



# Returning to Work Safely: The 'New Normal'

As lockdown restrictions start to ease, it is essential that businesses take the necessary steps to ensure that employees can return to work safely and without risks to their health and wellbeing. To assist, the Government has published a range of guidance to help employers, employees and the self-employed understand how to work safely during the coronavirus pandemic. To help you pinpoint any foreseeable hazards within your workplace and produce a plan to eliminate and control said hazards, we've put together a Returning to Work Health and Safety Guide - [Click here to learn more](#)

The guidance identifies 5 key principles:

## Work from Home.

Employees should work from home, if possible.



## COVID-19 Risk Assessment.

Carry out a COVID-19 risk assessment and publish the results on your website



[Click here to download your COVID-19 Risk Assessment Template](#)

## Practice social distancing.

You should maintain 2 metres social distancing, wherever possible.



## Manage the risk.

Where people cannot maintain 2 metres social distancing, manage the risk of transmission.



[Click here to download our return to work guidance document](#)

## Good hygiene.

Practice good hand hygiene by washing your hands with soap and water and clean the workplace more frequently



Each individual business will need to consider how they will return to work safely and develop a structured Return to Work Strategy which should focus on 4 key areas - **Plan - Do - Check - Act:**

### PLAN

Identify what you need to do such as complete a risk assessment. Identify responsibilities of the management team and who can return to work. Outline measures to safeguard against the transmission of COVID-19, such as washing facilities, hygiene stations, signage, 2 metre distancing measures, directional flow signs, rearranging layouts and seating, redesign and staggering shift patterns, barriers, PPE, entrance and exits, welfare provisions, deep cleaning protocols, travel arrangements to work, ensuring statutory testing and inspections are up to date and first aid and emergency arrangements etc.

### DO

Communicate the Plan to all employees and explain what's expected from them. Take action to implement your plan.

### CHECK

Check that the Plan is working and managing the risk of COVID-19 effectively. Encourage feedback and involvement from employees and/ or their representatives. Identify and investigate any issues that have arisen, including any new cases reported.

### ACT

Learn from experience and continuously improve and update your COVID-19 risk assessment and Business Continuity Plans. Keep a record of all the reviews undertaken.