



HR:4UK

The Ultimate Guide to Completing Your COVID-19 Risk Assessment

Angela Clay - HR & Employment Law Solicitor
Managing Director
HR:4UK

Welcome to HR:4UK

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HR:4UK

For companies that need affordable HR and Employment Law Support.

Meet Angela Clay

“As an HR & Employment Law solicitor and Managing Director, I am responsible for HR:4UK’s role as a leading professional HR Service for UK businesses. My vision is for your business to come out of this crisis successfully by offering clear, professional, practical advice and support.”

“HR & Employment Law is a very complex field and one which carries costly risks. This is why businesses turn to HR specialists to protect and guide them safely in this area. In recent times, with the high demand for employment advice, it can be difficult to identify the true HR specialists.

We believe that HR:4UK offer not only the most personal, but also the most cost-effective HR services throughout the UK. We make the time to get to know you. Not just the demands of your growing business, but the support you need to do what you do best.

As you would expect, having provided leading HR and employment support to our clients for over 35 years, we have a proven track record for delivering efficient, high quality, professional services at affordable prices. These are valued by our clients who regularly give us 5-star rated [reviews](#). Our wealth of knowledge and vast experience alone confirm that you are partnering with genuine experts who will respect and safeguard your business by offering unique ideas and solutions.

HR:4UK have achieved many firsts within the HR industry. We developed and introduced the very first on-line employee management system to the UK marketplace, as well as the first cloud-based employment handbook, proven to reduce HR administration by 80%. As innovators in our field, we continually look to evolve and improve the services that we offer.

I believe that HR:4UK can truly make a difference to your business. With our support and guidance, we will safely meet your legal responsibilities as an employer. We will help to protect your business from expensive risks and time-consuming tribunals. By minimising your wage costs wherever possible, we will help to preserve your cash flow, making your business more resilient and helping to support your future growth.”

“Together we can really make a difference. I look forward to working together with you.”

Weekly Business Rescue Webinar

Sharing her knowledge and expertise to businesses throughout this crisis, Angela runs weekly HR webinars and is also a regular guest on BBC Radio Leicester, where she advises on important HR & Employment regulatory updates and government schemes.

Visit [HR:4UK.com](https://www.hr4uk.com)



Angela Clay
HR & Employment Law Solicitor

Is your business ready to get back to work?

The government has published guidance for employers to help them get their businesses back up and running and workplaces operating safely.

Government guidance covers different workplace settings which are allowed to be open from outdoor environments and construction sites to factories and takeaways; in vehicles, offices and other people's homes. Please read on for the links to these government webpages.

Businesses need to develop best practices on the safest ways of working across the economy, providing people with the confidence that they need to return to work.

Every business needs to adopt a considered, safe and phased return to work. The plans businesses put in place now mean that work is likely to be organised differently from how it was before lockdown

There are practical steps that businesses must consider implementing as soon as possible as part of their road map to getting their staff back to work safely.

When carrying out a risk assessment you must assess the risk. Of course, the risk we are talking about is the risk of infection and transmission of the coronavirus.

Assessing the risk

You must:

- Identify what work activity or situations might cause transmission of the virus; think about who could be at risk.
- Decide how likely it is that someone could be exposed.
- Act to remove the activity or situation, or if this isn't possible work from home if you can.

Work from home if you can

All reasonable steps should be taken by employers to help people work from home. But those staff who cannot work from home and whose workplace has been told to close, should go back to work. Staff should be actively asking their employers about when their workplace will be opening.

Carrying out COVID-19 risk assessments

Employers must carry out COVID-19 risk assessments to establish what guidelines they need to put in place for their business. As every business is DIFFERENT this is not a one size fits all.

Consulting staff and trade unions

COVID-19 risk assessments must be carried out in consultation with staff and trade unions (if you have them).

Businesses with more than 5 employees

Business with more than 5 employees must document their risk assessments.

This must be done **before** you remobilise your staff.

Businesses with more than 50 employees

Employers should publish the results of their risk assessments on their website and any business with more than 50 employees **MUST** do this.

Maintain 2 metres social distancing where possible

Employers should re-design workspaces to maintain the 2 metre social distancing rule between people.

If appropriate, you may need to create one-way walk-throughs, opening more entrances and exits or changing seating layouts

You may want to stagger start and finish times.

Where people cannot be 2 metres apart

To manage the transmission risk, employers should look into putting barriers in shared places and create a shift pattern, or have fixed teams minimising the number of staff in contact with one another.

Ensure staff work back-to-back or side-by-side rather than face-to-face.

Reinforcing the cleaning process

Workplaces should be cleaned more frequently paying close attention to high contact objects such as door handles, keyboards, photocopiers.

Handwashing facilities must be provided or hand sanitisers at entry and exit points.

Downloadable notices should be displayed so that staff, customers and other visitors to the workplace can follow the guidance.

Think about who should go to work

Planning ahead is very important. Considerations such as your cash flow, the demands for your products or services and your operational needs will help you to decide how many staff you need to return to work, how many staff you can afford to return to work, how safe it is for that many staff to return to the workplace and what measures you need to maintain to provide that safe working environment for those staff.

Strategies to ensure you have a safe working environment for your staff

Is your workplace safe?

It is essential that you talk with your staff about working safely during the COVID19 outbreak

By consulting with and working your staff and involving them in the steps you are taking to manage the risk of COVID-19 in the workplace, will encourage everyone to take personal responsibility.

Office premises

As a business owner, you will need to put in workplace measures to help combat the spread of the virus.

Health and safety

Chances are your workplace is currently cleaned on a regular basis, yet with the increased risk of transmission now almost a certainty, when work does return to some form of normality, this must be a key area in navigating your plan.

Although it can be difficult to prevent respiratory infections spreading, there are steps you can take to help minimise the risk. It is understood that COVID-19 is transmitted via two main routes:

- Proximity to an infected person (within 2 metres or less) or possibly through inhalation into the lungs; and
- In circumstances where someone touches a person or object which has respiratory droplets containing the virus on them (perhaps from an infected person coughing or sneezing) and then touching their own mouth, nose or eyes.

Like any other workplace hazard, employers must carry out a risk assessment to identify the likelihood of their employees contracting COVID-19 at work and what measures can be put in place to control that risk.

Taking steps to ensure good hygiene practices and reducing face-to-face contact wherever possible are sensible precautions that can be taken to help reduce the risk of infection within your business.

You will need to consider if your business has a COVID-19 H&S policy and if not, implement one. This should form part of any Employee Handbook.

There are several steps you can take to achieve a more hygienic workplace for example:

Handwashing

Encourage staff to wash their hands frequently and thoroughly for at least 20 seconds with hot water and soap.

If multi-use or fabric towels are currently used for drying hands in communal toilet areas, replace them with single use paper towels.

Sanitising hand gel

Where available, provide sanitising hand gel for staff use. Position bottles around the workplace e.g. bathrooms, kitchens, high traffic areas etc.

Tissues

Ensure there is plenty supply of easy to access tissues available for staff and make sure they are aware of the advice to cough or sneeze into a tissue and then dispose of the tissue immediately.

Avoid sharing equipment

Discourage staff from sharing equipment such as keyboards, telephones, mice etc. If staff do need to share equipment, ensure there are antibacterial wipes for them to use at the start and finish of their shifts.

Avoid shaking hands

Ask staff and clients/customers and visitors not to shake hands. It may be useful to install notices in public areas such as reception and other areas explaining why staff will not be greeting them with a handshake.

Avoid touching faces

Remind staff to try and remember to refrain from touching their eyes, nose or mouth if their hands are not clean.

Social distancing

The Guidance from Public Health England on social distancing is very clear as transmission of COVID-19 is more likely in close contact and employees should follow social distancing and keep at least 2 metres away from each other:

Employers can assist their staff by implementing Social Distancing Policies:

- Keep number of staff on premises at any one time at a minimum.
- Restrict number of staff in communal areas such as kitchens and washrooms.
- Organise shift patterns so that the same cohorts of staff work together consistently to minimise the number of individuals coming into contact.
- Put up signs to remind employees about social distancing.
- Putting floor markings to visualise 2 metre distancing, especially in areas where there is likely to be a queue.
- Rearrange workplace to increase distancing between workstations, spacing out chairs in break rooms etc.
- Staggering breaks times and shift start/finish times to reduce congestion.

For some business it is not possible for staff to practice social distancing during all work activities. The Government has issued advice for specific sectors in which social distancing is problematic.

Employers are still required to assess whether the work activity in question is necessary for the business to continue. Employers are still required to mitigate and reduce the risk of transmitting COVID19.

Guidance for specific sectors can be found on the government website:

<https://gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>.

HSE guidance

Employers must still fulfil their usual health and safety duties during lockdown, including taking steps to protect their staff from COVID19.

The HSE have updated their website with some specific guidance for employers.

<https://www.hse.gov.uk/news/coronavirus.htm>

Cleaning Your workplace

If your workplace has been open or closed, you should consider whether a deep clean of your premises as a whole or individual workplaces should be carried out.

Disposing of rubbish

Rubbish should be disposed of as usual unless it has been in contact with a member of staff who is suspected of having COVID-19 or is showing symptoms, for example tissues. If this is the case, the rubbish should be put into a bin bag and tied and then placed in a second bin bag and tied. You should then put it in a safe place and marked for storage. If the individual is tested negative, it can be thrown away in the way but if the individual is tested positive, the local health protection team will instruct you on how to deal with this waste.

Controlling Legionella risks

Legionella is a high risk in water systems that are not in regular use. The problem when buildings are closed up, this inadvertently creates conditions which are far more favourable to bacterial growth.

You should consider whether it is appropriate to carry out a water risk assessment, including a water test.

And this is all before staff even enter the building!

We hope you find our [video](#) and this guide of great help when completing your HR:4UK COVID-19 Risk Assessment.

If you would like further support with the COVID-19 Risk Assessment, or have decided that for speed and guaranteed peace of mind you want to call in the professionals, we can provide a quote for our Health & Safety service, simply contact us today on:

T: 01455 444 222 or E: info@hr4uk.com

HR:4UK's Redundancy Workshop Webinar

Unfortunately, many businesses are now faced with the prospect of downsizing their business and the need to make staff redundant. These are not only difficult decisions to make for any employer, but an area where unless you follow the correct legal procedure, you risk unnecessarily exposing your business both financially and to time-consuming and costly employment tribunals. Our workshop will provide all the tools you need to conduct your redundancies safely and cost-effectively. To help you do this we will provide you with the following:

- Step-by-step guidance through the redundancy process.
- A workbook that includes all the required legally compliant letter templates.
- Help formulating your communication plan.
- Consolidate your learning by undertaking a redundancy case study.
- Live Q&As with small group sessions.
- Provision for Northern Ireland HR & Employment Law.
- Copy of the video recording of the live Redundancy Workshop Webinar for you to revisit time and time again.
- Free 30 minutes guidance from Angela Clay, HR & Employment Law Solicitor, to ensure you are following the process correctly to protect your business.

To demonstrate the practical application of the required redundancy process, we will go through a redundancy case study to further aid your understanding of this area. To support your learning and to help you get the most from these sessions, we purposefully keep group numbers small which encourages a more interactive experience through the live Q&As.

Key Information

Duration: 2 hours

Cost: £475 + VAT

Live Webinar with Q&As, Redundancy Workbook, Video Recording + FREE Guidance Post-Webinar

More pricing options are available [here](#)

Dates: Wednesday 15 July 2020 | Wednesday 19 August 2020 |
Wednesday 16 September 2020 | Wednesday 14 October 2020

If you would like more information or to sign up for our next Redundancy Workshop Webinar, please contact HR:4UK on

T: 01455 444 222 or E: angela.baxter@hr4uk.com

Coronavirus Crisis Package – Employer’s Survival Kit

The Coronavirus Crisis Package offers employers 3 months HR support to successfully manage their workforce during these challenging times. By complying with employment law and using the furlough scheme where available, we can help to minimise the financial impact on your business. This package can help support your business survival.

How Our 3 Month Package Delivers Results & Will Add Value to Your Business

- 3 months support to help successfully manage your workforce during the national crisis.
- This is not a one size fits all package. Open to both new and existing clients, our support will be tailored to your individual business needs and future plans post-furlough.
- We will help your business to maximise furlough leave to minimise the financial impact on your business.
- Avoid expensive risks by complying with employment law
- Advice on which policies and procedures need to be put in place.
- Access to legally compliant HR documentation.
- Regular communications with the latest government updates and HR & Employment guidance.
- The CJRS scheme closes on 31 October 2020. Act now to avoid missing your opportunity.
- Pricing sensitive to your individual business needs and circumstances.

As a consultancy package, our Coronavirus Package is an extremely cost-effective way of protecting your business offering flexible pricing, specific to your business needs and respectful of your personal financial circumstances.

Our package is not a one size fits all as our consultancy process allows us to get deep under the hood of your business to truly understand your needs. It is a very economical package especially when compared to the costs a law firm would charge, which are based on hourly solicitor rates, which can very soon escalate into thousands of pounds.

Business consultants could be another option, but whilst they are experts at developing a business plan, they do not all have the HR & Employment law expertise, which is so important to get right, especially for situations such as redundancy, which can be quite costly if it does not abide by employment law.

If you are an existing client and you want to find out how we can add the Coronavirus Crisis package to your contract, do get in touch with us to ensure you get that consultancy. It is well worth having the additional support provided by this package.

For more information or to discuss your needs in more detail we are here to help you.

T: 01455 444 222 or E: angela.baxter@hr4uk.com

Free HR Webinars Every Friday at 3pm

Our Free HR Webinars held every Friday at 3pm are designed to focus on advising on important HR and Government updates and Government schemes.

Anyone who registers for our webinars will automatically receive a link to the webinar video and the free attachments.

Join us for our next webinar this Friday 26 June at 3pm by clicking the link below:

[How to Use Flexible Furlough For Your Business: Managing Staff & Making Claims](#)

You can also sign up for our webinars on our [homepage](#) or through our social media channels:

Facebook [@HR4UnitedKingdom](#)

LinkedIn [@hr4uk-com](#)

Twitter [@HR4UK Tweets](#)

To watch our previous webinars covering a range of issues currently affecting businesses, please visit our HR:4UK YouTube channel [here](#).

Need more information?



01455 444 222



info@hr4uk.com



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