

Strategic Risk Category	Ref	Mitigating Controls in place	Assurance/evidence	Likelihood	Impact	Risk score
<b>Crisis Response - Return to office after easing of Covid-19 lockdown</b>	<b>CR1: Risk that staff are unable to maintain social distancing measures in the office</b>					
	CR1: Social Distancing	<ul style="list-style-type: none"> <li>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. Proposal to commence with maximum of 5 people</li> <li>Measures will also be in place to limit access to:               <ul style="list-style-type: none"> <li>Toilets</li> <li>Kitchen and dining area</li> <li>Meeting rooms - these will be closed until further notice (add more detail once agreed)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guidance for staff to be sent by email in advance of return to office</li> <li>Clear signage around office regarding measures in place</li> <li><b>Office calendar to be maintained, keeping track of who is going to be present</b></li> <li>Desks not in use to be blocked off to make it clear where distancing should be applied</li> </ul>	1	4	4
	<b>CR2: Risk of infection from use of equipment within the office</b>					
	CR2: Infection control	<ul style="list-style-type: none"> <li>Existing infection control measures (hand sanitizers, desk wipes, meeting room wipes, clear desk policy) to be kept in place and actively promoted to staff</li> <li>Daily office clean by professional cleaning company in place</li> <li><b>Restrictions in place on use of common equipment such as fridges, taps, AV equipment in meeting rooms</b></li> <li><b>Staff to use the same desk and screen each time they are in the office to limit use of equipment</b></li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitizer and desk wipes fully stocked and provided throughout office</li> <li>Guidance for staff to be sent by email in advance of return to office</li> <li>Clear signage around office regarding measures in place</li> </ul>	2	4	8
	<b>CR3: Risk of infection for staff travelling to the office</b>					
CR3: Staff travel	<ul style="list-style-type: none"> <li>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</li> <li>Time in the office limited to one or two days per week to reduce the exposure to travel</li> <li>Staff encouraged to avoid public transport where possible (recognising that this is not possible for many)</li> <li>Bike storage available for those able to cycle into the office</li> <li>Flexible working means that staff can choose their own start times and avoid the morning rush hour</li> </ul>	<ul style="list-style-type: none"> <li>Guidance for staff to be sent by email in advance of return to office</li> <li>Line managers to be supported in advising their direct reports regarding office attendance</li> </ul>	2	4	8	

**CR4: Risk of negative impact on staff well-being from concerns about using the office**

CR4: Staff well-being	<ul style="list-style-type: none"> <li>• 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</li> <li>• Staff encouraged to raise any concerns with line managers / POD team / Employee reps</li> <li>• Support available from the Employee Assistance Programme (via Sovereign Health Care)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance for staff to be sent by email in advance of return to office</li> <li>• Line managers to be supported in advising their direct reports regarding office attendance</li> </ul>	2	3	6
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**CR5: Increased health risk for people with cystic fibrosis**

CR5: People with CF	<ul style="list-style-type: none"> <li>• Colleagues who have CF to avoid travelling to the office until such time as the government advises it is safe to travel</li> <li>• External contacts who have CF invited to meet virtually until such time as the government advises it is safe to travel</li> <li>• Regular correspondence with UK CFMA to get specific advice regarding people with CF</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance for staff to be sent by email in advance of return to office</li> </ul>	1	5	5
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**CR6: Risk of staff travel to external meetings or events**

CR6: External meetings/events	<ul style="list-style-type: none"> <li>• Staff discouraged from attending any external meetings or events in person (meetings to be virtual by default)</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance for staff to be sent by email in advance of return to office</li> </ul>	2	4	8
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**CR7: Risk from external visitors to Trust offices**

CR7: External visitors	<ul style="list-style-type: none"> <li>• Staff discouraged from inviting external visitors to the offices</li> <li>• 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.</li> <li>• Register of external visitors to be maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance for staff to be sent by email in advance of return to office</li> <li>• Guidance for external visitors to be developed and shared with staff for sharing externally</li> </ul>	2	4	8
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CR8: Risk from deliveries of supplies / correspondence						
	CR8: Deliveries	<ul style="list-style-type: none"> <li>• Staff encouraged to wash hands immediately after handling any deliveries</li> <li>• Disposable gloves to be provided for those who wish to use them when handling deliveries</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance for staff to be sent by email in advance of return to office</li> </ul>	1	4	4