health.</p> <p>Those employees defined as '<i>clinically extremely vulnerable</i>' should continue to shield until PHE advises that this is no longer necessary. When PHE advises that it is safe to return to work, those that are in this category should speak to their Director to make arrangements.</p> <p>Those that are in a '<i>vulnerable</i>' group will be advised that they should continue to work from home.</p> <p>Any employee that has a household member in either vulnerable group will not be included the first phase of reoccupation and are advised to continue to work at home.</p>	Low
Employees with symptoms of COVID-19	Employees, contractors	Health and Safety at Work etc Act 1974, Sections 2 & 3	The symptoms of COVID-19 has been clearly communicated to all employees in an email. Prior to returning to the office, everybody will be asked to confirm that they are symptom free on the day that they return and that they have been symptom free for 14 days prior to this day.	High		Low

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Fire related systems readiness</p>	<p>Employees, contractors</p>	<p>Regulatory Reform (Fire Safety) Order 2005</p>	<p>Knight Frank to ensure the fire alarm system is tested on a weekly basis. Knight Frank to confirm the maintenance continued to be maintained during lockdown.</p> <p>Knight Frank has confirmed that the fire alarm systems have been subject to testing and that maintenance is not overdue.</p> <p>Knight Frank has confirmed that emergency lighting has been tested and that the regular weekly maintenance requirements are up to date. This includes the sprinkler system checks and fire extinguisher checks (in date, in correct location and have not been tampered with).</p>	<p>High</p>		<p>Low</p>

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Fire evacuation	Employees, contractors	Regulatory Reform (Fire Safety) Order 2005	<p>Fire evacuation is carried out via the front and the rear stairwell to the assembly point outside the Lost and Found, Russell Street.</p> <p>There will be at least 1no. fire warden present at all times. Basic training is offered to all staff who ask to return to the office to cover this.</p>	Medium	<p>All fire drills are cancelled until further notice. In the event of a fire alarm sounding, the existing fire procedures remain valid during Covid – 19.</p> <p>Everybody has been advised that, in the event of the fire alarm sounding, the priority is to evacuate the building as quickly and safely as possible. Social distancing is not necessary during an evacuation.</p> <p>Social distancing will be maintained as far as reasonably possible at the assembly point. Assembly time will be kept to a minimum.</p>	Medium
Water related systems readiness	Employees, contractors	<p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p> <p>ACOP L8</p>	<p>Planned preventative maintenance of the water system has continued during lockdown/weekly flushing of little used outlets has continued during lockdown.</p> <p>Knight Frank has confirmed that maintenance of controls for water hygiene and Legionella has been carried out in the building.</p> <p>Knight Frank has advised that they flushed the building water system prior to re-occupation.</p>	High	Dishwashers will be put on an empty high temperature cycle with dishwasher tablets before first use.	Low

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Status of Passenger Lift systems	Employees, contractors	Lifting Operations and Lifting Equipment Regulations 1998	<p>The passenger lifts are under the control of the Managing Agent. Signage clearly displays the maximum load they are designed to carry.</p> <p>A copy of the most recent thorough examination is available which is less than six months old. Alternatively, a thorough examination will be carried out before reoccupation (or the lifts to be taken out of service until this is complete).</p> <p>Knight Frank has confirmed that the regular lift servicing schedules are up to date.</p>	Medium	The passenger lifts are subject to regular servicing, maintenance and a six- monthly thorough examination.	Low
Office and electrical equipment	Employees, contractors	Electricity at Work Regulations 1989	<p>Employees are prohibited from undertaking repairs or alterations to electrical equipment. All such work is undertaken by a qualified NICEIC or equivalent electrical contractor or designated qualified employees.</p> <p>The fixed electrical installation within the Quod demise is the responsibility of Quod and has been subject to an electrical installation condition report by an NICEIC contractor in June 2015.</p> <p>Portable appliance testing is undertaken on a biennial basis and was last undertaken by Integral in January 2020.</p>	Medium	<p>The existing electrical equipment safety controls as set out in the GRA will remain in place.</p> <p>PAT testing and fixed electrical wiring test and inspection regimes remain up to date until January 2022.</p> <p>A fixed electrical wiring installation test was carried out in July 2020.</p>	Low

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Deep Cleaning, Pest Control and Hazardous Substances</p>	<p>Employees, contractors.</p>	<p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p>	<p>Staff are not expected to have contact with hazardous substances with the exception of low risk standard office materials and some domestic type cleaning products. These products are used in line with manufacturers' instructions.</p> <p>Due to the small quantities being stored, handled and used in line with product labels, in a way that avoids mixing and in an adequately ventilated environment, no additional controls are usually necessary. Therefore, individual hazardous substance assessments are not required for these products.</p> <p>First aid facilities are available at this workplace to manage unforeseen means of exposure to these low risk products.</p> <p>Beacon Services Group have provided a Covid secure risk assessment with measures in place and information on increased cleaning regimes.</p>	<p>Medium</p>	<p>A deep clean of the office was carried out on 31 July and will be carried out every Friday.</p> <p>COSHH assessments have been received from the cleaning contractor for any hazardous substances they use.</p>	<p>Low</p>

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Part 3 – Maintaining Social Distancing in the Office and Communal Spaces

<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation</p>	<p>Employees, contractors</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>Current workplace standards designed to comply with the Workplace (Health, Safety and Welfare) Regulations 1992</p>	<p>High</p>	<p>To ensure a 2m distance, the following will actions be implemented:</p> <p><u>Limiting Number of People</u></p> <ul style="list-style-type: none"> • Reoccupation of the Quod Leeds office will be carried out in phases, with a maximum of 50% occupancy, of Group A/B. • Phase 1 will be split into two groups (Group A and Group B). Desks will be labelled A or B and each group will return on alternate weeks with a deep clean carried out between groups. Phase 1 occupancy level will be monitored to ensure that social distancing can easily be maintained. Any changes deemed necessary to ensure the safety of employees will be implemented ASAP. • Each group must include at least one person nominated to be in charge of first aid and one person who has attended fire training. • One month after Phase 1 commences, a review will be carried out to consider whether the number of people can be safely increased. • Phase 2 which is likely to commence in August 2020 allows for 100% of staff to reoccupy, subject to compliance with the Seating Plan and this Risk Assessment. • Those who are categorised as clinically extremely vulnerable (or a member of their household is), should continue to shield until 1 August. 	<p>Low</p>
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<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation</p>	<p>Employees, contractors</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>Current workplace standards designed to comply with the Workplace (Health, Safety and Welfare) Regulations 1992</p>	<p>High</p>	<p>Desk arrangement</p> <ul style="list-style-type: none"> • A scaled office desk plan has been provided • 3 desks will be permanently closed off. Seating will be side to side or back to back but in the few desks where face to face seating is necessary if a 2 metre distance can be maintained, a plexiglass screen will be installed between the desks; • A 2 metre distance will be maintained between seats. • Hot desking will be avoided; • Sharing of equipment and stationary to be avoided, if possible. • The smaller meeting rooms should not be used for meetings but could be reutilised as 1 workstation or a quiet space for 1 person. <p>Floor Markings</p> <p>Floor markings will be used to indicate 2 metre spacing in areas where queues may form.</p>	
<p>Arrival, Reception and signing-in arrangements</p>	<p>Employees, contractors</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3</p> <p>The Management of Health and Safety at Work Regulations 1999</p>	<p>All guests sign in at the ground floor reception. Outside of the core hours of 9am-6pm, all visitors, including employees, must sign in at ground floor.</p> <p>Security are present 24/7 and conduct security tours after core working hours, with access to the Quod demise.</p>	<p>High</p>	<p>Employees must confirm that they are free of COVID-19 symptoms and have been symptom free for the 14 days prior to their return to work in the premises.</p> <p>Employees will be advised to avoid peak times where possible, to avoid congestion in the ground floor reception area.</p>	

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<p>Arrival, Reception and signing-in arrangements (cont'd)</p>	<p>Employees, contractors</p>	<p>Health and Safety at Work etc Act 1974, Sections 2 & 3 The Management of Health and Safety at Work Regulations 1999</p>	<p>Knight Frank has installed signage, which is visible on arrival to Capitol and will guide everybody towards the one-way routes into and out of the building.</p> <p>Knight Frank will fix the main door open between the hours of 8am and 10am.</p> <p>Knight Frank have arrangements in place for regular cleaning of the shared areas, door handles, handrails, lift buttons and other frequently touched surfaces throughout the building.</p> <p>Floor markings are used to indicate 2m spacing in areas where queues may form.</p>	<p>High</p>		<p>Low</p>
<p>Lift lobbies and lifts</p>	<p>Employees, contractors</p>	<p>The Workplace (Health, Safety and Welfare) Regulations 1992 Control of Substances Hazardous to Health (COSHH) Regulations 2002</p>	<p>The passenger lifts are under the control of the Managing Agent.</p> <p>Signage clearly displays the maximum load they are designed to carry.</p>	<p>High</p>	<p>Knight Frank installed 2 metre social distancing floor markings in the ground floor area.</p> <p>Knight Frank has advised that 2 persons can enter a lift at any time.</p> <p>Hand sanitiser is provided at each lift entrance. This must be used prior to entering the lift.</p>	<p>Medium</p>

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Stairwells	Employees, contractors	The Workplace (Health, Safety and Welfare) Regulations 1992	The stairwells are under the control of the Managing Agent. Knight Frank has confirmed they will increase cleaning of communal areas and surfaces.	High	<p>At all times, a 2 metre distance must be maintained in the stairwells.</p> <p>Floor markings will be used to provide a visual reference of social distancing requirements.</p> <p>In the event of a fire, there will be no social distancing and normal evacuation procedures will apply and both stairwells will be used to evacuate the building, as quickly and safely as possible.</p>	Low
Toilets and welfare facilities	Employees, contractors	The Workplace (Health, Safety and Welfare) Regulations 1992 Control of Substances Hazardous to Health (COSHH) Regulations 2002	<p>Toilets, with lockable cubicles, wash basins with hot and cold water and hand driers, are provided outside the Quod.</p> <p>A kitchen area provides facilities to prepare and heat food and make hot and cold drinks. Seating is also provided.</p>	High	<ul style="list-style-type: none"> • The kitchen will be limited to 2 people. • Tape will be in place to ensure a 2 metre distancing. • The bi-weekly fresh fruit delivery will be cancelled for the time being. • Where possible, employees should bring in food from home for lunch, to reduce trips to local amenities; • Employees are required to clean up kitchens immediately after themselves, including wiping of touch points such as taps and fridge doors with disinfectant wipes. • Employees should use the same cutlery/mugs/plates and wash personally in kitchen. If items are shared, they must be cleaned after use at a high temperature in the dishwasher. • Food to be consumed at desks to allow others to use the kitchen. • Extract fans in toilets to be run 24/7. • Shower rooms will be deep cleaned prior to re-occupation. • Strictly no personal items will be allowed to be left in the shower rooms. • Posters will be displayed to regularly remind people of personal hygiene standards. 	Low

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<p>First aid cover</p>	<p>Employees, and contractors</p>	<p>The Health and Safety (First Aid) Regulations 1981</p>	<p>First aid kits are provided at an accessible point in the office with all staff made aware of their locations.</p> <p>The names of first aiders are displayed prominently on green and white signage in the Quod demise.</p>	<p>Medium</p>	<p>The return of trained first aid staff is prioritised. A person nominated to be responsible for first aid will be on site at all times.</p> <p>Many First Aid actions could be completed while maintaining social distancing. However, some interventions might require hands-on treatment. Additional resuscitation face shields, disposable gloves and aprons will be purchased.</p> <p>All first aiders will be briefed on the Resuscitation Council advice on CPR during Covid-19 and how to keep safe: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/.</p>	<p>Low</p>
<p>DSE and workstations</p>	<p>Employees</p>	<p>The Health and Safety (Display Screen Equipment) Regulations 1992</p>		<p>Medium</p>	<p>Employees to use only the desk spaces made available in line with the seating plan.</p> <p>Any employees returning to use a workstation should undertake a DSE self-assessment for their respective workstation.</p> <p>Equipment and stationary should not be shared. It should be stored onsite in individual drawers or taken home by the owner.</p> <p>Individuals are responsible for cleaning equipment on a regular basis with cleaning products supplied.</p> <p>Signage will be placed in the office advising people of how best to set up their workstation for the day.</p>	<p>Low</p>

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<p>Cleaning</p>	<p>Employees, and cleaners</p>	<p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p>	<p>Each evening (Mon – Fri) the cleaning contractors carry out a thorough daily clean of the office including floors, desks and area surrounding desks, empty rubbish bins and recycling bins, turn on a dishwasher cycle.</p>	<p>Medium</p>	<p>Knight Frank will increase the frequency of cleaning of staircases, lifts and handrails in stairwells.</p> <p>Quod to increase cleaning throughout the day of touch points such as door handles; taps; showers; toilet flush control and any other frequently touched surfaces.</p> <p>Fixed hand sanitisation stations will be located at:</p> <ul style="list-style-type: none"> • In the main ground floor lobby of the building; • Within the Quod demise, at the main door; • Within the Quod demise in the boardroom. <p>Boxes of sanitisation wipes and bottles of hand sanitiser to be placed throughout each floor.</p>	<p>Low</p>
<p>Deliveries</p>	<p>Drivers, reception staff, employees</p>	<p>The Workplace (Health, Safety and Welfare) Regulations 1992</p>	<p>Deliveries of materials, office supplies etc. are made directly into the offices by the delivery companies.</p>	<p>Medium</p>	<p>All Employees have been advised that no personal deliveries should be made to the office at this time.</p> <p>All deliveries for Quod will be left at ground floor and an email will be sent to Quod who will alert the relevant person to collect.</p> <p>The use of couriers will be restricted.</p> <p>Access will be maintained for delivery drivers to use toilet facilities, if necessary.</p>	<p>Low</p>

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<p>Stress</p>	<p>Employees</p>	<p>The Management of Health and Safety at Work Regulations 1999</p>	<p>An open culture exists so that staff are able to raise concerns over work pressure. Managers identify excess pressure and manage it accordingly.</p> <p>Employees have the option of free Bupa healthcare, private GP service and access to a 24/7 GP helpline if required. An Employee Assistance Programme is in place with a dedicated helpline.</p> <p>Mental health and work life balance has been added to appraisals to encourage staff to talk about stress and ways in which Quod can help and support.</p>	<p>Medium</p>	<p>The health, safety and wellbeing of staff when returning to work post Covid -19 is paramount to Quod.</p> <p>A Mental Health First Aider will be available at all times, if not in person by telephone and email, or virtual meeting software. All Mental Health First Aiders are available by telephone, text, WhatsApp or Virtual Meeting programmes.</p> <p>The dedicated Health and Wellbeing team are active and will continue to be visible and communicate with All Quod during this time. Posters are displayed across the office sign-posting employees to support available to them. This has also been emailed to employees most recently at the beginning of the lockdown period in April 2020.</p> <p>Line managers will show flexibility and mental health first aid support is provided via the Employee Assistance Programme. Details have been circulated to All Quod.</p> <p>All line managers should have a one to one discussion with line reports to discuss the office reopening.</p>	<p>Low</p>
<p>Management and supervision</p>	<p>Employees, contractors</p>	<p>The Health and Safety at Work etc Act 1974</p>	<p>Managers are present within the open plan office area and available to provide management and direction to all staff.</p>	<p>Low</p>	<p>If one Director of Quod is unable to be will be present in Capitol, to provide leadership and support, a Director will be available by email, telephone or video call during core office hours.</p> <p>Line managers to ensure that their team understand risks associated with COVID-19 in the work environment and measures to control them.</p>	<p>Low</p>

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<p>Travel to and from the office</p>	<p>Employees, contractors</p>	<p>As above</p>	<p>Public cycle storage is available within the building</p> <p>Communal shower facilities are available outside of the Quod demise.</p>	<p>High</p>	<p>All Quod have been advised to avoid using public transport, if possible. Those that can travel to the office without the need to use public transport will be prioritised in Phase 1 of the re-occupation. Cycling and other transport methods (walking, running) will be encouraged. If public transport has to be used a face covering must be worn.</p> <p>All Quod will be reminded of the Cycle to Work scheme.</p> <p>Social Distancing must be maintained whilst using the cycle facilities.</p> <p>Shower facilities Social Distancing must be maintained whilst using the shower facilities. Under no circumstances should personal belongings be left in the shower rooms.</p> <p>Signs will be installed in the shower rooms to remind people that the shower and in particular any touchpoints must be wiped down with disinfectant after each use. No personal items to be left in the shower rooms and any items left will be removed throughout the day.</p> <p>The number of people using showers will be kept under review. If shower rooms are not being cleaned properly, or social distancing cannot be maintained, the facility may need to be removed.</p>	<p>Low</p>
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<p>Consultation and information</p>	<p>Employees.</p>	<p>The Health and Safety (Consultation with Employees) Regulations 1996</p>	<p>The Standard Operating Plan, Risk Assessment and a covering email will be circulated to All Quod at least two weeks prior to re-occupation.</p>	<p>Medium</p>	<p>Quod to provide one weeks' notice to Knight Frank in writing prior to re-occupation.</p> <p>The new ways of working will be communicated to All Quod at least two weeks prior to re-occupation.</p> <p>The Standard Operating Procedures and Risk Assessment, have been communicated at a virtual office meeting and in writing via an email. Employees will be asked to confirm in writing to Angie Fenton, Elva Phelan or the People Team (Liz Johnson / Laura Hunter Jones) that they understand the content, information and measures in place from the risk assessment.</p>	<p>Low</p>
<p>Planning, monitoring and review</p>	<p>Employees, contractors</p>	<p>The Management of Health and Safety at Work Regulations 1999</p>	<p>This assessment has been developed to ensure the health safety and welfare of All Quod at the Leeds offices with up-to-date public health and government guidance included and constantly reviewed.</p>	<p>Low</p>	<p>This assessment and its controls will be frequently reviewed, especially during early stages of return to reoccupation to ensure they are practical and suitable. Angie Fenton will catch up virtually with Qudriga three weeks post re-occupation.</p> <p>PHE and government advice is also likely to change as the pandemic moves on. The situation will be regularly monitored and the controls within this assessment adapted as new information and guidance is released.</p>	<p>Low</p>

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Actions are indicated High, Medium and Low for the purpose of prioritising. As an indication of the timescales within which action should be taken, it is recommended that:

- 'Urgent' priorities must be actioned immediately
- 'High' priorities should be actioned within one month
- 'Medium' within two months
- 'Low' priorities within three months

Assessor:

Signed: 

Date: 4/8/20

Review date:

Print name: Richard Frudd

Adopted by Local Manager Responsible:

Signed: 

Date: 4/8/20

Print name: Gillian Lodge

The results of the risk assessment to be shared with the workforce.