



# Getting your team back to work

## Post Covid-19 Back To Work Office Premises Consultancy Support

As businesses prepare for a return to the office, there will be a number of concerns and challenges not previously encountered in the work place. Staff want to be confident of their safety and employers want to ensure that well being and safety is at the core of office working. Incentive Consultancy are providing support to new and existing clients to help bridge some of the gaps in knowledge and experience.



Now is the time to make sure you're well prepared for returning to your workplace. Incentive Consultancy can support you in developing these plans and arrangements.

There is a wide and confusing array of information and guidance available in the marketplace.

## Workforce Safety

Assessing the risks and mitigations.

- Risk Assessments
- Workplace Procedures
- Personnel Inductions / Training
- Homeworkers Procedures

## Physical Workspace

Creating a safe, socially distanced workspace

- Office design and layout
- Configuring workspaces
- Limiting interactions – Social Distancing
- Considering Facilities protocols
- Desk Sharing Considerations

Do you have the competence in your organisation to carry out a Covid-19 risk assessment? The HSE have advised they expect all organisations over 5 persons to have a written assessment and compliance spot checks will be made. Can you work out how to maintain social distancing safely at work? We can help you through the process of ensuring safe entry, distancing, common activities and staff engagement.

- Which of your teams still need to interact?
- How can I use my conference rooms safely?
- Do I need to change my visitor processes?

We have and can adapt process and risk assessments that will assist you in a structured and safe return to the office.

## Further Considerations

**Cleaning:** Revised specifications and working procedures for your cleaning suppliers and staff.

**Building and Environment:** Revised maintenance and building operation regimes designed to minimise contamination and airborne transmission of viruses.

**P.P.E. and Sanitisers :** The provision of equipment and advice as to who needs it and where to get it.

**Use of communal spaces and toilet areas:** There are important considerations and measures to implement here.

**Smart Solutions:** There are options to embed Smart Technology to reinforce all of your new procedures.

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