**Thinking of returning to the office?**

**An initial checklist**

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| Action | What it involves | Further guidance |
| Risk assessment | Carry out a formal risk assessment  Consult with trustees, staff and volunteers  Share the result of risk assessment with staff and volunteers | Use HSE guidance and templates  <https://www.hse.gov.uk/simple-health-safety/risk/index.htm> |
| Put cleaning and handwashing procedures in place | Provide hand sanitiser and hand drying facilities  Establish cleaning routines for busy areas | <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> |
| Consider needs of individual staff and volunteers and make an individual plan | In particular  Those shielding  Those caring for someone who is shielding  Those with school age children not in school  Those in vulnerable groups  Those who must se public transport to arrive at work | <https://croner.co.uk/resources/business-advice/coronavirus-qa-advice-for-employers/> |
| Social distancing for staff and users | Signs to remind people – including in other languages if appropriate  One way flows  No desk sharing  Review waiting / reception areas  Floor tape to mark out areas  Visitors by appointment only | <https://knowhow.ncvo.org.uk/coronavirus/protecting-your-staff-volunteers-and-beneficiaries#section-3>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> |
| Other measures | Put staff in fixed “teams” to minimise contact  Bring staff in on “shifts” eg 2 days/week or alternate weeks – otherwise continue working at home  Reduce length of time of any face to face activities  Stagger arrival and departure times  Review how activities are carried out |  |
| Legal | Have you checked your insurance?  Have you reviewed your sick leave policy?  Do you have a policy for those self isolating? | <http://www.trust.org/trustlaw/coronavirus/>  <https://newsandviews.zurich.co.uk/wp-content/uploads/2020/02/Organisational-Resilience-Guidance-on-Pandemic-Planning.pdf>  <https://croner.co.uk/resources/business-advice/coronavirus-qa-advice-for-employers/> |
| Funders | Have you been in touch with your funders to discuss expectations and sensible adjustments?  Have you a contingency plan to deal with shortfalls in funding including a policy for making staff redundant and a closure policy? | <https://knowhow.ncvo.org.uk/coronavirus/contingency-planning-and-financial-implications#section-5> |
| Trustees | Are trustees appropriately involved in decision making and risk assessment? | <https://blogs.ncvo.org.uk/2020/03/17/coronavirus-and-governance-what-charity-trustees-need-to-think-about/> |