

COVID-19 Risk Assessment

Here at Health Shield, we're looking forward to welcoming our staff and visitors back into Head Office as the lockdown restrictions ease.

We know many people will be concerned about returning to work, so we've undertaken a COVID-19 Risk Assessment which has enabled us to prioritise key areas of focus and put additional control measures in place to protect the health, safety and wellbeing of everyone coming into the office.

Some of the changes we've made are:

- Encouraging all members of staff and visitors to download the NHS COVID-19 contact tracing app and to use the QR codes displayed around the building
- Installed exterior and interior non-touch sanitisation stations, especially outside the toilet areas
- Screens have been installed in the centre of all desks
- Desks have been allocated to ensure social distancing
- There's a clear desk policy to facilitate cleaning
- There's signage around the building including 2m floor markings for maintaining social distancing
- PPE available for all
- Designated work bubbles and work areas
- Staff will be asked to wear face coverings if they need to move between designated areas in order to carry out their work e.g. Facilities and the Executive Team
- Increased cleaning and sanitisation of high frequency touch point areas
- Introduced one person in and one person out arrangements in the kitchen areas
- Introduced a one person only in the lift policy
- Only essential personal items should be brought into the office and kept in desk drawers
- A quarantine area has been implemented for all incoming deliveries and business post where they're held for 48 hours
- Shared spaces have been closed until further notice
- Meeting rooms have been opened within each area and a strict booking system and sanitisation process is in operation
- Cleaning processes have been upgraded
- Each employee has been provided with a personal PPE kit for use whilst working in and/or travelling to the office (comprising masks, gloves, sanitiser, antibacterial wipes and a thermometer)
- Only essential visitors and contractors are permitted entry into the building for the time being
- All contractors are being asked to wear face coverings whilst onsite

We're mindful that the advice from the Government and the Health & Safety Executives changes as more becomes known about the Coronavirus and we'll communicate all relevant updates via our normal methods.

If you have any questions, please get in touch via the website at <https://www.healthshield.co.uk/contact-us/>