

# COVID-19 RETURN TO WORK FACTSHEET TWO

RECRUITMENT \ RESEARCH \ DEVELOPMENT

EMPLOYER FACTSHEET

## MANAGING RISK

As an employer, you have a duty to reduce workplace risk to the lowest reasonably practicable level. You can do this by taking practical preventative measures. You must work with any other employers or contractors sharing the workplace to protect everybody's health and safety.

In the context of COVID-19, this means working through the following steps:-

1. Make sure that employees and customers who feel unwell stay at home and do not attend the venue. By law, businesses may not require a self-isolating employee to come to work.
2. Increase how often people wash their hands and clean surfaces in the workplace.
3. Office employees who can work from home should do so wherever possible and practical. Anyone else who cannot work from home should go to their place of work.
4. Employers are expected to make every reasonable effort to ensure that employees can work safely. Consider adjustments for employees or customers with disabilities, including disabilities that are not immediately obvious. When in the workplace, everyone should make every reasonable effort to comply with government social distancing guidelines of 2 metres or 1 metre (with risk mitigation) where 2 metres is not viable.
5. Fresh air helps to dilute the virus in occupied spaces. Provide adequate ventilation through doors, windows and vents, by mechanical ventilation using fans and ducts, or through a combination of both.
6. Consider these additional control measures where 2 metre social distancing is not possible:
  - increase the frequency of hand washing and surface cleaning even more
  - keep the activity time involved as short as possible
  - use screens or barriers to separate people from each other
  - use back-to-back or side-to-side working whenever possible, instead of face-to-face
  - reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

Source: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#social-distancing-in-the-workplace---principles>



Achieva Group Limited, Second Floor, Blenheim Gate, 22-24 Upper Marlborough Road, St Albans, Hertfordshire, AL1 3UU  
Tel: +44 (0)1727 811 634 Email: [info@achieva.co.uk](mailto:info@achieva.co.uk) Web: [www.achieva.co.uk](http://www.achieva.co.uk)

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Registered Office: Second Floor, Blenheim Gate, 22-24 Upper Marlborough Road, St Albans, Hertfordshire, AL1 3UU