

The background features a series of interconnected geometric shapes, primarily triangles and polygons, arranged in a horizontal line that tapers from left to right. The shapes are filled with various colors including purple, blue, teal, green, and yellow, and are outlined with thin lines of the same colors. The overall effect is a modern, network-like aesthetic.

Risk Assessment for Leads

02/09/20

Scope

- Employee Engagement Process
- Proposals:
 - Desk allocation
 - Facilities
 - Working hours and office management
- Next Steps

Employee Engagement Process

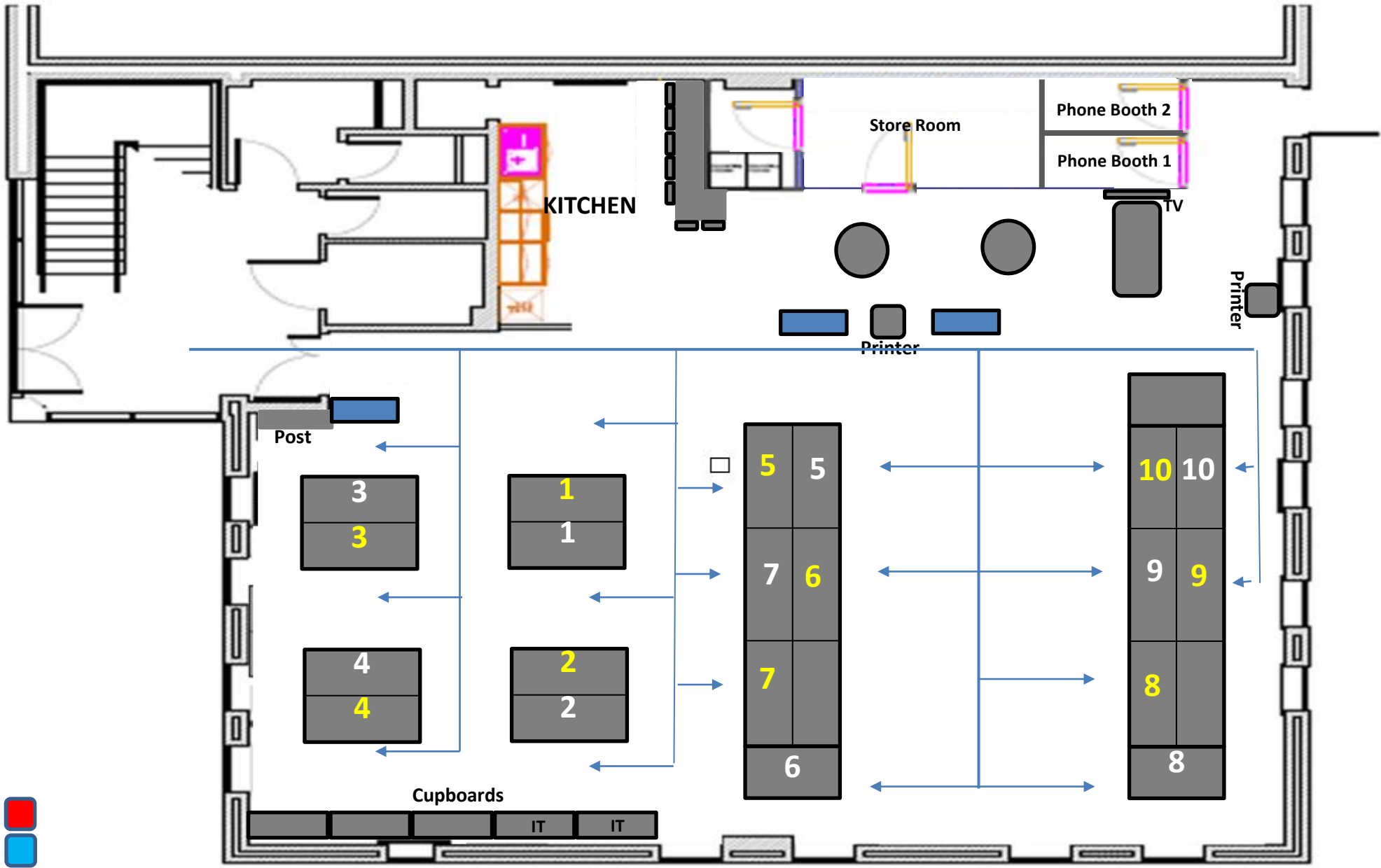
Steps	Action	Date	Comment
1	Noel volunteered to facilitate the process and emailed members of Leeds office that were not in management roles and not on furlough requesting their support on completing the Risk Assessment (see Appendix 1)	29/05/20	6 people volunteered – Helen, Debs, Katarina, Martelle, Sarah and Sam
2	Video conference meeting held with volunteers to plan office visit to conduct risk assessment	02/06/20	Group agreed that 2 from each floor would join Noel for separate office visits
3	On-site risk assessments held including review of desk layout, kitchen and facilities	04/06/20	
4	Video conference meeting held with volunteers to review minutes from the on-site meetings	11/06/20	Adjustments to proposal discussed and extra details captured
5	Proposal shared with Richard G and Andrew M for comment	22/06/20	Feedback received and amendments made
6	Proposal shared with all of Leeds office and feedback requested	25/06/20	
7	Proposal updated to allow for increased headcount by restructuring desks	28/08/20	
8	Proposal shared with all of Leeds office and feedback requested	02/09/20	

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Proposal

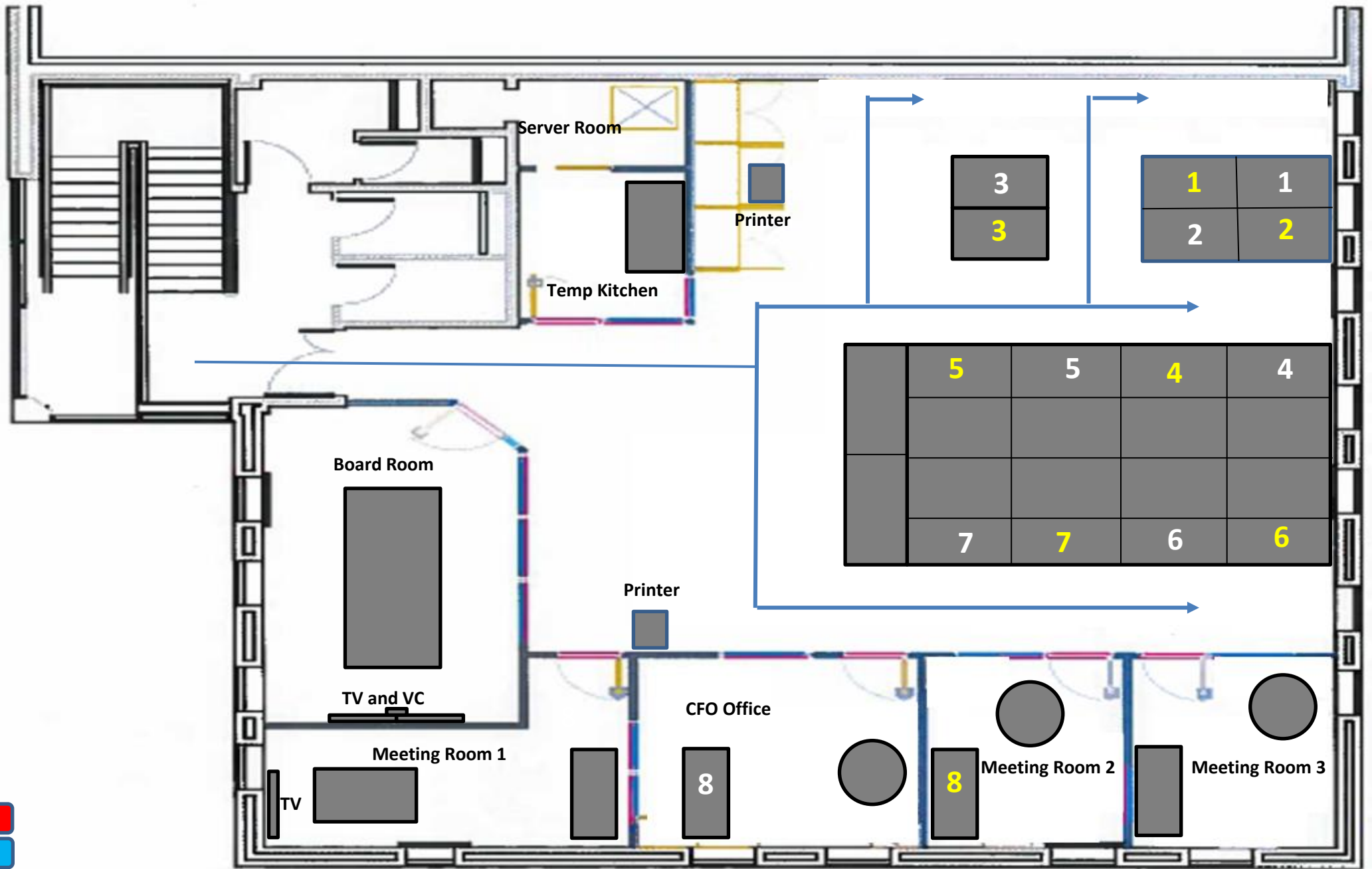
Desk allocation:

- The risk assessment exercise concluded that the current office layout in Leeds could accommodate no more than 20 people at one time.
- To ensure no desks are used by more than one person the proposal is to deploy a 2 shift system.
- This would enable 40 people to have their own desk and still maintain social distancing.
- Each person allocated a desk will be provided with an instruction pack, showing route to desk, new office processes, and shift pattern; plus a set of masks and sanitiser gel.
- People will be required to keep their working materials to their own individual desk and set of drawers (drawers should be kept under desks).
- Furniture should not be moved or any new furniture brought on site as it is key that the space created is maintained.
- Anybody not allocated a desk will not be permitted to work on site while this processes are in place without prior approval.
- The selection of the desks ensures each person has a route to their desk that does not require them to pass within 2 metres of anyone else. (see office layouts).



SHIFT ONE ■
SHIFT TWO ■

Leeds – Ground Floor - PROPOSED



- | Y | W |
|---|----------|
| 1 | MS / HB |
| 2 | TOR / AP |
| 3 | SS / DM |
| 4 | ES / SW |
| 5 | CE / DD |
| 6 | LF / MN |
| 7 | JD / HL |
| 8 | AC / RP |

SHIFT ONE ■
SHIFT TWO ■

Leeds – First Floor - PROPOSED

Shift 1 (Yellow)	Shift 2 (White)
Downstairs	
<ol style="list-style-type: none"> 1. Katie Yewdall 2. Gordon Mosley 3. Emma Drinkwater 4. Vicky Armitage 5. Sarah Ruddick 6. Tracey Cardiss 7. Martelle Teale 8. Graeme Farrell 9. Sam Trueman 10. Mo Uzaifa 	<ol style="list-style-type: none"> 1. Danielle Gordon 2. Andrew Fryer 3. Reegan Walton 4. Matt Cotcher 5. Rebecca Athey 6. Katarina Budova 7. Molly O’Brien 8. Noel Kenningham 9. Natasha Jones 10. Ian Clubley
Upstairs	
<ol style="list-style-type: none"> 1. Maria Smyth 2. Tom O’Reilly 3. Susan Smith 4. Ewa Stepnowska 5. Callum Ellis 6. Leanne Findlay 7. James Dempsey 8. Andrew Calder 	<ol style="list-style-type: none"> 1. Helen Broadbent 2. New AP 3. Debra Moore 4. Sophie Wilson 5. Daniel Dimambro 6. Mark Nicholson 7. Helen Lawton 8. Rakesh Patel

Names in bold are current key holders – these are under review to add more

Facilities:

To assist in maintaining the distance between both floors the following actions are proposed:

- Each floor to only use the washrooms on their floor; with one person at a time.
- A new kitchen area to be created on the first floor in meeting room 4, consisting of a new fridge and a microwave and toaster from downstairs.
- Individuals should wash their hands before using the kitchen facilities and use their own cups, plates and cutlery which they should take home to wash.
- Kettles, toasters and microwaves should be wiped after use.
- Voice and video calls to be used between people on separate floors instead of face to face.
- Boardroom to be available for meetings provided it is limited to a maximum of 4 people and must be from the same floor. Room must be sanitised after each meeting.
- Members from each floor should keep to their floor, the only exception is to use the Boardroom and to open and close the office.

Working hours and office management:

- Members of each shift will only be able to use the office during that shift's allocated days, these will be Monday to Wednesday one week and then Thursday and Friday the week after; on continuous rotation.
- It is between you and your line manager whether you work any or all of those allocated days.
- Each shift will have a designated primary and secondary keyholder to open and close the office each day.
- The person locking the office should wash their hands before doing so.
- People that do leave the office will be reminded to maintain social distancing and be required to wash and sanitise their hands before returning to their desk.
- The office will be open between 07:30 and 17:30; extra hours can be covered by members of the team that are working from home on that day.
- Wipes will be provided for people to sanitise their desks after use.
- Printing should be kept to a minimum and the printer should be wiped down after use.
- The Aircon should be turned off and windows should be opened whenever possible to ensure good airflow.

Entry and exit processes:

- When arriving at site, each person should allow any body already arrived to enter the building before them and maintain 1 metre away from them.
- On entry, each person should wash and sanitise their hands.
- The inner doors will be kept open to reduce contact with door handles.
- Each person should complete the register process for their floor to record they are on site.
- On exit, people should stagger leave times to avoid contact on the stairs and reception area.
- Supplier, customers and employees from other offices will not be allowed on site without approval from HR. Those allowed on site should be recorded in the day's register and be required to wash and sanitise their hands.
- The keyholder for that day should take a copy of each register and store it in the folder provided.

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Appendix

Email to Leeds team members:

Good afternoon,

Hope you are all well and working well from home.

In line with government guidelines the Leeds office, as you know, is still closed and will remain closed until further notice.

However to ensure the office is as safe and low risk as possible when it does open we are commencing the planning stage of reopening the office. One of the key steps in this planning is the completion of a risk assessment, which will ensure social distancing and other requirements around reducing the spread of the virus are maintained within the Leeds office.

To assist with this risk assessment and to ensure it is as comprehensive as possible I am looking for a volunteer from the Leeds team.

This volunteer will work with me to ensure we have the Leeds office structured in the best way possible, including items such as seating plans, entrance and exit processes, review of the kitchen and toilet areas, and maximum office occupancy.

It will also involve a visit to the Leeds office to review and plan the required actions.

Please let me know if you would like to volunteer to help with this process.

Kind regards

Noel Kenningham
Director of Group IT