



BACK TO WORK CHECKLIST

HAVE YOU CONSIDERED?



- Carry out a workplace risk assessment
- Do you need to change shift and working patterns or numbers in work for safety?
- How many employees do you need to return?
- How will the consultation and communications process with employees work?
- Who can continue to work from home?
- Communicate changes to hours or contracts
- Are your managers trained to manage remote teams?
- Consider staff travel arrangements and car park spaces
- Do you need to send letters to end or extend furlough?
- How do you plan to address any concerns such as childcare and those that are vulnerable?
- Do you need to seek HR advice on any redundancy issues?
- Have you considered your cleaning regime?
- How do you arrange workspaces for social distancing?
- Have staff been informed about the Track and Trace scheme?
- Have you carried out relevant risk assessments?
- Are "1m+" safety measures in place?

We're here to help with your transition back into the workplace, contact us today.



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