



Guide for changing **Health & Safety practices:** Getting back to work post lockdown

These are suggestions of steps you can take to minimise risk to your employees when returning to a working environment. Always follow official government guidance when considering bringing your workforce back after lockdown.

PLANNING

- ☐ If certain functions of the business can work from home and you have the infrastructure to do so, curtail risk and **keep as many people as possible working remotely**
- ☐ Identify 'zones' of **your environment** (office, break room, smoking shelter, packing, reception)
- ☐ **Create a one-way system** - If not already in place, establish a clear 'Entrance' and 'Exit' to avoid employees coming into unnecessary contact
- ☐ Carry out a full risk assessment of **your environment** and **carry out any essential tasks or amends before considering re-opening**
- ☐ Use marking tape on floor to give 2m distances in break areas such as smoking shelters and canteen areas as well as corridors and car parks
- ☐ Have signs around the premises reminding people of social distancing and the part they play in enforcing it in the work place. **Communicate this before return.**

WORK AREAS

- ☐ Isolate work areas where possible, avoid people having to cross into other areas
- ☐ Introduce Perspex barriers where 2m rule can't be enforced
- ☐ Create specific areas for remote workers who need to use the office space, such as field sales teams etc

CONSIDER **PPE**

- ☐ Provide gloves and masks for all members of staff, this will help in reducing the risk of spread
- ☐ Establish and notify staff how frequently gloves should be changed (i.e. every 2 hours, every time they go for break)
- ☐ Regularly communicate any changes in policy
- ☐ **Individual equipment for each worker** - If this isn't possible, ask staff to clean shared items regularly, set strict guidelines of how often they should carry these out. Do regular checks

KEEP IT **CLEAN**

- ☐ Install hand sanitiser stations (preferably contactless) in each area and notify staff where they are
- ☐ Advise all staff to wash their hands with soap and water for at least 20 seconds at the beginning and end of every break, when they arrive at work and before they leave
- ☐ Provide personal hand sanitiser bottles
- ☐ Perform regular stock checks of these and any other PPE equipment to ensure staff do **not** run out
- ☐ **Provide antibacterial wipes** - staff may be increasing their use of mobile devices so it is vital they can keep them clean. These can also be used to wipe down surfaces between shifts/after breaks

SHIFT **HANDOVER**

- ☐ Scrap physical shift handovers and instead allocate some of this time for staff to clean down surfaces
Download our shift handover step by step factsheet

STAFF BREAKS

- ☐ Use 'empty' areas as additional break rooms - perhaps offices or meeting rooms for example
- ☐ Stagger/rota staff breaks so they can safely practice social distancing

AUDIT TRAILS

- ☐ Keep up-to-date with audits - If in the unfortunate event there is a confirmed case in your business, you can accurately see who else may need to self-isolate
- ☐ Schedule in audits and checks around employee breaks or out of hours to avoid unnecessary contact
- ☐ Maintain robust records that can be accessed remotely should another wave require immediate shutdowns again
- ☐ Ensure checklists are managed centrally and distributed locally to allow for actions to be escalated and compliance monitored

GO MOBILE

- ☐ To minimise potential contact, use free apps and features such as WhatsApp, video messaging or voice messages to ensure hand overs and are still detailed, but don't need physical contact
- ☐ Create messenger groups within teams and departments to continue quick real time delivery of any important information, communications and updates
- ☐ Consider the use of technology to replace paper based systems where ever possible



Using the right tools to get you back to work

Access eLearning and health & safety compliance tools can support you in managing the process of bring your employees back to work safely. To find out more about how this would work then please request a demo to talk to us about your requirements.

BOOK A DEMO

Government Support

We do our best to ensure that all information we provide is accurate at the time of publication, but please be aware that this is a continuously evolving situation.

We encourage you to visit the **Government's COVID-19 Business Support page** for the latest information and current guidelines for businesses concerning the coronavirus pandemic.

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