

TASK:	COVID -19 Risk Assessment
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Date:	30.06.2020
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RA Ref No:	RA /CV 001-1v5
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Name/Position of Assessor(s)	Michael Pearson
Area/Cell Applicable	ALL
Allocated Site Number(s)	Court House
Type of Assessment	Working safely during COVID-19
Hierarchy of Controls – Can the task be E liminated, A utomated and/or M echanical A ided	



Significant Risks:
 COVID-19 Infection & Transmission
Associated Risk Assessments:
 Assessment is relevant to both Slough and Reading
 Task specific assessments will be assessed using COVID-19 hierarchy of control social distancing, hygiene, avoiding activity if possible, minimising time of activity, working back to back if possible, avoiding face to face activity, introducing screens etc.

Note:
 Risks Assessments compiled with considerations for the Working safely during COVID-19 in factories, plants and warehouses & offices and call centres. Consideration has also been given to the SMTT Industry guidance, issued on the 13.05.2020 in the compilation of this assessment.
This guidance should be updated in line with Government guidance:
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Individuals at risk:	Operators:	<input checked="" type="checkbox"/>	Maintenance:	<input checked="" type="checkbox"/>	Contractors:	<input checked="" type="checkbox"/>	Others:	<input checked="" type="checkbox"/>
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PPE (Personal Protective Equipment) available

Safety glasses	Goggles	Hearing protection	Safety shoes	Mask	Respirator	Gloves	Overalls	Welding helmet	Bump cap
Safety Glasses	Safety Goggles	Ear Protection	Safety Boots	Face Mask	Respirator	Safety Gloves	Overall	Welding Helmet	Head Protection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazard	Uncontrolled			Hazardous Condition	Severity	Control Measures	Controlled		
	S	L	R				S	L	R
1.1 Managing Risk To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority	4	4	16	<ul style="list-style-type: none"> Failure to communicate controls to employees and other interested parties 	<ul style="list-style-type: none"> Reduction in the effectiveness of intended controls Conflict amongst Management / employees and interested parties due to failure to clarify requirements The risk of potential infection and transmission increased 	<ul style="list-style-type: none"> Increased activity regarding handwashing and surface cleaning communicated From the 1st August 2020, this may be working from home, supported with MHFA /EAP / wellbeing/ lone worker and DSE considerations, or within the workplace if COVID-19 Secure guidelines are followed closely. Compliance with social distancing guidelines, set out by the government (2m, or 1m with risk mitigation where 2m is not viable is acceptable). Note: Face 	4	2	8

<p>1.2 Sharing the results of the risk assessment</p> <p>Share the results of the assessment with the workforce. Post copy onto website Display signed copy of compliance with guidance notice.</p>	4	4	16	<ul style="list-style-type: none"> Failure to communicate controls to employees and other interested parties Failure to update requirements in line with latest Government guidelines 	<ul style="list-style-type: none"> Reduction in the effectiveness of intended controls Conflict amongst Management / employees and interested parties due to failure to clarify requirements The risk of potential infection and transmission increased 	<ul style="list-style-type: none"> coverings are not considered to be mitigation. Further mitigating actions taken where social distancing is not possible, and the tasks are deemed necessary through process specific risk assessments. Considerations given as to whether people doing the work are especially vulnerable to COVID-19, with mitigating actions to safeguard where necessary. Mitigating actions include: Further increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Discouraging shouting: Ensuring that steps are taken to avoid people needing to unduly raise their voices to each other. Includes, but not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. Reducing the risk of transmission, particularly from aerosol transmission. 	4	2	8

<p>2. Who should go to work</p> <p>Employers should ensure workplaces are safe whilst also enabling working from home</p>	4	4	16	<ul style="list-style-type: none"> Failure to manage the maximum number of staff that can be safely accommodated onsite, increasing the risk of infection Wellbeing and mental health negatively affected of homeworkers returning to site Lack of consideration for DSE requirements etc. for homeworkers 	<ul style="list-style-type: none"> Increase in the chance of infection and spreading of the infection Risk of potential closure of the workplace. Negative impact on the mental wellbeing of individuals returning to the workplace Physical impact on individuals through lack of considerations and actions with regards to DSE requirements 	<ul style="list-style-type: none"> Considerations as to the maximum number of people who can be safely accommodated on site. Planning for a phased return to work for people safely and effectively. Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if their colleagues are returning to site on-site. Providing equipment for people to work at home safely and effectively. Support available from company EAP system communicated Ensuring MHFA contacts are communicated 	4	2	8
<p>2.1 Protecting people who are at higher risk</p> <p>To protect clinically vulnerable and clinically extremely vulnerable individuals</p>	4	4	16	<ul style="list-style-type: none"> Individuals identified as clinically vulnerable, and clinically extremely vulnerable in the workplace or working from home Poor mental health 	<ul style="list-style-type: none"> Increased possibility of contracting COVID-19 Increased risk in the severity of the infection Potential for long term negative effects on physical and mental wellbeing associated with poor mental health. 	<ul style="list-style-type: none"> Clinically extremely vulnerable people would have received a letter telling them they are in this group. Company will facilitate to allow for continued shielding {Please see Appendix} If clinically vulnerable people cannot work from home, they will be offered the safest available option onsite {Please see Appendix} Regular telephone support from Managers Support available from company EAP system communicated MHFA contacts communicated 	4	2	8
<p>2.2 People who need to self – isolate</p> <p>To make sure individuals who are advised to stay at home, under current government guidance, do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has</p>	4	4	16	<ul style="list-style-type: none"> People with COVID-19 infection in the workplace. 	<ul style="list-style-type: none"> Potential to infect multiple persons in the workplace 	<ul style="list-style-type: none"> Information communicated on the requirements for self-isolating, in line with current government advice for both individuals and those who live in a household displaying symptoms of COVID-19 Provisions made for workers to work from home, if possible whilst self-isolating. Employees are advised of the provision of statutory sick pay due to COVID-19 	4	2	8

symptoms and those who are advised to self-isolate as part of the government's test and trace program .									
2.3 Ventilation To use ventilation to mitigate the transmission risk of COVID-19	4	4	16	<ul style="list-style-type: none"> Increased risk of spreading the virus in enclosed spaces {offices / meeting rooms} due to poor ventilation. 	<ul style="list-style-type: none"> Large numbers infected with COVID-19 	<ul style="list-style-type: none"> Increasing the existing ventilation rate by adjusting the fan speed. Keeping doors and windows open if possible. Using ceiling fans or desk fans to improve air circulation, provided there is good ventilation. 	4	2	8
2.4 Equality in the workplace To treat everyone in the workplace equally	4	4	16	<ul style="list-style-type: none"> Discrimination in applying COVID-19 guidance in the workplace to individuals or groups. Negative impacts on disabled workers or new or expectant mothers 	<ul style="list-style-type: none"> Potential to adversely affect individuals and groups mental wellbeing Legal actions under equalities /H&S regulations etc. 	<ul style="list-style-type: none"> Requirements ensuring everyone in the workplace are treated equally are captured and considered in all COVID-19 considerations under current H&S legislation – Example –risk assessments for new and expectant mothers and relevant equalities legislation. 	4	2	8
3. Social distancing at work To maintain 2m social distancing wherever possible. Including while arriving and departing from work, while in work, and when travelling between sites	4	4	16	<ul style="list-style-type: none"> Failure to social distance and increasing the risk of COVID-19 infection across the workforce 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Social distancing {2metres} requirements introduced to all areas of the business Increased frequency of hand washing, and surface cleaning communicated to all. Sanitiser wipes available at all desks & printers etc. Hierarchy of control considerations if social distancing is not possible, including – Keeping activity as short as possible – Reducing the number of people involved {fixed teams} – Options of back to back, or side to side rather than face to face.- Screens or barriers between individuals. 	4	2	8
3.1 Coming to work and leaving work	4	4	16	<ul style="list-style-type: none"> Lack of social distancing on arrival, departure. Hands not 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Shift times staggered to avoid congestion at shift end/start times Health declaration register, declaring they are not , or 	4	2	8

Steps that will usually be needed			16	washed / sanitized on arrival increasing the risk of COVID-19 infection		anyone in their household displaying COVID-19 symptoms <ul style="list-style-type: none"> Hand sanitiser station in place at entry and exit points. Signage displayed reminding people of the requirements for social distancing and the washing of hands. Advice issued to workers regarding considerations for shared vehicles. 			
3.2 Moving around building and worksites Maintain Social distancing wherever possible	4	4	16	<ul style="list-style-type: none"> Not maintaining social distancing, wherever possible, whilst traveling through/ operating in the workplace 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Office staff working from home, unless their work cannot be done from home. Reducing movement by discouraging non-essential trips within buildings, for example, restricting access to some areas, encouraging use of telephones and cleaning them between use. Number of persons in office areas restricted to facilitate social distancing Fixed teams to reduce unnecessary movement and communal use of equipment. Posters /signs displayed reference social distancing and hygiene requirements 	4	2	8
3.3 Workplaces and Workstations Maintain Social distancing wherever possible	4	4	16	<ul style="list-style-type: none"> Individuals not maintaining social distancing at their workstations 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Workstations / desks positioned to facilitate social distancing Managing occupancy levels to enable social distancing Fixed teams in place to reduce movement in the workplace Avoiding use of shared / hot desks and equipment 	4	2	8
3.4 Meetings Reduce transmission due to face to face meetings	4	4	16	<ul style="list-style-type: none"> Face to face contact of individuals increasing the risk of contracting and spreading the COVID-19 virus. 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> All meetings to be undertaken via SKYPE where possible Any meetings that are undertaken restricted in participants to allow for social distancing Hand sanitiser available in meeting room All meetings held in well ventilated rooms. Consideration given to holding meetings outdoors if possible 	4	2	8
3.5 Common Areas Maintain social distancing whilst using common areas	4	4	16	<ul style="list-style-type: none"> People coming together ,sharing facilities and spaces in common areas 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Restriction on the number of persons who can occupy kitchens/rest rooms to allow for social distancing Restriction on the number of persons who can use washroom facilities in place 	4	2	8

			16						
<p>3.6 Accidents, security and other incidents</p> <p>Prioritise safety during incidents</p>	4	4	16	<ul style="list-style-type: none"> Close personal contact of individuals and groups in an emergency situation 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> and communicated. No sharing of cutlery or crockery Wash and dry own cutlery and crockery using disposable towels No sharing of food Signage in place to communicate social distancing and hygiene requirements Take breaks outside if possible 	4	3	12

4. Managing customers, visitors and contractors

To minimise the number of unnecessary visits to factories plants and warehouses.

Hazard	S	L	R	Hazardous Condition	Severity	Control Measures	S	L	R
<p>4.1 Manage contacts</p> <p>To minimise the number of unnecessary visits to site</p>	4	4	16	<ul style="list-style-type: none"> Visitors entering the company and introducing the virus 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> No unplanned visits allowed entry Only pre booked appointments permitted by essential service and contractors Reception doors locked at all times. 	4	2	8
<p>4.2 Providing and explaining available guidance</p> <p>To make sure people understand what they need to do to maintain safety</p>	4	4	16	<ul style="list-style-type: none"> People entering site unaware of the requirements for social distancing and hygiene procedures 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Restricted area for delivery drivers with designated 'drop off point' to restrict access into the business premises. Hygiene facilities available for delivery drivers on request Social distancing and hygiene posters in place Employees trained to receive and instruct delivery drivers on the social distancing /Hygiene and site access restrictions. 	4	2	8

5. Cleaning the workplace

<p>5.1 Before reopening</p>	4	3	12	<ul style="list-style-type: none"> Ventilation or air conditioning systems recirculating air in the building 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Keep the building as well ventilated as possible with windows and doors open were possible. 	4	2	8
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To make sure that any site that has been closed or partially operated is clean and ready to restart									
5.2 Keeping the workplace clean To keep the workplace clean and prevent transmission by touching contaminated surfaces	4	4	16	<ul style="list-style-type: none"> • Virus spread through contaminated surfaces / workspaces 	<ul style="list-style-type: none"> • Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> • Cleaners instructed to concentrate on areas / items with most frequent use – desk surfaces / door handles / hand rails etc. • Operational and office tasks limited to specific persons or teams to reduce the risk of spreading /catching the virus. • Cleaning of printers and shared tools and the washing /sanitisation of hands before and after use • Cleaning company engaged to carry out regular sanitisation / clean of offices • See Appendix for specific guidance on cleaning after a known /suspected case • Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to guidance for information on how to dispose of personal or business waste, including face coverings and PPE 	4	2	8
5.3 Hygiene-handwashing, sanitation facilities and toilets. To help everyone keep good hygiene through the working day	4	4	12	<ul style="list-style-type: none"> • Transmission of virus through lack of sanitation 	<ul style="list-style-type: none"> • Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> • Signs /posters informing individuals of the need to wash hands frequently and effectively. • Information provided regarding avoiding touching your face and the need to sneeze/cough into a tissue and dispose of safely • Regular communication on the latest guidance and encouraging feedback • Restrictions in place regarding the number of persons permitted into toilets and changing rooms to facilitate social distancing • Requirement to keep areas clean and to dispose of any rubbish correctly communicated 	4	2	8
5.4 Changing rooms and showers To minimise the risk of transmission in changing rooms and showers	4	4	12	<ul style="list-style-type: none"> • Transmission of virus through contact in changing rooms 	<ul style="list-style-type: none"> • Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> • Restrictions in place on the number of individuals permitted into bathrooms /toilets. • All rubbish disposed of correctly • Facilities regularly cleaned. 	4	2	8

5.5 Handling goods, merchandise and other materials, and onsite vehicles To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite	4	4	12	<ul style="list-style-type: none"> To reduce transmission of virus through contact with objects that come into the workplace and vehicles. 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Wash hands thoroughly after receiving letters / parcels. Dispose of any packaging All company vehicles to be sanitized before and after use. Use disposable gloves for fuel purchases Preference is for vehicles not to be shared. Follow Hexadex guidance if vehicles are shared 	4	2	8
6. PPE and face coverings	4	4	16	<ul style="list-style-type: none"> Transmission of the virus 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> The COVID-19 risk in the workplace is managed through social distancing, hygiene and fixed teams or partnering, not through PPE. The role of PPE in providing additional protection is extremely limited in an office/ manufacturing environment. 	4	3	12
6.1 Face coverings	4	2	16	<ul style="list-style-type: none"> There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19. Face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments Although we do not include face coverings in our hierarchy of controls, we recognize and support the fact that individuals may choose to wear one. The following advice on wearing face coverings should be made available to all employees <ul style="list-style-type: none"> - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. - Change your face covering if it becomes damp or if you've touched it. - Continue to wash your hands regularly. - Change and wash your face covering daily. - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. - Practice social distancing wherever possible. <p>You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.</p>			4	3	12
7. Workforce management									


7.1 Shift patterns & outbreaks Change the way work is organised to create distinct groups and reduce the number of contacts each worker has	4	4	16	<ul style="list-style-type: none"> Virus spread more easily through multiple points of contact throughout the company 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Only employees who cannot work safely from home are onsite Office areas are spaced to allow social distancing Work areas and teams have been identified to allow for social distancing and reduced interaction in the workplace We will assist the Test and Trace (point 4 Appendix) service by keeping a temporary record of staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed, in order to contain any potential clusters or outbreaks. Further guidance see point 5 of Appendix 	4	2	8
7.1.2 Outbreak in the workplace To provide guidance in the event of a COVID-19 outbreak in the workplace	4	4	16	<ul style="list-style-type: none"> Uncontrolled outbreak 	<ul style="list-style-type: none"> Large numbers of unidentified infected individuals , 	<ul style="list-style-type: none"> A single point of contact (SPOC) nominated within the business for communications to /from the Government, HSE & NHS etc. If more than one case of COVID-19 is associated with the business the SPOC will contact the Health Protection Team for further guidance and management of outbreak. Records of visitors / staff / shift patterns to be made available (last 21 days) to the Health Protection Team. 	4	2	8
7.2 Work related travel									
7.2.1 Cars , accommodation and visits To avoid unnecessary work travel and keep people safe when they need to travel between work locations	4	4	16	<ul style="list-style-type: none"> Transmission of virus through shared travel 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Remote meetings Microsoft Teams etc. are the preferred option before travel is considered Minimizing the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding face to face contact. Cleaning shared vehicles before and after use Where workers are required to stay away from their home, logging the stay and making sure any overnight accommodation meets social distancing requirements. Ensuring that social interaction outside the purpose of the visit is kept to a minimum. Ensuring that the company / destination of the visit can provide evidence that they are operating within the COVID-19 secure in 2020 guidelines 	4	2	8

7.2.2 Work related travel To help workers delivering to other sites to maintain social distancing and hygiene practices	4	4	16	<ul style="list-style-type: none"> Transmission of virus through visiting other sites / suppliers / customers 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Microsoft Teams meetings etc. are the preferred option where possible before visiting sites Site specific risk assessments produced for visits adhering to social distancing and hygiene guidelines wherever possible Persons visiting customer / supplier sites consistent to same persons. Person to person contact minimized during any site visit. 	4	2	8
7.3 Communications and training									
7.3.1 Returning to work To make sure all workers understand COVID -19 related safety procedures	4	4	16	<ul style="list-style-type: none"> Workers unaware of safety procedures unwittingly not adhering to COVID-19 safe working requirements 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> All employees returning to site are taken through a briefing on the site requirements and expectations with regards to social distancing, hygiene and cleaning procedures and protocols relevant to COVID-19 controls in the business Regular communications are undertaken through Tool Box talks ,encouraging feedback and suggestions from employees Any employee who intends to return to work after a period of self-isolation, must first contact the HR department to confirm they are fit to return and have followed government guidelines with regards to self-isolation. 	4	2	8
7.3.2 Ongoing communications and signage Making sure all workers are kept up to date with how safety measures are being implemented or updated	4	4	16	<ul style="list-style-type: none"> Workers unaware of safety procedures unwittingly not adhering to COVID-19 safe working requirements 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Regular updates on changes to government guidance communicated Regular contact maintained with all homeworkers through daily group call ins and one to one manager calls if identified as necessary Ongoing reminders of requirements displayed through notices / power point presentations and Tool Box communications encouraging feedback from all employees Mental wellbeing considerations taken into account with communications regarding the EAP and MHFA resource available to all employees. Posters and signage periodical updated to refresh the social distancing and hygiene message Communicating requirements to interested parties who attend site 	4	2	8

8 Inbound and outbound goods To maintain social distancing and avoid surface transmission when goods enter or leave site	4	4	16	<ul style="list-style-type: none"> Transmission of virus through delivery and collections of goods 	<ul style="list-style-type: none"> Individuals and groups contracting COVID-19 	<ul style="list-style-type: none"> Reception doors locked at all times. Sign to instruct any delivery persons to ring bell and leave items at door Drivers instructed to remain in cabs until notified to unload Restricted area for delivery drivers with designated 'drop off point' to restrict access into the business premises. Employees trained to receive and instruct delivery drivers on the social distancing /Hygiene and site access restrictions Hygiene facilities available for delivery drivers on request 	4	2	8
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ASSESSMENT RATING			
Risk Rating without additional control measures	(L) 1-6	(M) 7-10	(H) 11-20
Risk Rating After Additional Control Measures Implemented	(L) 1-6	(M) 7-10	(H) 11-20

Key :	Colour Code	HSE Risk Rating Calculations Matrix					
L = Likelihood	High Risk	Likelihood →	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very Unlikely (1)
C = Consequence	Medium Risk	↓ Consequence	Fatality (4)	Major Injury (3)	Minor Injury (2)	No Injury (1)	
R = Risk	Low Risk		20	16	12	8	4
			15	12	9	6	3
			10	8	6	4	2
			5	4	3	2	1

HSE Management Authorisation	Name : Michael Pearson	Signature : 	Date : 30/07/2020
HSE Management Review	Name	Signature	Date

Comments :	
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Appendix	
1. Guidance on cleaning after a known or suspected case of COVID -19	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
2. Clinically Extremely Vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
3. Clinically Vulnerable People	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people
4. NHS test and trace: workplace guidance	https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
5. Maintaining records of staff, customers and visitors to support NHS Test and Trace	https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace