Return to Office Risk Assessment – techUK

Completed by Hayley Hillis on 18 May 2020

Last review 19 July 2021

Introduction

Protecting the health and safety of employees in the workplace is paramount, especially during this time of the Coronavirus (COVID-19) pandemic, where specific precautions and measures need to be in place. To ensure that we protect our employees and members and minimise any risk to their health and safety as far as is reasonably practicable, we have created this risk assessment document to provide information on all the steps we are, and will be taking, to ensure the very best working environment once we can return to the office following guidance from the Government.

We will also continue to follow relevant national and global guidance, including from the government, NHS, HSE, and the World Health Organisation (WHO), and update this assessment according to their current guidelines.

The guidelines set out below are categorised into two sections:

- Prior to Re-Occupancy

  Before any employees return to the office, we are required to complete several checks, tasks, and assessments to ensure a healthy and safe working environment for all employees and visitors. The following pre-return list will be completed prior to anyone returning to site.

  This risk assessment will be published on our website as per government guidance.

- On Your Return to the Office

  We will continue to manage the number of people we have in the office to allow some distancing. There will be a staff rota system in place for those that are able to work in the office. Below are the provisions that we will have in place, which we will ask all staff and visitors to techUK offices to adhere to at all times, for their own and others safety and wellbeing.
<table>
<thead>
<tr>
<th>What are the hazards</th>
<th>Who might be harmed</th>
<th>Controls in place to minimise risk</th>
<th>Further Controls required</th>
<th>Responsible person/s</th>
<th>Lead time required or Frequency</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spread of Coronavirus (COVID-19)</td>
<td>Staff</td>
<td>Prior to re-occupancy</td>
<td>- Communications to staff of plans and progression to be provided regularly.</td>
<td>Hayley Hillis</td>
<td>1 week</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Visitors to our premises</td>
<td></td>
<td>- Keep up regular communication with the landlord.</td>
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<tr>
<td></td>
<td>Cleaners and Contractors</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</td>
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</tr>
<tr>
<td></td>
<td>Anyone else who physically meets us in relation to our business</td>
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<tr>
<td></td>
<td></td>
<td>Facilities</td>
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<tr>
<td></td>
<td></td>
<td>- A team will be put together to prepare the office following government guidance.</td>
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<tr>
<td></td>
<td></td>
<td>- All staff preparing the building are to be provided with all appropriate PPE and should be provided with directions for correct use, sanitisation and disposal of any PPE and ensure they wash their hands immediately after. Safe distancing guidance measurements must also be adhered to wherever possible.</td>
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<td></td>
<td></td>
<td>- All equipment and tools will be checked to ensure they are in good working order (PAT testing is also due to be carried out before the end of 2020).</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- The Landlord will ensure that the waste collection, cleaning, cooling, and Reception services are returned to 'normal service' prior to any tenants returning to the building, following 48-hour notification of tenant’s intention to return.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>- The Landlord has been keeping on top of maintenance to the cooling, water, fan, and all mechanical elements of the building.</td>
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<tr>
<td></td>
<td></td>
<td>- Following the guidelines on social distancing there will be a new layout for desks and a maximum capacity for use of each of the meeting rooms will be advised. To enable us to continue to work safely, we anticipate the maximum number of people in the office area to be approximately 35%. The meeting rooms and member area will be approximately 30% of previous occupancy.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>- We will be assigning desks to individuals to temporarily replace the hot desk booking system.</td>
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</tr>
</tbody>
</table>
Staff must sit at the allocated desk each time they are in the office and must not move to another desk.
- We encourage staff to take their lunch breaks at different times to help maintain some distancing in the staff kitchen and will open the member area space for staff to use at lunchtime also.

**Cleaning**
- EcoSmart Cleaning Ltd, techUK’s contract cleaning company, will provide the service of a specialised deep clean to all areas of the 2nd floor. EcoSmart will provide their cleaners with all required PPE and will use disinfectants from government approved or authorised lists.
- Cleaning supplies will be checked and will be fully stocked to provide the necessary cleaning services.
- Additional cleaning services to be discussed and agreed with EcoSmart.
- The landlord will provide a specialised deep clean to all common parts of the building.

**Supplies**
- Any PPE recommended by the government will be ready and available to all employees upon their return if required.
- Hand sanitising gel, sanitising wipes and other sanitising equipment have been ordered and delivery has been received. We have sufficient stock levels to cover several weeks.
- All beverages to be refreshed and equipment cleaned and sanitised. No other catering services will be provided.
- Suppliers will be contacted to ensure they have also returned to work and can continue to provide the relevant services.

- Liaise with EcoSmart to ensure high levels of cleaning and sanitising of the office continues.
- Stock of face masks to be ordered, to be provided for staff using public transport.

<table>
<thead>
<tr>
<th>Hayley Hillis</th>
<th>One week</th>
<th>Hayley Hillis</th>
<th>Immediate (on confirmation that face masks are to be provided by the company)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucas Banach</td>
<td>Ongoing</td>
<td>28 May 2020</td>
<td></td>
</tr>
</tbody>
</table>
### Employee Welfare
- HR will send a Staff Survey to be completed by all employees to identify those that can return to the office to work safely.
- Employees have chosen a health and safety representative to consult with, this is Noreen Aldworth. The representative will share their ideas and ensure they have input into the measures being put in place to enable them to work safely.
- Any employees who are considered to be in a ‘vulnerable group’ are strongly advised to follow government guidance.
- Employees who are in an ‘extremely vulnerable group’ and should be ‘shielded’ will be supported to stay at home.
- Training will be provided to all staff on how to continue to work safely from the office and from home, covering all new processes and procedures.

### General Health & Safety
- Hayley will complete Health and Safety checks of all areas, including mechanical systems, all equipment furniture and fire equipment and doors etc.

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Duration</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training to be provided via teams meeting with all staff.</td>
<td>Hayley Hillis and Richard Wilson</td>
<td>One week</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Health and Safety checks to be carried out and reported weekly.</td>
<td>Hayley Hillis</td>
<td>2 days</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

| Minimum 6 weeks prior to a return to the office |
| Immediate |

| Sharon Clews or Lorraine Dias | Ongoing |

| 16 June 2020 | Ongoing |

| 26 Aug 2020 | Ongoing |
On Your Return to the Office

Facilities
- Staff must wash or sanitise their hands as soon as they arrive at the office.
- Do not use the communal showers unless it is essential to do so.
- Please only use the fridge for items you will use on the day/week you are in the office.
- Please sanitise or wash your hands before and after using the coffee machine and beverage provisions.
- All meeting rooms are available to use without a booking system over the next few weeks. If the room is available, please use it. After use, please use the Dettol wipes to wipe down all areas and equipment that have been touched/used so it is sanitised for the next user. (Please see table below for maximum number of occupants for each meeting room).
- The toilets next to Room 6 will be provided for staff use only. The toilets next to Room 1 will be for visitor use only. This is to try and manage the traffic in the toilet areas to maintain social distancing. Whilst we remain closed to members, staff can use the toilets by the stairwell also.
- Consider keeping your coats and other items of clothing on the back of your chair or in your locker, rather than in the cloak cupboard hanging next to and touching other coats.
- Sanitising equipment will be available in reception, member area, all meeting rooms, copy room, kitchen and on each pod of desks.
- We will be operating a strict clear desk policy whereby everything must be removed from your desk at the end of each day to enable thorough cleaning. Any items left on desks at the end of the day will be disposed of. Any used cups/glasses etc. will also need to be placed in the dishwasher before you leave.

- Facilities to monitor requirements are being met by all staff and members.

Hayley Hillis and Facilities

Daily

Ongoing
- Members will not be required to book a drop-down space in the member area, the spaces will be served on a first come, first serve basis.
- A notice to all visitors will be on the table in front of the reception desk, which they will be asked to observe and comply with, on arrival to our office.
- All staff and visitors to the office will be required to sign in at reception via the QR poster or by providing their details to Reception. A telephone number will need to be taken from all visitors for test and trace purposes only.
- When receiving post and deliveries all packages will be placed on the table in front of the reception desk and will be sanitised. Staff should continue to follow existing risk assessments and safe systems of working; there are no additional precautions needed for handling post or packages.
- Any contractor works required will be arranged outside of normal working hours, wherever possible.
- We encourage staff to remain on-site wherever possible (bring your own food for breakfast and lunch). When it is not possible, maintain some distancing while off-site and wash your hands upon returning to the office.
- Ventilation systems will be adjusted due to maximise the air flow and will circulate fresh air only.
- We will open windows and doors frequently to encourage ventilation, wherever possible.
- The landlord is unable to provide additional storage for bicycles, so if the bicycle storage is full, you will need to secure your bicycles externally.
- When using the staff kitchen, please wash your hands on entering and again when you leave. You may use the booths to eat your lunch, but they will be restricted to 2 people per booth. You are asked to wipe the surface with a sanitising wipe once you have finished and dispose in the appropriate PPE bin.

- Maintain a record of all visitors to site.
- Staff are asked to have all personal items delivered to their home address until further notice.
- Liaise with Landlord.

Facilities
All employees
Hayley Hillis

Daily
Ongoing
Ongoing

1 week
18 Aug 2020
AV and IT Equipment

- To ensure the AV equipment is kept to a highly sanitised condition, the following items in the meeting rooms will be cleaned before and after each meeting by a member of the Facilities team, who will be provided with the relevant PPE.
  - Laptops
  - Keyboards
  - Computer mice
  - Hand mics (we may consider removing these and using the lapel mics only)
  - Lapel mics
  - Clickers
  - Desk Mics
  - Crestron touch screens
  - Tables and arms of chairs

- The photocopiers will be cleaned on a regular basis. The touch screen should be cleaned with wipes and then rubbed down with microfibre flannels so as not to damage touch screens. These will be available in the copy room for staff use.

- We can continue to use Zoom for medium to small meetings in all the meeting rooms, but staff can also hold Zoom meetings from their own laptop as well as using MS Teams.

- The meetings systems that we have in place work and can be set up remotely. Because of this, we can run full meetings for 300 people and would reduce the need for visitors in the office.

- The IT Manager will be provided with necessary PPE whilst working on other user laptops.

- All IT equipment will be cleaned before being issued to staff and any lone equipment will also need to be cleaned upon return to the IT manager.

- Staff must keep any issued equipment and not share these with others.

- The IT areas are closed off from most staff with only the IT manager and facilities teams having access to these locations, i.e., the server room, store cupboard etc. Restrictions are to be adhered to at all times.

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff to sanitise laptops on return to the office.</td>
<td>Richard Wilson, Rakeeb Mohammed and Facilities</td>
<td>Prior to staff returning to the office and daily thereafter</td>
</tr>
<tr>
<td>All equipment to be tested regularly.</td>
<td>EcoSmart and all staff</td>
<td>Daily and before and after every use</td>
</tr>
<tr>
<td>Facilities team to clean all equipment in meeting rooms daily before use.</td>
<td>All employees</td>
<td>As required</td>
</tr>
<tr>
<td>The cleaners will clean these in the morning and once throughout the day. Staff will need to clean before and after each use.</td>
<td>Rakeeb Mohammed and Richard Wilson</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Continue to encourage online meetings, rather than face to face.</td>
<td></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
- Headsets will be provided to staff for use in the open plan office to attend virtual meetings.

**Cleaning**
- We will provide sanitising gel, wipes, and sprays for all areas of the office. Please use these before and after touching surfaces that others may have touched.
- We will be providing additional cleaning services throughout the day to all areas of the floors, with special attention to door handles, lift buttons, fridge handles, dishwasher handles, kitchen taps, touch screens and toilets.
  - The door between Reception and the office area will be wedged open during normal office hours, to prevent the need for everyone to keep touching the door release button.
- All workstations will be cleaned and sanitized daily.
- A daily anti-viral clean of all phones, keyboards, monitors and touch screens will be introduced and carried out by EcoSmart Cleaning daily.
- All used crockery and cutlery will be cleaned daily. Please do not touch any crockery or cutlery unless you intend to use it. If you do touch something you do not intend to use, please put it in the dishwasher immediately.
- The fridges will be cleaned weekly on Friday. Please do not touch anything that does not belong to you in the fridge.
- There will be a separate waste bin for PPE disposal.
- If there has been a suspected or known case of COVID-19 then we will refer to the specific guidance. [https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)

- Facilities to monitor cleanliness of the office daily and address any additional requirements urgently.

Hayley Hillis and Facilities

1 week and daily

EcoSmart Cleaning and Facilities

Daily

Ongoing
If someone in your bubble has a suspected or confirmed case of COVID-19, the whole bubble will be required to self-isolate from the office for 10 days.

**Supplies**
- We will continue to provide beverages as we did previously, excluding bottled water and glasses in the meeting rooms.
- We will not be providing biscuits or catering services to members or for any events until further notice.
- Badges for events will not be available until further notice.
- There will be sufficient supplies of hand sanitizing gels (with alcohol content 60% and above), sanitizing wipes and cleaning materials across the floor. Additional stock was ordered in March 2020.
- Boxes of tissues will be provided across the floor.
- If you have any equipment or furniture from the office that you are using to work from home, we ask that you please bring it back with you on your return. If you still need to continue using any furniture from home, please discuss needs with Hayley.
- If you forget to bring your mask to the office, there will be a supply of disposable masks available for staff use.
- Gloves will be provided to the Facilities team to use to top up the stocks in the kitchens, for hygiene purposes only.
  - According to the guidance provided by the government, they have stated that gloves are not effective in preventing the coronavirus infection. Regularly washing bare hands offers more protection against catching COVID-19 than wearing them.
- A weekly stock check will be taken for all supplies to ensure we always have adequate stock.
- A stock of disposable face masks will be available from Reception.

<table>
<thead>
<tr>
<th>Hayley Hillis</th>
<th>Weekly</th>
<th>12 Aug 2020</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>All employees</td>
<td>Immediate</td>
<td>Ongoing</td>
<td></td>
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</tbody>
</table>
Employee Welfare

- To protect all staff, you should only come into work if you are well and no one in your household is self-isolating.
- Employees should always wash their hands upon arrival. You must sit at the desk that has been assigned to you only, for the duration you are in the office.
- Employees are required to wear face masks in the office whilst moving around the floor and in the common parts of the building. Masks are not required when sitting stationery at your allocated desk.
- If you are exempt from wearing a face mask for medical reasons, please speak to Sharon.
- The government recommend use of face masks on public transport and are asking people to make their own face coverings at home, using scarves or other textile items. See their guidance here on how to make, wear and care for your masks.


- The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact with any potentially infected person. All line managers to arrange a catch up with reports to check in on their wellbeing and workload to support them in their return to the office on their first day/week.
  - Weekly catch ups are to be arranged thereafter. If they are not in the office on the same rota, then they should be arranged as Teams video meetings.
- There is additional support available to all staff through our benefit providers to support their health and wellbeing. These details can be requested any time from HR.

- Staff should follow these guidelines when placing their masks on:
  - Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
  - Avoid touching your face or face covering. Change your face covering if it becomes damp or if you have touched it.
  - Change and wash your face covering daily.
  - If it is not washable, dispose of it carefully in the PPE bins provided.
  - When not in use, keep your mask in your bag.
  - Line Managers to arrange regular catch ups with reports.
  - Regular communication of mental health information and support from line managers.

All employees
  - Daily

Line managers
  - Weekly
  - Ongoing

1 May 2020
22 July 2020
23 Sept 2020
Ongoing
- Any members of staff who develop symptoms of coronavirus (COVID-19) will be sent home immediately after advising their line manager and HR. They will be asked to stay at home for 10 days from onset of their symptoms, or until their symptoms have cleared, whichever is longer. If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with guidance. Please use this link to view government guidance.

- Staff must arrange to get tested on onset of symptoms.

- If you have a negative test but are still displaying the main symptoms of COVID-19, we ask that you remain at home until your symptoms have cleared. This is due to some tests giving a ‘false negative’.

- All staff in the same bubble as the person who is experiencing symptoms, will be asked to return or stay home and self-isolate from the office for 10 days. If a negative test result is received this term may be reduced.

- As of 28 September 2020, everyone is required by law to self-isolate if you test positive for Covid-19 or are informed by NHS Test and Trace that you have been in contact with someone who has tested positive.

- If you are contacted by NHS Test and Trace or you are aware that you have been in contact with someone who has tested positive, you have a responsibility to inform your line manager and Sharon immediately.

- Those who need to escape from illness or harm during their isolation, or require care are the only people exempt.

- If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high

<table>
<thead>
<tr>
<th>- If someone is sent home with suspected COVID-19 symptoms, all staff onsite will be notified of this.</th>
<th>Sharon Clews and Line manager SLT Team</th>
<th>Immediate</th>
<th>Immediate</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Staff must share results with line manager and HR.</td>
<td>All staff</td>
<td>Immediate</td>
<td>Ongoing</td>
</tr>
<tr>
<td>- Failure to comply may result in you being fined.</td>
<td>All staff</td>
<td>Immediate 10-day self-isolation</td>
<td>Ongoing</td>
</tr>
<tr>
<td>- You will be required to self-isolate for 10 days and must not visit the office.</td>
<td>All staff</td>
<td>Immediate</td>
<td>Ongoing</td>
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</tbody>
</table>
temperature, they should wash their hands and return home immediately and wash their clothes, and self-isolate from the office for 10 days.

- Any employees who are in a ‘vulnerable group’ are strongly advised to follow government guidance.
- Ensure employees who are in an extremely vulnerable group and should be shielded are supported to stay at home.
- Please wash your hands with soap and water for 20 seconds frequently and catch coughs and sneezes in tissues and dispose of any tissues immediately in the bins provided.  https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/
- In case of sick leave, the Director of each team/department will have a business continuity plan for their team to ensure any absences are covered.
- We will provide regular communications on how techUK are complying with government guidelines for COVID-19, to ensure the health and safety of our staff and members as far as possible.

- Those in this group are asked to have a discussion with HR to address their needs.
- Employees will be reminded on a regular basis of the importance and correct procedure of washing their hands, with notices displayed throughout the office and toilet areas.
- Staff and visitors are asked to not move any furniture from where it is situated. Any adjustments must be made by the Facilities team.

Distancing

- Social distancing is no longer a requirement set out in government guidance. However, we have decided that we will maintain some distancing in the office in order to reduce the spread of coronavirus (COVID-19) and have set up the desks and meeting rooms accordingly.
- Please try to keep your distance from others in all areas of the building. This includes smaller areas such as the toilets and staff kitchen.
- The landlord requires everyone to wear masks whilst in the common parts of the building, but distancing measures have been removed.
If keeping some distance is not always possible, this should be for the minimum time possible and good hygiene practices should follow, by washing your hands thoroughly and disposing of hand towels safely using the bins provided.

- Please follow the guide for the maximum number of people in each area of our floor at any one time (see floor plans below).

<table>
<thead>
<tr>
<th>Julian’s office</th>
<th>2</th>
<th>Meeting room 1</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect</td>
<td>2</td>
<td>Meeting room 2</td>
<td>6</td>
</tr>
<tr>
<td>FD office</td>
<td>2</td>
<td>Meeting room 3</td>
<td>6</td>
</tr>
<tr>
<td>Staff office area</td>
<td>25</td>
<td>Meeting room 4</td>
<td></td>
</tr>
<tr>
<td>Copy room</td>
<td>2</td>
<td>Meeting room 5</td>
<td>4</td>
</tr>
<tr>
<td>Staff kitchen</td>
<td>3</td>
<td>Meeting room 6</td>
<td>4</td>
</tr>
<tr>
<td>Toilets</td>
<td>3</td>
<td>Meeting room 7</td>
<td>4</td>
</tr>
<tr>
<td>techUK reception</td>
<td>7</td>
<td>Lifts</td>
<td>3</td>
</tr>
<tr>
<td>Member area</td>
<td>20</td>
<td>Stairwell</td>
<td></td>
</tr>
<tr>
<td>Member kitchen</td>
<td>1</td>
<td>Ground floor reception</td>
<td>12</td>
</tr>
</tbody>
</table>

- Furniture location checks to be carried out every morning.

8 July 2020

Facilities

Daily

Ongoing
**Travel**

- Consider the way you commute to and from the office and continue to follow government guidance. You could also consider the following.
  - Use of PPE in public and confined spaces
  - Cycling or walking to the office (if possible)
  - Travel outside rush hour times where there may be less people (we can offer flexi hours to accommodate)
- If you can, the government advise you to wear a face covering in an enclosed space where distancing is not possible, this includes indoors in crowded areas, for example on public transport or in some shops.
- Do not carry out any international travel unless it is essential.
  - If you must travel internationally on business, you must get the approval of your Director before booking your travel.
  - Check with Finance that our insurance policy covers your travel and check the governments advice [here](https://www.gov.uk/guidance/coronavirus-covid-19-essential-international-travel-guidance)
  - If you do travel for work or pleasure, we ask you to please inform HR if you can of your travel plans and discuss any government guidelines that may be in place for self-isolation needs which will be dependent on where you are travelling.
- Do not plan any external meetings or events where you would need to travel to another location unless it is essential. Please discuss any requests with your Director, and if necessary, we will provide appropriate PPE where required.
- Staff who are unwell with symptoms of coronavirus (COVID-19) must not travel to or attend the workplace.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsible</th>
<th>Frequency</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to monitor government guidelines.</td>
<td>All employees</td>
<td>1 week</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Continue to monitor government guidance.</td>
<td>Finance</td>
<td>As required</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Continue to monitor government guidance on isolation processes.</td>
<td>HR</td>
<td>As required</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Vaccines</td>
<td>Temperature Testing</td>
<td>Lateral Flow Tests</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>- We have decided that we will not require all staff to be vaccinated against Covid-19 before returning to the office. As vaccines are a medical intervention, we consider it a personal decision to be taken in conjunction with an individual’s medical practitioner as appropriate.</td>
<td>- We have decided not to implement temperature testing for staff or visitors to the techUK offices. A high temperature is one of multiple different symptoms of the Covid-19 virus and not everyone who has the virus presents with a high temperature. A high temperature could also be present in other un-related illnesses. In addition, the MHRA have suggested that temperature screening products are not a reliable way to detect if people have the Covid-19 virus. As it is not a reliable indicator of someone having contracted the virus and given the privacy considerations in collecting temperature readings, we will not implement temperature testing.</td>
<td>- The Government guidance states that testing programmes are voluntary for employers and techUK have decided that we will not administer lateral flow tests for staff or visitors on arrival at our offices. We do not have the space or operational capacity to administer the tests and if someone tests positive, they will already have brought the virus into our office. - We strongly recommend that a test is taken before arriving at our offices and if you have any symptoms consistent with the Covid-19 virus, you must not attend our offices.</td>
<td></td>
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<tr>
<td>- If staff carry out personal testing and receive a positive test result, they must inform their line manager and HR immediately.</td>
<td>- Lateral flow tests can be obtained from pharmacies and from some community centres.</td>
<td>- If staff carry out personal testing and receive a positive test result, they must inform their line manager and HR immediately.</td>
<td></td>
</tr>
<tr>
<td>- You can also order test kits online or find your nearest test centre by using the following link.</td>
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<td>All staff</td>
<td>Immediate</td>
</tr>
</tbody>
</table>
General Health and Safety

- We must report to RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if/when:
  - an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
  - a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
  - a worker dies as a result of occupational exposure to coronavirus.

- There will always be a sufficient number of Fire Marshals and First Aiders on site during normal working hours. If there are occasions when a Fire Marshal or First Aider cannot be present, appropriate alternative measures will be put in place and advised.

- In case of fire or other emergency evacuation, people do not have to stay distanced if it would be unsafe to do so.
  - If you provide assistance to others to evacuate, pay particular attention to sanitation measures immediately afterwards including washing your hands.

- If you need to be in the office on a specific date, please put in a request to the Facilities team who will deal with your request.

- Safety posters will be displayed around the office, to remind everyone of the measures we have put in place.


- Accurate records must be kept, and guidance followed.

- Send requests as soon as possible.

Hayley Hillis
Immediate
1 Sept 2020 recording site attendance commenced. Ongoing
- A regular audit of our policies and procedures will be carried out to ensure they are being adhered to and updated as and when necessary.
- All the return to the office measurements listed in this document, will continue to be reviewed and adapted to evolving government guidance.
- Keep following the guidelines set out by us for continuing to work from home when you are not on the rota to work in the office.

**Fire Safety**
- When the office re-opens to staff on 26 July there will be at least one Fire Marshals onsite to ensure we have cover in case of an emergency evacuation.
- All fire doors must remain closed. Please do not prop open fire doors for any reason.
- In case of a fire, the most important thing is that you exit the building safely and promptly and go to the external assembly point. Therefore, any distancing rule will not apply in this instance.
  - You must not re-enter the building until you are authorised to do so by the main front Reception staff, or by a Fire Marshal of techUK.
- The maintenance and testing of all fire equipment has been continued during the office closure.
- A fire risk assessment was completed on 30 August 2020.
- The landlord carried out an emergency evacuation drill at the end of 2020.

<table>
<thead>
<tr>
<th>All staff</th>
<th>Immediate</th>
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<tbody>
<tr>
<td>Hayley Hillis</td>
<td>30 August 20</td>
</tr>
</tbody>
</table>
First Aid
- The first aid box is located at Reception, in the cupboard next to Hayley. If you require first aid treatment, please see the first aider onsite who will provide assistance to you.
- The First Aiders onsite will be.
  o Dan Patefield
  o Noreen Aldworth
  o Hayley Hillis
  o Alice Jackson
- If any staff have an illness or condition and they feel comfortable sharing it with the First Aider, please do make them aware.

CPR advice to First Aiders
- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth.
- Call the ambulance immediately and if COVID 19 is suspected, advise them when you call.
- Before starting CPR, use a cloth, towel, or face mask to cover the patient’s mouth and nose, while still permitting breathing.
- Give compression only CPR, do not give rescue breaths!
- Early use of a defibrillator significantly increases the person’s chances of survival and does not increase risk of infection. The defibrillator is located behind the reception desk.
- Please use the Personal Protective Equipment (PPE) provided i.e., face mask and gloves, which you will find in the first aid box.
- After performing compression-only CPR, all first aiders should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.
**General advice to First Aiders**
- If you suspect a serious illness or injury, call 999 immediately and advise the call handler if the patient has any COVID-19 symptoms.
- Any time you provide first aid you must use the PPE provided.
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.
- Safely discard any PPE and materials used in the PPE bins provided once you have finished and wash your hands thoroughly with soap and water as soon as possible.