

Covid19 Secure Measures Risk Assessment

Office and similar Environment

Introduction

1. This form is intended to assist Solihull Metropolitan Borough Council (the employer) in meeting their legal obligation to protect the health safety and welfare of our employees by assessing and managing risks in relation to coronavirus in the workplace. We will share this information with employees and consult with the Trade Unions.
2. This form was developed in line with the government guidance <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres> and covers indoor environments such as offices, contact centres, operation rooms and similar workplaces.
3. This risk assessments should be carried out for each separate department/service office space by the Facilities Manager or designated person.
4. This risk assessment will be reviewed on a regular basis
5. There are five key principles based on government guidance which guide decisions and ensuring covid19 secure measures:

There are five key principles, based on government which guide decisions and ensuring covid19 secure measures:

1. Carry out a COVID-19 risk assessment
2. Develop cleaning, handwashing and hygiene procedures
3. Help people to work from home
4. Maintain 2m social distancing, where possible
5. Where people cannot be 2m apart, manage transmission risk

Therefore, the advice is that where it is possible employees should work from home.

Process

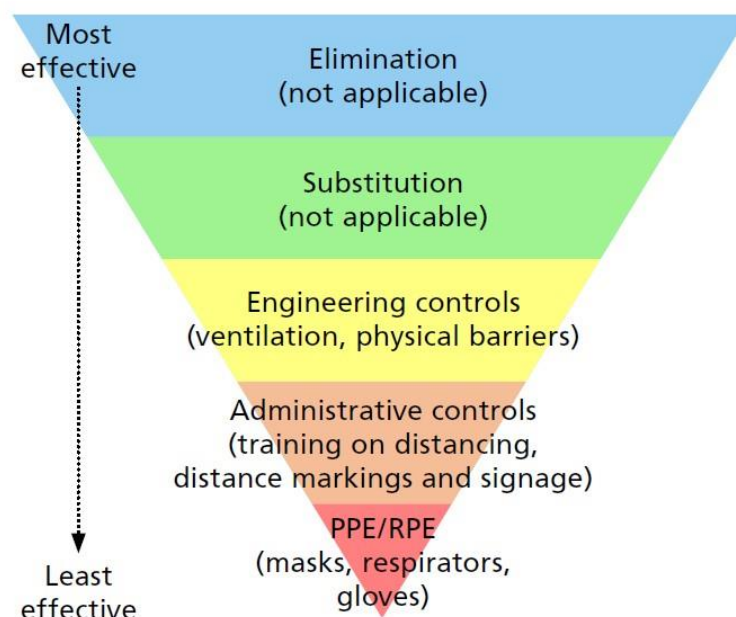
1. The Covid19 Secure guidance identifies key areas where risk needs to be assessed and managed.
2. This template will provide a systematic process to assess risk using the following matrix.

Impact/severity	High	Amber	Amber	Amber
	Med	Green	Amber	Amber
	Low	Green	Green	Green
		Low	Med	High
Likelihood				

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3. The assessment recognises that the transmission of Coronavirus in the workplace, in the areas outlined in the Covid19 Secure Guidance is a hazard. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). If it is passed from one person to another, while many survive infection, some may die from the disease. It should be regarded as a severe hazard.
4. Likelihood considers how people are likely to be exposed. With no control measures in place the likelihood is potentially high.
5. **Therefore, without control measures the risk to health should be considered as a MAJOR RISK. The following assessment of the workplace risks outlined in the Covid19 Secure measures guidance should be undertaken or the elements of risk assesses under existing risk assessment processes.**
6. The hierarchy of control should be applied, and the highest level of control implemented. Elimination is not possible as the employer is unable to completely remove the threat of the virus in the workplace. Substitution is not possible as there is no less harmful alternative available in the workplace.

Covid-19 hierarchy of control



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Service/Team/Department	Facilities	Date	19 th May 2020
Exact Location	Sans Souci		
Completed by (name and Job Title)	Glenn Thompson on site manager	Signature	
Review Date			

Section 1 – Social Distancing

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Travelling to work	Additional car parking has been identified	N	Staff will be asked to work from home where possible (IP) Where staff have to use public transport follow government guidelines in relation to face coverings and social distancing (IP) Car park has 75 spaces which is more than adequate (IP)	Medium	Low	Green
	Bike storage is available	Y				
Arriving at and leaving work	Staggering of arrival times/leaving times/shifts has been implemented.	Y	Staff will be asked to work from home where possible (IP)	Medium	Low	Green

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Reduced numbers of employees required on site has been established **More discussion with AD's and Heads of Service needed** Additional, individual storage for clothing/bags is available		Meetings and training to be done on line in the first instance(IP) Agreed Access/ Egress routes, one way systems, non-access areas and additional sanitising stations and general guidance to be marked on floor plans. (TP) Break times to be staggered to give minimal contact (TP) No Tea/Coffee provision (TP)			
Entry points	Increase in number of entry points	N	One entrance to building only – signage to be displayed to give priority to people exiting the building (TP)	Medium	Low	Green
	Protocols for one-way flow at entry/exit points which are clearly marked is in place	Y	One-way system identified (TP) Signage to be put in place (TP).			
	Discontinuation of touch-based security entrances including turn styles is established	Y	Entrances are released by non-touch proximity security cards (IP). All door releases on exits are via a push button (IP) staff to use sanitiser provided before activating (station located at exit) (TP).			

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Hand sanitiser is available at all entry points	Y	Instructive signage to be put in place to use sanitiser on exit buttons (TP) Hand sanitiser stations and signage will be introduced at all entrances and exits (TP).			
Moving around the workplace	One-way systems are in place	Y	One way system identified (IP) Direction of travel to be marked with signage and appropriate barriers (TP)	Medium	Low	Green
	Direction of travel in corridors is marked	Y	Introduction of passing points to be used with clear floor markings and signage where one way system is not appropriate (TP)			
	Lift access is restricted for disabled employees/those with specific conditions or need only Reduced lift capacity and clear marking is installed	N/A				
	Hand sanitiser is provided in lifts	N/A				
	Employees are discouraged from non-essential trips around the building	Y	Staff briefed to stay in their desk / office location and avoid unnecessary movement around offices (TP). Identify areas to restrict e.g. key business function areas e.g. ICT. (TP)			
	There is restricted access to certain areas	Y				

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Use of telephone/email contact between offices/departments is encouraged	Y	Already implemented (IP).			
	Use of stairs is actively encouraged	Y				
Workplaces and workstations	Review layouts and processes to allow people to work further apart from each other.	Y	Staff will be asked to work from home where possible (IP) 'Chequer-board' seating implemented (IP) Managers and HoS to re-enforce with staff through regular communications (TP). Signage used to show which desks can be used and which have been removed. (TP) Maximum occupancy numbers to be set based on the number of workstations that can be accommodated. (TP) Maximum occupancy numbers to be set (TP)	Medium	Medium	Amber
	Using floor tape or paint to mark areas to help workers keep a 2 metre distance.	N				
	Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face	Y				
	Only where it is not possible to move workstations further apart, using screens to separate people from each other.	N				
	Managing occupancy levels to enable social distancing.	Y				

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning and sanitising workstations between different occupants including shared equipment.	Y	Signage to be placed around to remind staff to clean desks and workstations after use (TP) Cleaning products to be provided in all areas to allow cleaning of all frequently touched items (IP)			
Meetings	Number of participants attending face to face meetings is minimised	Y	Face to face meetings are discouraged, only permitted in essential circumstances and with appropriate social distancing measures. Remind in Team Briefs (TP) Meetings and training to be done on line (IP)	Medium	Low	Green
	2m distance between participants is maintained	Y	Meeting host to enforce social distancing and no shared use of facilities (IP) Furniture to be laid out to only accommodate maximum numbers in rooms (TP) Signage to show maximum occupancy of rooms (TP)			
	The largest capacity room available is used	Y	Meeting room capacities to be reduced in order to comply with social distancing requirements (TP).			

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
			Room booking systems to remove all unsuitable meeting rooms and amend the capacity on those that remain (TP).			
	Floor markings to ensure social distancing are installed in meeting rooms	N	Wall signage introduced within all meeting rooms to advise of maximum occupancy and remind social distancing measures in place. (TP)			
	Employees are instructed to avoid sharing physical resources during meetings	Y	Meeting host to enforce no shared use of facilities (IP). Any Physical resources to be removed e.g. flip charts.(TP)			
	Employees are instructed to avoid communal food during meetings	Y	Staff to be instructed that food not allowed during meetings. No catering/refreshments to be provided.(TP)			
	Hand sanitiser is provided in meeting rooms	Y	To be installed in active meeting rooms and key areas. (TP)			
Common Areas	Staggered break times have been implemented **More discussion with AD's and Heads of Service needed**	Y	Staff will be asked to work from home where possible (IP) Staff numbers to be limited with main lunchtimes staggered (TP).	Medium	Low	Green
	Use of outside break areas is in place where appropriate	Y	Outside areas to be promoted where possible (IP)			

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Additional break areas have been created	Y	Tables have been set 2m (although picnic benches 2 PPL per bench) Floor marking to be installed (TP) Clear signage to be implemented to show maximum numbers in areas such as kitchen and breakout (TP) Seating to be removed to reduce capacity and maintain 2m social distancing (TP) Managers and HoS to re-enforce with staff through regular communications (TP).			
	Screens have been installed where appropriate, e.g. reception areas	N				
	Floor markings to maintain social distancing have been installed	Y				
	Seating has been reconfigured to reduce capacity and reduce face to face interactions	Y				
	Employees are encouraged to remain on-site	Y				
	Employees are encouraged to bring their own food	Y				
	Packaged meals are provided to avoid opening canteens fully Use of locker rooms, changing areas and other facilities is subject to established protocols	Y	No canteen facilities to be provided at this time (IP)			
	Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves	Y	Hand Sanitising gel / disinfecting spray, soap and paper towels and bins to be available (TP).			

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Accidents, security and other incidents			Signage to be implemented on hand washing and cleaning frequently touched items (TP). Bacterial sprays placed outside communal areas- (IP)			
	First aiders are provided with hand sanitiser and PPE where appropriate	Y	A central supply made available for First Aiders (IP).	High	Low	Amber
	Employees are aware that in an emergency situation, e.g. fire evacuation social distancing does not apply	Y	HoS to consider number of FAW and EFAW trained staff in occupation (TP). A corporate message to be distributed to all staff via intranet site (TP).			
Fire Marshals and security staff roles are assessed separately	Y	No dedicated security; fire marshal roles will be re-assessed (TP) Numbers of fire wardens available to be considered by HoS (TP). Comms to be sent out to all teams to raise if assistance required (TP).				

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Section 2 – Managing Contacts

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Visitors and contacts	Clear protocols are developed, displayed and communicated for all visitors	Y	Corporately agreed signage to be implemented advising about protocols including social distancing (TP).	Medium	Low	Green
	The number of visitors to the premises is limited	Y	Assessment of maximum visitor numbers to be agreed with relevant service managers (TP). SMBC colleagues to be instructed to limit face to face meetings (TP). Customers encouraged to access information on-line (IP)			
	Clear social distancing floor markings are in place for queues	Y	Floor stickers to be fitted in visitor areas (TP) Remove furniture from reception areas (TP) Signage to be displayed with maximum numbers allowed to enter premise (TP) Social Distancing and associated signage and routes to be implemented (TP).			
	Schedules have been revised to limit numbers on site e.g. contractors and routine maintenance	Y	Pre-planned contractors site visits to be staggered and arranged by appointment (TP).			

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Maintenance is reviewed to consider that which can be undertaken outside of normal working hours	N	Where not possible, access areas to be restricted (TP).			
	Hand sanitiser is provided for visitors	Y	Hand sanitiser stations to be purchased and located in key areas (TP)			
	Entry and exit points and flow of visitors has been reviewed and protocols established	Y	Arrangements for visitors to be agreed and implemented with relevant service managers (TP). Signage to be implemented (TP)			
	non-contact payment methods and options are provided	N/A				
Providing and Explaining guidance	Signs and visual aids are displayed at points of entry and at multiple points in visitor areas	Y	Signage to be implemented around the building that promote social distancing and good hand hygiene.(TP)	Medium	Low	Green
	Tenant organisations in the building are adhering to covid19 secure measures	N/A				
	Employees interacting with visitors e.g. reception, security, etc are provided with necessary training on safe working measures	Y	PPE to be issued in accordance with SMBC Policy (TP) Risk assessment to be shared with staff (TP). Staff to be briefed on arrangements for their location (TP)			

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Section 3 – Cleaning & Building Maintenance

Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
Before opening	All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems) and ventilation to be completed prior to the wider opening.	Y	All statutory servicing has been carried and no lapse in compliance checks (IP). Building Manager to confirm no outstanding requirements with PSMP prior to re-opening (TP) SMBC maintenance contractor to make appointments for future compliance and maintenance activities (IP)	Medium	Low	Green
	Where possible regular opening of windows for increased ventilation is in place	Y	Colleagues to be encouraged to open windows via regular communication.(TP) Cleaning specification being reviewed to ensure that frequently touched surfaces are cleaned more regularly and that hygiene areas receive greater intensity of cleaning.(TP)			
	Building cleaning schedules have been reviewed and increase frequency where necessary	Y				
Keeping the workplace clean	All equipment is cleaned between uses	Y	Unused parts of the building to receive deep clean. (TP) Signage to be displayed to remind staff to clean equipment and frequently touched items regularly (TP).	Medium	Low	Green

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Safe, disposable cleaning materials are provided for employees to use	Y	Cleaning materials to be made available in all areas (IP) Bins located in relevant areas and to be emptied regularly (TP)			
	Frequent cleaning of regularly touched surfaces, objects such as door handles has been introduced	Y	Currently being undertaken by cleaning contractor (IP).			
	Waste is removed at the end of each day	Y	Facilities staff monitor throughout the day and increase frequency of removal, as required (IP).			
	Guidance is followed in the event of a known or suspected covid19 case in the workplace	Y	Will work closely with cleaning contractor regarding necessary deep cleaning regime to be undertaken (TP).			
	Use of high touch items such as printers has been reviewed and protocols communicated	Y	Corporate message to be sent to all staff (TP). Use of printers to be discouraged (TP) Cleaning materials to be provided at high touch items locations (TP)			
Hygiene, handwashing, sanitation facilities and toilets	Posters are displayed to build awareness of handwashing techniques	Y	Current hand washing signage is in place in all kitchen and toilet areas (IP)	Medium	Low	Green

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Posters are displayed to build awareness of hygiene protocols e.g. avoid face touching, binning tissues etc.	Y	Signage has been implemented (IP).			
	Hand sanitiser is provided in multiple locations	Y	Hand sanitiser stations to be implemented in all key locations e.g. entrances, kitchens, toilets (TP).			
	Toilet cleaning schedules have been reviewed	Y	Discussions taking place with cleaning contractor regarding changes to cleaning operations and frequencies (TP).			
	Monitoring of toilet cleaning schedules is undertaken	Y	Facilities staff inspect & monitor cleaning activities (IP).			
	The most used facilities are cleaned more frequently	Y	Cleaning contractor carrying out more frequent cleaning intervals throughout the day.(IP)			
	Guidelines on using toilet facilities have been shared with staff to achieve social distancing e.g. use only facilities close to your office	Y	Signage to show the maximum occupancy for toilets to be displayed (TP)			
Changing rooms and showers	Changing rooms and showers should only be used where necessary – protocols of use have been communicated to staff	Y	Signage to show the maximum occupancy to be displayed (TP)	Medium	Low	Green
	Cleaning schedules have been reviewed	Y	Discuss with Cleaning contractor more frequent			

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Cleaning is monitored	Y	cleaning intervals throughout the day.(TP) Facilities staff inspect & monitor cleaning activities (IP).			
Good handling, deliveries, onsite vehicles	Cleaning protocols have been established for incoming deliveries and goods	Y	Protocol and process for receipt of delivered goods to be reviewed (TP)	Medium	Low	Green
	Hand sanitiser and hand washing protocols have been established for staff handling deliveries	Y	FM have access to Hand sanitiser and are in the routine of cleaning hands after deliveries are received (IP).			
	Protocols have been communicated to staff and information is displayed	Y	To be reviewed as part of above process (TP) Information has been passed to the Facilities team (IP). Signage to be erected in FM work area (TP).			
	Employees are not permitted to arrange personal deliveries to work addresses	Y	This is normal Council protocol. Only essential SMBC deliveries to be allowed (IP).			
	LA vehicles cleaning schedules have been reviewed	N/A				
	Shared vehicles are cleaned in between each use	N/A				
	Hand sanitiser is provided in vehicles	N/A				
	Delivery schedules have been reviewed to minimise contact	Y				

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Activity	Control measures	Y/N	Comments/other control measures	Risk after control measures		
				Severity	Likelihood	Risk
	Drop off points have been reviewed to include procedures, signage and markings	Y				
	Non-contact deliveries are established where possible	Y				

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Service risk assessment checklist

A Recovery Risk Assessment checklist has been produced for managers in SMBC to use for their specific area.

Action Plan

Activity	Remedial action/s required	Date due to be completed	Responsible Person for implementing the action	Date completed DD/MM/YY	Verified / Followed up by (record name)
Arriving at and leaving work	Liaise with heads of service to confirm staggered arrival / leaving times occupancy levels	31/07/20	FM Manager	AS BOOKINGS ARE TAKEN	Glenn Thompson
	Agreed Access/ Egress routes, one way systems, non-access areas and additional sanitising stations and general guidance to be marked on floor plans.	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
Entry Points	Dedicated entrances and exits to be introduced and signage to be put in place	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	One-way system to be identified and agreed and signage implemented	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Hand sanitiser stations and signage will be introduced at all entrances and exits	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
Moving around the workplace	Direction of travel to be marked with signage and appropriate barriers	31/07/20	FM Manager	15 th July 2020	Glenn Thompson
	Identification of passing points to be agreed and floor markings and signage installed	31/07/20	FM Manager	14 th July 2020	Glenn Thompson

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Activity	Remedial action/s required	Date due to be completed	Responsible Person for implementing the action	Date completed DD/MM/YY	Verified / Followed up by (record name)
	Staff briefings to be developed with HR and Comms to avoid movement around offices and use stairs	31/07/20	FM Manager	ON GOING	Glenn Thompson
	Identify areas that need restricting	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
Workplaces and workstations	Where staff can't face away from each other desks to moved min 2m apart.	31/07/20	FM Manager	15 th July 2020	Glenn Thompson
	Maximum occupancy numbers to be set based on the number of workstations that can be accommodated.	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Signage to be placed around to remind staff to clean desks and workstations after use	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
Meetings	Face to face meetings are discouraged, only permitted in essential circumstances and with appropriate social distancing measures. Remind in Team Briefs	31/07/20	Head of Service		
	Furniture to be laid out to only accommodate maximum numbers in rooms	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Signage to be implemented to show maximum occupancy of rooms and to remind users of social distancing and no food or drink allowed	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Install cleaning materials and hand sanitiser in meeting rooms	31/07/20	FM Manager	AS NEEDED	Glenn Thompson
	Remove all physical resources	31/07/20	FM Manager	14 th July 2020	Glenn Thompson

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Activity	Remedial action/s required	Date due to be completed	Responsible Person for implementing the action	Date completed DD/MM/YY	Verified / Followed up by (record name)
	Amend room booking system to remove all unsuitable meeting rooms.	31/07/20	FM Manager	15 th July 2020	Glenn Thompson
	Staff to be instructed that food not allowed during meetings. No catering/refreshments to be provided	31/07/20	FM Manager	On going as bookings come in	Glenn Thompson
	Hand sanitiser to be provided for use for active meeting rooms and key areas	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
Common areas	Internal break areas to have seating removed to adhere to 2m social distancing	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Signage to be implemented in common areas to show maximum occupancy	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Floor vinyl's to be fitted to show safe distances	31/07/20	FM Manager	N/A	Glenn Thompson
	Staff comms to be agreed and shared to encourage all staff to remain on-site, to bring their own food and drink to avoid kitchen areas	Ongoing	Head of Service		
	Hand sanitiser, hand soap and paper towels to be placed in all kitchenette areas.	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Hand washing signage to be implemented in all kitchenette and break out areas and cleaning of frequently touched items.	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
Accidents, Security and other Incidents	Review of the number of FAW and EFAW on site to be completed with HofS	Ongoing	Head of Service		
	Number of Fire Wardens on site to be reviewed with HofS	Ongoing	Communications		

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Activity	Remedial action/s required	Date due to be completed	Responsible Person for implementing the action	Date completed DD/MM/YY	Verified / Followed up by (record name)
	Regular communication with staff to remind them that social distancing measures do not apply in an emergency	Ongoing	FM Manager	ON GOING	Glenn Thompson
Visitors and Contacts	Clear signage wall and floor to be implemented to advise on social distancing measures at entrances, receptions and meeting rooms	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Remove furniture from reception areas	31/07/20	FM Manager	15 th July 2020	Glenn Thompson
	Staff reminded to limit face to face meetings via comms	Ongoing	Head of Service		
	Contractors to have agreed appointments	31/07/20	FM Manager	15 th July 2020	Glenn Thompson
	Hand sanitiser to be purchased and installed at key locations	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Arrangements for visitors to be agreed by relevant service managers	31/07/20	Head of Service		
	Clearly display and communicate maximum numbers at site	31/07/20	FM Manager	AS BOOKINGS ARE TAKEN	Glenn Thompson
Guidance	Signage to be implemented around the building that promote social distancing and good hand hygiene	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Risk assessments to be shared with staff on buildings via the intranet	31/07/20	FM Manager	16 TH JULY 2020	Glenn Thompson
	HofS to ensure that staff are briefed on arrangements for any location they visit.	31/07/20	Head of Service		

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Activity	Remedial action/s required	Date due to be completed	Responsible Person for implementing the action	Date completed DD/MM/YY	Verified / Followed up by (record name)
Cleaning of The Workplace	Signage to be displayed to remind staff to clean equipment and frequently touched items regularly	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Bins to be located in key areas to allow for disposal of all cleaning materials.	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Facilities staff to increase frequency of emptying bins	31/07/20	FM Manager	ADVISED ALL STAFF	Glenn Thompson
	Cleaning materials to be supplied at all high touch item locations	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Hand sanitiser stations to be placed at all key locations	31/07/20	FM Manager	14 th July 2020	Glenn Thompson
	Review cleaning regimes with cleaning contractor	31/07/20	FM Manager	ON GOING	Glenn Thompson
	Hygiene, Hand washing, Sanitation Facilities and Toilets	Hand sanitiser stations to be placed at all key locations	31/07/20	FM Manager	14 th July 2020
Review cleaning regimes with cleaning contractor		31/07/20	FM Manager	ON GOING	Glenn Thompson
Signage to show the maximum occupancy for toilets to be displayed		31/07/20	FM Manager	14 th July 2020	Glenn Thompson
Changing Rooms and Showers	Signage to show the maximum occupancy to be displayed	31/07/20	FM Manager	AS MEETINGS ARE TAKEN	Glenn Thompson
	Review cleaning regimes with cleaning contractor	31/07/20	FM Manager	ON GOING	Glenn Thompson

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Activity	Remedial action/s required	Date due to be completed	Responsible Person for implementing the action	Date completed DD/MM/YY	Verified / Followed up by (record name)
Transport and Deliveries	Signage and floor markings to implemented to ensure social distancing	31/07/20	FM Manager	14 th July 2020	Glenn Thompson