

Date of original assessment:	14/09/2020	Date of this assessment:	28/02/2022	Area:	COVID-19 General Workplace Risk Assessment
Status:	v2.03 – FINAL	Date of review:	01/04/2022	Assessor: Reviewed by:	Alex Pannell – Hospitality & Facilities Coordinator Tony Richards – Head of Facilities and Property Services

Description of task:	<p>The Government has shifted its' approach to COVID-19 from one of legal requirements and restrictions, towards one focused around personal responsibility and voluntarily following safer behaviours.</p> <p>As an employer, BYM – Britain Yearly Meeting of the Religious Society of Friends (Quakers) – recognises its' duty to protect people from harm along with the need to take steps to protect our staff, visitors, and others.</p> <p>On 21 February, the Government published its plan for living with COVID-19 (in England), removing domestic restrictions while encouraging safer behaviours through public health advice, in common with longstanding ways of managing most other respiratory illnesses.</p> <p>On 24 February, the Government published its guidance for people with COVID-19 and their contacts, and ended the legal requirement to self-isolate when a person tests positive for COVID-19 (in England).</p> <p>This risk assessment has been prepared in-line with that guidance, and it will be reviewed when that guidance is due to be updated on 1 April 2022.</p> <p>The Devolved Administrations will each set out how they will manage this transition in Scotland, Wales, and Northern Ireland.</p> <p>To help BYM ensure that the required steps are being taken to keep staff and others safe, this risk assessment:</p> <ul style="list-style-type: none"> • identifies what situations might cause transmission of the virus • considers who could be at risk • determines how likely it is that someone could be exposed • identifies steps (control measures) and additional actions that need to be taken to remove the activity or situation, or if this isn't possible, control the risk. <p>BYM will continue to monitor the measures outlined to ensure that the processes which have been put in place are working as expected and remain in-line with the Government guidance.</p>
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Access to BYM sites:	<p>Friends House Office operational hours: Monday–Friday, 8.00am–5.30pm. Bookshop: Monday–Friday, 10.00am–3.00pm. Seed Café: Monday–Friday, 10.00am–3.00pm. Seed Kitchen: remains closed until further notice. Library: closed for refurbishment of the reading room.</p> <p>Yorkshire Centre Office operational hours: Monday–Friday, 8.00am–7.00pm. Swarthmoor Hall The site is closed to the public for refurbishment works.</p>
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Priority ratings key:	The three columns (L,S,R) are for assessing the level or degree of risk. The first (L) is for an assessment of the likelihood of the hazard taking place, the second (S) for the severity of the hazard, both based on the following:
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L – LIKELIHOOD	S – SEVERITY OF HAZARD	R – RISK LEVEL is product of Likelihood and Severity (LxS)
<ol style="list-style-type: none"> 1. Hazard exists very infrequently; limited numbers exposed. 2. Likely to occur; hazard exists intermittently, or occurs occasionally. 3. Likely to occur soon; permanent hazard, or occurs daily/repeatedly; many may be exposed. 	<ol style="list-style-type: none"> 1. Could cause minor injury only. 2. Could cause major injury/7 day or more absence. 3. Could cause fatality or severe/chronic injury. 	<p>High risks score 7 - 9 priority H Moderate risks score 4 - 6 priority M Low priority risks score 1 - 3 priority L</p>







Section 1

What are the hazards?	Transmission of 'Coronavirus Disease 2019' (COVID-19) Inadequate control measures within the workplace increases the risk of virus transmission	Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
Who might be harmed?	Staff; Customers and visitors; Contractors; Drivers; Higher-risk groups; Charity/company/venue reputation	3	3	9	2	3	6





Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
1.00	Awareness of recognised symptoms	<p>Must not enter BYM premises if they are ill or have symptoms, including:</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • A loss of taste or smell 	-	<p>Must not enter BYM premises if they are ill or have symptoms, including:</p> <ul style="list-style-type: none"> • A new continuous cough • A high temperature • A loss of taste or smell 	Ensure adequate signage is in-place at entrances and maintained	<p>Main symptoms of coronavirus (COVID-19)  NHS.UK</p> <p>Know the symptoms of COVID-19  GOV.UK</p>
1.01	<p>Stay at home (self-isolate) for:</p> <ul style="list-style-type: none"> • symptoms • suspected case • positive test 	<p>Should follow the Government guidance to stay at home if they:</p> <ul style="list-style-type: none"> • have any of the main COVID-19 symptoms • have received a positive LFT or PCR COVID-19 test result • live in the same household as, or who have had close contact with, someone who has COVID-19 <p>Must <u>not</u> attend a place of work if they test positive, whether symptomatic or asymptomatic</p> <p>Should order a PCR test if they have symptoms to check if they have COVID-19</p>	-	Customers should inform a venue manager if occurring within 48 hours of leaving BYM premises	-	<p>What to do if you have COVID-19  GOV.UK</p> <p>Get a free PCR test to check if you have coronavirus (COVID-19)  GOV.UK  119</p>



Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
		<p>Staff must inform their line manager that they are self-isolating, and record this on the HR Database</p> <p>Tenants/contractors must inform the BYM Head of Facilities Property or a BYM Duty Manager if occurring within 48 hours of leaving BYM premises</p>				
1.02	Taking action if a person displays signs of recognised symptoms	<p>Safely report the instance to the Head of Facilities Property –or– Duty/Senior Manager</p> <p>Must leave the premises, return home, follow the steps in control measure 1.01 – Stay at home (self-isolate)</p>	Follow directions given by the Head of Facilities Property –or– Duty/Senior Manager	Should safely report instance to a member of staff	<p>Head of Facilities Property –or– Duty/Senior Manager</p> <p>Initiate points:</p> <ul style="list-style-type: none"> 1.23 Cleaning – suspected or confirmed outbreak of COVID-19 1.25 Cleaning – disposing of waste in suspected or confirmed outbreak of COVID-19 	-
1.03	Travelling to/from a place of work	<p>Should plan journeys and routes in advance where possible, including:</p> <ul style="list-style-type: none"> Consider walking or cycling the journey (or parts of) if feasible Follow the Government guidance for safer travel Travel 'off-peak' if feasible Check with travel operator(s) regarding any policies they may have in place 	-	-	-	<p>Safer travel guidance for passengers (27 January 2022)  GOV.UK</p> <p>Safer travel guidance  TFL.GOV.UK</p> <p>Cycle to work scheme (My benefits at work)  Intranet - HR</p>
1.04	Arriving and leaving (FH specific)	Enter and exit via the Endsleigh Gardens staff entrance if the garden reception entrance is closed	-	Enter and exit via the Garden Reception entrance for meeting rooms	-	-
1.05	-	-	-	-	-	-

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1.06	Entry to BYM premises	Required to sign-in at reception on arrival	-	-	-	NHS Test and Trace guidance was withdrawn on 24 February 2022																																																																																											
1.07 A	Testing before attending BYM premises	<p>Must confirm that a LFT has been taken within three days, i.e., on-the-day or one of the two days prior, with a negative result</p> <p>At Friends House – an area has been allocated where LFT tests can be taken on-site before commencing work</p>	-	-	<p>Ensure control measure '1.22 Cleaning – enhanced' is carried out in the allocated test area.</p> <p>Ensure supplies of PPE are available, including:</p> <ul style="list-style-type: none"> • Disposable gloves • Face coverings 	<table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="7">Test result from within three days</th> </tr> <tr> <th colspan="2"></th> <th>Sa</th> <th>Su</th> <th>Mo</th> <th>Tu</th> <th>We</th> <th>Th</th> <th>Fr</th> <th>Sa</th> <th>Su</th> </tr> </thead> <tbody> <tr> <th rowspan="7">Working day</th> <th>Mon</th> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Tue</th> <td></td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Wed</th> <td></td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <th>Thu</th> <td></td> <td></td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> </tr> <tr> <th>Fri</th> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td></td> <td></td> </tr> <tr> <th>Sat</th> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>X</td> <td>X</td> <td></td> </tr> <tr> <th>Sun</th> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td>X</td> <td>X</td> </tr> </tbody> </table>			Test result from within three days									Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Working day	Mon	X	X	X							Tue		X	X	X						Wed			X	X	X					Thu				X	X	X				Fri					X	X	X			Sat						X	X	X		Sun							X	X	X
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1.07 B	Regular testing	<p>Encouraged to take Lateral Flow Tests (LFTs) twice weekly</p> <p>LFT kits can be ordered online, or picked up from a local pharmacy or collection point</p>	-	-	-	<p>Order coronavirus (COVID-19) rapid lateral flow tests</p> <p> GOV.UK</p> <p>Find where to get rapid lateral flow tests</p> <p> NHS.UK</p>																																																																																											
1.08	Wearing a face covering	<p>Should wear face coverings when:</p> <ul style="list-style-type: none"> • in communal (public) areas <p>Encouraged to wear face coverings when:</p> <ul style="list-style-type: none"> • near other people or in groups and social distancing cannot be maintained • attending meetings in-person with persons they do not usually work with 	<p>Should wear face coverings when:</p> <ul style="list-style-type: none"> • in commercial (customer) areas, unless behind a barrier screen 	<p>Encouraged to wear face coverings when:</p> <ul style="list-style-type: none"> • in communal (public) areas • in meeting and event spaces 	<p>Ensure adequate signage is in-place and maintained</p> <p>Ensure a supply of disposable face masks are available to staff</p>	<p>Face coverings: when to wear one, exemptions, and how to make your own (27 January 2022)</p> <p> GOV.UK</p> <p>Face coverings at work: Staff in indoor settings (27 January 2022)</p> <p> GOV.UK</p> <p>Face coverings should be temporarily removed if asked to do so by security, staff, or police officers if needed for the purposes of identification</p>																																																																																											
1.09	Personal hygiene – handwashing/sanitising	Should wash hands with soap and water for at	Should wash hands with soap and water and/or use hand sanitiser before	Encouraged to wash hands with soap and water and/or use hand	Ensure adequate signage is in-place and maintained, including	-																																																																																											

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		least 20 seconds, and/or use hand sanitiser: <ul style="list-style-type: none"> on arrival regularly throughout the day before touching kitchen equipment in the staff room 	and after dealing with customers	sanitiser regularly throughout the day	handwashing method in all toilet facilities, and sanitising method on automatic dispensers Ensure alcohol-based hand sanitiser is available at: <ul style="list-style-type: none"> All entry/exit points and central communal areas inc. landings Staff areas inc. offices Commercial areas inc. meeting rooms 	
1.10	Social distancing	Should maintain 1m+ distancing where possible	-	-	-	Limit close contact with other people (21 February 2022)  GOV.UK
1.11	Reducing contact with third parties	Staff should minimise contact and time for face-to-face activities with third parties, including contractors and delivery drivers, customers, and visitors	-	-	-	-
1.12	Reducing movement and contact around the building	Should minimise time spent in, and passing through, communal areas	-	Should minimise time spent in, and passing through, communal areas	Ensure adequate signage is in-place and maintained	Working safely during coronavirus (21 February 2022) <ul style="list-style-type: none"> Events  GOV.UK Accommodation  GOV.UK Offices  GOV.UK Restaurants  GOV.UK Shops  GOV.UK
1.13	-	-	-	-	-	-
1.14	Fresh air	Should increase ventilation in enclosed working environments, including offices, e.g., opening windows	-	Encouraged to increase ventilation in meeting and event spaces, e.g., use of air handling systems or opening windows	-	-

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
1.15	Personal hygiene – touching face	Should avoid touching face, eyes, nose, mouth with hands	-	-	-	-
1.16	Personal hygiene – coughing/sneezing	Should cover the mouth and nose with a tissue or elbow (not hands) and wash/sanitise hands immediately after	-	-	-	-
1.17	Personal hygiene – physical contact	Should avoid handshakes, hugs, and other forms of physical contact Consider 'elbow bumps' if appropriate	-	-	-	-
1.18	Transfer of items/goods from person-to-person	Should not share paperwork, pens, or other items where possible	Encouraged to use 'place down and step back' routine unless behind a barrier screen	-	-	-
1.19	-	-	-	-	-	-
1.20	Eating and drinking	Staff should eat in the staff room, not in an office area or at a workstation Any food brought in should be in a sealed container	-	Should eat and drink in meeting room or allocated catering area	-	-
1.21	Cleaning – general	-	Follow established standard operating procedures (SOPs) and routines for cleaning, ensuring: <ul style="list-style-type: none"> • Cleaning records are maintained • Signage is displayed at door when toilets are being cleaned • Colour coded cleaning cloths are changed/launched regularly 	-	-	-
1.22	Cleaning – enhanced including: <ul style="list-style-type: none"> • Communal areas • Toilets 	Should use sanitising wipes in their workspace and on shared equipment after use, including:	Frequent Virucidal cleaning of frequently touched hard surfaces, including:	Encouraged to use sanitising wipes in their meeting room on shared	Ensure supplies of cleaning materials are available to staff, including:	-



Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
	<ul style="list-style-type: none"> Commercial areas Meeting rooms Staff office areas Staff room 	<ul style="list-style-type: none"> Keyboard/mouse Printer screen PDQ machines Shared stationery Staff room kitchen equipment Mobile/tablet devices Tabletops/desktops 	<ul style="list-style-type: none"> Chairs/arm rests Door handles Handrails Keys/passes Lift buttons Light switches Table/counter tops Tap levers Toilet flushes Waste bin lids Window handles <p>Ensure personal hygiene supplies are replenished, including:</p> <ul style="list-style-type: none"> Toilet paper Hand soap Hand sanitiser 	<p>equipment after use, including:</p> <ul style="list-style-type: none"> Coffee/hot water dispensers 	<ul style="list-style-type: none"> Virucidal cleaning agent sprays Colour coded cleaning cloths, mops, and equipment <p>Ensure an adequate supply of personal hygiene products are in stock</p>	
1.23	Cleaning – suspected or confirmed outbreak of COVID-19	-	<p>Should use appropriate face covering and PPE</p> <p>Should use Virucidal cleaning agent and disposable cloths or paper roll to clean all surfaces that a symptomatic person has come into contact within the affected area(s)</p>	-	Items should be steam cleaned if they cannot be cleaned using Virucidal cleaning agent, e.g., upholstered furniture	Cleaning in non-healthcare settings outside the home  GOV.UK
1.24	Cleaning – disposing of waste in general	Should dispose of disposable face coverings in general waste bins <u>not</u> mixed recycling bins	<p>Should dispose of disposable PPE in general waste bins <u>not</u> mixed recycling bins</p> <p>Ensure waste bins are emptied regularly</p>	Should dispose of disposable face coverings in general waste bins <u>not</u> mixed recycling bins	-	Disposing of waste  GOV.UK
1.25	Cleaning – disposing of waste in suspected or confirmed outbreak of COVID-19	-	<p>Waste should be double-bagged, marked for storage, and stored in a secure holding area</p> <p>After 72-hours <u>or</u> after confirmation of a negative test, waste should be</p>	-	<p>If waste needs to be removed before 72 hours, it must be treated as Category B infectious waste</p> <p>You must:</p> <ul style="list-style-type: none"> keep it separate from your other waste 	<p>Disposing of waste  GOV.UK</p> <p>Cleaning in non-healthcare settings outside the home  GOV.UK</p>




Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
			disposed of in general waste		<ul style="list-style-type: none"> arrange for collection by a specialist contractor as hazardous waste 	
1.26	-	-	-	-	-	-
1.27	Workstations – green/red cards (FH specific)	<p>Staff should only use a workstation marked with a green card</p> <p>Should turn over the green card to red when finishing shift</p>	<p>Virucidal cleaning of workstations marked with a red flag</p> <p>Flag changed to green after enhanced cleaning has been completed</p>	-	-	-
1.28	Workstations – clear desks	Staff should clear all items and documents from the workstation when finishing shift (even if booked to use it the next day)	-	-	-	-
1.29	Internal meetings – within Friends House	Staff should book internal meeting rooms in the Outlook calendar	-	-	-	-
1.30	Enhanced awareness – for first aiders (first responders)	<p>Trained BYM staff who are first aiders (first responders) should review government guidance for first responders, which includes reducing transmission risk and cardiopulmonary resuscitation (CPR)</p> <p>If COVID-19 is suspected when an ambulance is called for, ensure that the 999 operator is informed</p>	-	-	<p>Ensure trained BYM staff who are first aiders (first responders) are aware of updated guidance</p> <p>Review the first aider list and assess for BYM staff who are at higher risk of vulnerability to COVID-19 as they may need to temporarily step down from the role</p>	<p>Guidance for first responders  GOV.UK</p> <p>Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings  RESUS.ORG.UK</p>
1.31	Enhanced awareness – when an evacuation takes place	<p>In the event of an emergency evacuation, egress of the building should not be delayed</p> <p>It may not be possible to maintain some control measures that are in-</p>	-	-	<p>Ensure control measures can be re-implemented when safe to do so, including handwashing/sanitising facilities at entrances</p> <p>Review the fire marshal list and assess for BYM</p>	-

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
		<p>place to reduce risk of transmission of COVID-19</p> <p>Adopt improvised measures to reduce transmission risk and resume control measures when safe to do so</p>			<p>staff who are at higher risk of vulnerability to COVID-19 as they may need to temporarily step down from the role</p> <p>Consider delaying or rescheduling planned drills to a time when the risk of transmission may be lower</p>	
1.32	External (non-BYM) COVID-19 risk assessments (RA) / risk assessment method statements (RAMS)	External contractors / agencies / tenants to provide copies of their own RAs to the Head of Facilities Property, in addition to reading and complying with this RA	-	Customers should carry out their own organisation risk assessment prior to an event taking place	<p>Documents to be received and acknowledged prior to visiting BYM premises</p> <p>Compliance spot checks are to be conducted when on BYM premises</p>	-

Section 2

What are the hazards?	Interruption to continuity or provision of services (both charity and company); Insufficient staffing levels due to staff: sickness; self-isolating; shielding	Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
Who might be harmed?	Staff; Customers and visitors; Contractors; Drivers; Higher-risk groups; Charity/company/venue reputation	3	3	9	2	3	6



Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
2.00	-	-	-	-	-	-
2.01	Homeworking – for staff who are primarily office based, where this is agreed and practical for job role	-	-	-	-	The government is no longer asking people to work from home if they can (27 January 2022)  GOV.UK
2.02	Redeployment – for staff e.g., in higher-risk groups who are unable to carry out their usual job role to considered for redeployment to lower-risk work or homeworking	-	-	-	In consultation with staff member, consider reasonable working adjustments in-line with current legislations and BYM policies	-
2.03	Adjustment of work patterns – for staff e.g., in higher-risk groups	-	-	-	In consultation with staff member, consider reasonable working adjustments in-line with current legislations and BYM policies	-
2.04	Furlough – Coronavirus Job Retention Scheme (and/or similar agreement) – for staff who are unable to carry out their usual job role or be redeployed	-	-	-	-	The Coronavirus Job Retention Scheme ended on 30 September 2021 (3 March 2021)  GOV.UK
2.05	Temporary operational adjustments or departmental closure	-	-	-	Consider temporary operational adjustments or departmental closures if staff numbers are reduced to an unsafe level	-
2.06	-	-	-	-	-	-

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
2.07	Individual Risk Assessment [Retracted]	-	-	-	-	-
2.08	Safe working review [Retracted]	-	-	-	-	-
2.09	Work Smart, Stay Safe guide A quick guide (summary document) for returning safely to the offices at Friends House, providing information including office layout, use of workstation equipment,	Document to be reviewed by staff member	-	-	Document to be reviewed when new guidance is provided, or applicable laws/regulations are updated	'Work Smart, Stay Safe' office working quick guide  Intranet - Covid Work Guidance
2.10	Homeworker Awareness and COVID-19 Return to Work Awareness modules These online risk assessment tools will help staff to assess aspects of working safety.	Online documents to be completed by the staff member	-	-	-	 go-shine.co.uk/course
2.11	Local/departmental risk assessments	-	-	-	Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained, including consulting with staff and staff representatives Make any adjustments to working practices necessary to facilitate effective infection prevention and social distancing at work	-
2.12	All other existing BYM health and safety policies and risk assessments remain in effect and must be adhered to	-	-	-	-	Health and safety committee and policies  Intranet - Governance & safeguarding

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
2.13	COVID-19 Risk Assessment – In-person working (at non-BYM premises)	-	-	-	-	This document is for Local Development Workers and other BYM staff working at any location or premises that is not directly managed or operated by BYM, where the organisation undertakes work activities
2.14	COVID-19 Risk Assessment – Conferencing	-	-	-	-	This document is for service delivery staff undertaking work in commercial areas, providing services and equipment to external customers.



Section 3

What are the hazards?	People at higher risk of becoming severely unwell if they are infected with COVID-19	Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
Who might be harmed?	People who are known to be at higher risk from COVID-19 include: older people; those who are pregnant; those who are unvaccinated; people of any age who have a severely weakened immune system; people of any age with certain long-term conditions	3	3	9	2	3	6

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
3.00	Control measures outlined in Section 2	-	-	-	All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010	The shielding programme has now ended in England (3 November 2021)  GOV.UK What to do if you have COVID-19  GOV.UK

Section 4

What are the hazards?	Misuse or damage to, or loss of electronic: information; communication; data; security	Level of risk (pre-measures)			Residual risk (post-measures)		
		L	S	R	L	S	R
Who might be harmed?	Staff; Customers and visitors; Charity/company/venue reputation	3	3	9	2	3	6

Ref	Control measure	Actions for all staff and for tenants/contractors (where applicable)	Additional actions for service delivery staff	Actions for customers and visitors	Actions for facilities –and/or– management	Additional information
4.00	The information that guides or defines BYMs COVID-19 risk assessments, related documents and strategies must be actuate information sourced from government departments or agencies, including: <ul style="list-style-type: none"> • UKHSA • DHSC • NHS • PHE • HSE 	Staff should ensure any off premises working arrangements maintain standards of established IT and data protection policies	-	-	-	Data Protection policies  Intranet - Governance & safeguarding IT Policies  Intranet - IT

Document

COVID-19 General Workplace Risk Assessment

Appendix A

Please add any other comments relevant to this risk assessment.

Appendix B

Please sign to confirm you have read and understood this risk assessment.

Prepared by:  Alex Pannell Date: 28 / 02 / 22

Reviewed by:  Tony Richards Date: 28 / 02 / 22

Reviewed by: _____ Staff member Date: / /

Reviewed by: _____ Line manager Date: / /