

Strategic Risk Category	Ref	Mitigating Controls in place	Assurance/evidence	Likelihood	Impact	Risk score	Further controls required?
Crisis Response - Return to office after easing of Covid-19 lockdown	CR1: Risk that staff are unable to maintain social distancing measures in the office						
	CR1: Social Distancing	<p>Limits to be implemented on total number of staff attending office on any given day, based on the number of desks that can be used while maintaining social distancing.</p> <p>Aim for 5 staff return by end September, then assuming successful trial up to 20 from October. This will then be subject to further review.</p> <p>Measures will also be in place to limit access to:</p> <ul style="list-style-type: none"> <li>- Toilets</li> <li>- Kitchen and dining area</li> <li>- Meeting rooms</li> </ul> <p>We will liaise with building management and other tenants to agree and understand procedures outside office.</p> <p>We will agree a clear procedure for exchange of documents, equipment between staff in office.</p> <p>Office maintenance work to be carried out on days office is closed with responsible person only supervising.</p> <p>Clear guidance on desk use and one-way system is issued.</p> <p>Staff guide to working in the office issued to all returnees.</p>	<p>PDF Guide for staff to be sent by email in advance of return to office and Trust Talk update to ensure everyone is aware of procedures. Staff must confirm they have read this before return to work.</p> <p>Confirm the specific days office is open to staff. Use Welcome calendar to record attendance in advance for all staff to view and access.</p> <p>Clear signage around office regarding measures in place, including new mandatory "occupied" office signs. Also add "in use" toilet sign for one occupant at a time and "wait" sign for printer area.</p> <p>Desks not in use will have sign or tape applied to prevent use.</p> <p>Arrange a left-hand one-way system for staff to follow around the centre block of the office (printer area, curtain room, determination) via floor arrows.</p> <p>Arrange to have a Responsible person to help implement guidelines when office is open.</p> <p>Ask staff to enter office via lifts but leave via stairs.</p> <p>Ask staff to eat outside office if possible, to avoid lunch area overcrowding.</p>	1	4	4	<p>Staff guidance</p> <p>Signs</p> <p>Office calendar</p>
	CR2: Risk of infection from use of equipment within the office						
	CR2: Infection control	<p>Existing infection control measures (hand sanitizers, desk wipes, meeting room wipes, clear desk policy) to be kept in place and actively promoted to staff.</p> <p>The office is currently cleaned once a week (every Friday) by a professional cleaning company. This will be increased as further staff return to work.</p> <p>Staff will be required to clean hands on arrival and before and after handling common equipment such as the fridges, taps, water machines and AV equipment in meeting rooms. Social distancing will be enforced with one way system round key areas and waiting signs.</p> <p>Staff will not sit opposite or next to another occupied workstation. When numbers attending the office increase line managers will create attendance rotas for their teams to prevent overcrowding for staff with fixed desks.</p> <p>Staff can use any desk but will be required to wipe down the area before and after use, as is current protocol.</p> <p>Staff to use elbow to press lift buttons.</p>	<p>Hand sanitizer and desk wipes fully stocked and provided throughout office</p> <p>Provide gloves for staff if required</p> <p>Guidance for staff to be sent by email in advance of return to office</p> <p>Clear signage around office regarding measures in place</p>	2	4	8	Check supplies of hand sanitizer / desk wipes
	CR3: Risk of infection for staff travelling to the office						
	CR3: Staff travel	<p>Staff permitted to continue to work from home by default until such time as the government advises that it is safe for all to travel</p> <p>Time in the office limited to one or two days per week to reduce the exposure to travel</p> <p>Staff encouraged to avoid public transport where possible (recognising that this is not possible for many)</p> <p>Bike storage available for those able to cycle into the office</p> <p>Flexible working means that staff can choose their own start times and avoid busy travel times on their routes</p> <p>Staff will be encouraged to make a personal risk assessment of their journey into the office to ensure they will be safe and comfortable doing this.</p>	<p>Guidance for staff to be sent by email in advance of return to office</p> <p>Line managers to be supported in advising their direct reports regarding office attendance</p>	2	4	8	
	CR4: Risk of negative impact on staff well-being from concerns about using the office						
	CR4: Staff well-being	<p>Staff permitted to continue to work from home by default until such time as the government advises that it is safe for all to travel</p> <p>Staff encouraged to raise any concerns with line managers / POD team / Employee reps / Mental Health First Aiders</p> <p>Support available from the Employee Assistance Programme (via Sovereign Health Care)</p>	<p>Guidance for staff to be sent by email in advance of return to office</p> <p>In the guide staff will be made aware that the Responsible person will be available to discuss return procedures and concerns with anyone who requests a meeting.</p> <p>Line managers to be supported in advising their direct reports regarding office attendance</p>	2	3	6	
	CR5: Increased health risk for people with cystic fibrosis						
	CR5: People with CF	<p>Colleagues who have CF to avoid travelling to the office until such time as the government advises it is safe to travel and CFMA advice for people with cf supports this</p> <p>External contacts who have CF invited to meet virtually until such time as the government advises it is safe to travel</p> <p>Regular correspondence with UK CFMA to get specific advice regarding people with CF</p>	<p>Guidance for staff to be sent by email in advance of return to office</p>	1	5	5	
CR6: Risk of staff travel to external meetings or events							

CR6: External meetings/events	<p>Staff travel and attendance for external meetings not permitted during phase 1/2 of our return to work (between September-November 2020), meetings to be virtual by default. During phase 3 (from November, subject to review) staff will be discouraged, but not prevented, from attending any external meetings or events in person.</p> <p>Where attendance at an external meeting or event is considered critical, risk register to be requested from the external host and guidance requested for maintaining safety.</p>	Guidance for staff to be sent by email in advance of return to office.	2	4	8	
CR7: Risk from external visitors to Trust offices						
CR7: External visitors	<p>Staff discouraged from inviting external visitors to the offices during both return phases. However business critical visits may be allowed provided notice given to responsible person and measures below adhered to.</p> <p>If an external visitor is considered business critical, this risk register and other guidance to be sent to ensure they follow safety measures. External visitors to count towards limit on office attendees.</p> <p>Register of external visitors to be maintained.</p>	<p>Guidance for staff to be sent by email in advance of return to office.</p> <p>Guidance for external visitors to be developed and shared with staff for sharing externally.</p>	2	4	8	External visitor guidance
CR8: Risk from deliveries of supplies / correspondence						
CR8: Deliveries	<p>Staff required to wash hands immediately after handling any deliveries.</p> <p>Disposable gloves to be provided for those who wish to use them when handling deliveries.</p>	<p>Guidance for staff to be sent by email in advance of return to office.</p> <p>Frank and Margaret to ensure reliable supply of hand wash/gel and gloves and maintain stock levels.</p>	1	4	4	Order disposable gloves