CARDINUS
riskmanagement

5 STEP INDUCTION PROCESS

1 Carry Out A COVID-19 Risk Assessment

Before you start bringing your staff back to work, ensure their safety in the workplace by:

- Carry out a Risk Assessment
- Consultant your workers and/or trade unions
- Share the results of the risk assessment with your workforce, and where applicable, on your website

2 Develop Cleaning, Handwashing and Hygiene Procedures

To ensure good cleaning and hygiene practices, you should increase the frequency of surface cleaning and handwashing:

- Encourage staff to increase their handwashing and hygiene practices
- Provide hand washing stations (e.g. sanitising) in addition to toilet facilities
- Increase the frequency of cleaning/disinfecting common areas, objects and surfaces (e.g. lift points, door handles, desks)
- Set clear use and guidance for toilets and shower facilities
- Provide hand drying facilities (e.g. paper towels or hand dryers)
- Clear guidance on what can go into what (waste) bin

3 Help People to Work from Home

Where staff can work from home, they should continue to do so, and you should take all reasonable steps to help this:

- Discuss with your staff their home working arrangements
- Ensure they have the right equipment, e.g. access to intranet
- Communication between managers and their teams. Ensure the leadership team's communications include all staff (where relevant)
- Provide guidance on how staff can look after their physical and mental wellbeing

4 Maintain 2m Physical Distancing (where possible)

Wherever possible, a 2m physical distance should be implemented, but where this is not possible 1m plus mitigation should be used. Local and regional government guidance should be taken in to consideration

- Signage – as reminds to workers and visitors; Mark areas using floor tape to help people keep a 2m distance
- Avoiding sharing workstations; if not possible, ensure a cleaning procedure is in place
- Arrange a one-way traffic system through the workplace (if possible)
- See visitors by appointment only (if possible); Continue to have video-conferencing meetings (or reduced number of people in a meeting room)

5 Where 2m Physical Distancing is not possible, manage the transmission risk

Where it is not possible for people to be 2m apart, you should do everything practicable to manage the transmission risk:

- Consider whether the activity needs to continue for the business to operate
- Keep activity time as short as possible
- Use screens or barriers to separate people from each other
- Use back-to-back or side-to-side working wherever possible
- Stagger arrival/departure times
- Reduce the number of people an individual has contact with using the 'buddy system' or 'fixed teams'