

COVID-19 Risk Assessment

Here at Health Shield, we have now welcomed back our staff and visitors back into Head Office. Our return-to-work arrangements are designed to ensure that the health, safety, and wellbeing of all employees continues to be our key priority.

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 have made are:

- Installed exterior and interior non-touch sanitisation stations, especially outside the toilet areas
- Screens have been installed in the centre of all desks, after consultation period, it has been agreed these will be removed
- There is a clear desk policy to facilitate cleaning
- PPE available for all
- Should staff wish to they may choose to wear a face covering whilst entering and moving around the shared office spaces
- Encouraging all staff to carry out a lateral flow test twice weekly
- Increased cleaning and sanitisation of high frequency touch point areas, cleaning processes have been upgraded
- Meeting rooms have been opened within each area and a strict booking system and sanitisation process is in operation
- 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)

We are 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/>