

KFP Covid-19 Risk Assessment: Return to work.



Description	Yes / No / Not Applicable	Comments
1. General		
Has consideration been given to limiting personal items brought in from the homeplace for example phone chargers, stationary or other items that may be shared?	Yes	Communications have been sent to remind employees to be mindful of personal effects. Antibacterial wipes have been provided and employees are encouraged to clean all items. Employee should avoid sharing stationary etc.
Has an emergency response plan been put in place to put into place to allow for safe deep cleaning of any areas in which a potentially infected person has encountered?	Yes	Cleaning company are to attend the offices bi-weekly with a focus on shared touch points. Should any employees become infected, a review of working within the office will take place.
2. Staff		
Has the workplace been adapted so desks & workstations are placed further apart so the 2-meter rule can be adhered to?	Yes	Amount of people in the office has been reduced. Employees will sit facing away other or diagonally from each other.
If practicable have staff enter by one entrance of the building and leave via another during shift change/handovers.	No	Not practicable due to the layout of the office. The return to work plan means reduced numbers of employees will be in the office for one-week periods. This will allow for cleaning in between each weekly team.
Has consideration been given to implementing routine temperature checking of staff and ask about any symptoms relating to COVID-19?	Yes	Employees are reminded to keep on top of their health and advise HR of any ill health immediately.
3. Visitors & Contractors		
Has consideration been given to preparing information/rules for visitors such as contractors that should be issued prior to them arriving on-site?	Yes	Guidance for visitors / contractors are to be communicated ahead of any on-site visits.
Suggest limiting contractors & visitors to essential visitors only until further advise from the Government.	Yes	Only where essential.
Have essential visitors complete a self-assessment questionnaire.	No	Guidance notes sent to any external visitors ahead of on-site visits.

Description	Yes / No / Not Applicable	Comments
Consider if an isolation area for deliveries and collections is practicable?	Yes	Yes, outside area to be utilised / deliveries left in reception area.
Have considerations been made for eliminating the need to handle any delivery/collection paperwork?	Yes	Contactless deliveries.

4. Hygiene & Housekeeping		
Has a hygiene toolbox talk been implemented & delivered to returning employees?	Yes	Details within the Toolbox Talk have been communicated.
Has a deep clean been undertaken prior to business re-opening and / or are deep cleans undertaken on a more regular basis?	Yes	Yes. Cleaners now back on-site bi-weekly.
Has a regular cleaning regime been implemented for “high touchpoints”?	Yes	Yes. Employees are encouraged to increase personal hygiene and be mindful of common touch points.
Have posters been displayed promoting good hygiene control such as hand washing techniques.	Yes	Yes. Posters upon entry and in all shared facilities & toilet areas have been provided.
Have measures been put in place measures to ensure devices such as keyboards, mobile phones, telephones, or other workplace equipment that may be shared is not shared and is only assigned to one user.	Yes	Yes, no hot desking to take place.
Are surfaces such as desks, tables, telephones & keyboards are cleaned on a regular basis by those that use them.	Yes	Anti-bacterial materials have been provided and staff encouraged to use regularly
Have sanitising hand rub dispensers been placed in prominent places around the workplace? Make sure these dispensers are regularly refilled.	Yes	Yes
5. Personal Protective Equipment		
Has PPE been ordered and will it be ready to use at re-opening?. PPE will include masks, gloves and detergents.	Yes	For applicable staff, yes
Is there a supply of PPE in-stock or can PPE be acquired readily in case of shortages?	Yes	Yes and stock control is monitored.
Are employees trained on using PPE (how to put it on/take it off) and all other preventive measures that should be practised.	Yes	Yes
Put in place suitable measures to ensure all re-usable PPE (Visors, certain types of respirator/facemasks) can be cleaned after use and stored in a safe place free from any risk of cross contamination.	Yes	Intended for one user only

6. Public Facing Roles		
Has adequate protection been put in place to segregate the staff from the general public?	Yes	Yes. Engineers briefed on social distancing & PPE to be worn. The nature of the of work means they are not facing the general public.
Have measures been put into place to restrict the number of persons in a premise at any one time in order to allow adequate social distancing.	Yes	Yes. Limited office staff in at any given time. Employees have been split into weekly teams so only interact with one group of people.
Consider using contactless means of taking payment for goods rather than handling of cash or pre-payment.	N/A	N/A
Have internal and external areas of the premises been suitably marked so members of the public know how and where to queue suitably to ensure social distancing is in place.	N/A	N/A
7. Canteens & Breakrooms		
Has the amount of staff in canteens / restrooms been minimised, for example by implementing a break rota, zonal marking etc.?	N/A	Employees are encouraged to keep one person to the shared areas at a time.
Are disposable cups, cutlery, plates etc. used to minimise handling and potential spreading of bacteria?	Yes	Employees to use one cup for the whole day and use the dishwasher so items can be washed at high temperatures.
Have anti-bacterial wipes and gels been placed in or near high touch points, such as kettles, taps, coffee machines etc?	Yes	Yes
Has a policy been implemented in which staff bring their own lunch in insulated bags / flasks instead of using communal fridges and do not bring in lunches that require re-heating?	Yes	Communications sent to be mindful of items bought into the office.
8. Employee Consultation		
Have you consulted with employees on hygiene and taken onboard any feedback provided?	Yes	Communications have been sent. Employees are encouraged to speak with their line manager / HR with any concerns or feedback.