



COVID-19 RISK ASSESSMENT

GENERAL INFORMATION			
Assessors Names:	Victoria Yallop (H&S Coordinator) Kasia Lewis (HR Manager)	Date of Assessment:	05/08/2020
		Reference No.	WRT/COVIDRA/02
Company:	Westcountry Rivers Trust		
Location:	Rain-Charm House, Kyl Cober Parc, Stoke Climsland, Cornwall, PL17 8PH First Floor, Optimal Graphics Ltd ,20b High St, Topsham, Exeter, EX3 0EA		
Applicable Areas:	Office and outbuildings. Outdoor working at site locations. Satellite office location.		

HAZARDS COVERED	
Workplace – General Travel to Work Workplace Entrances / Exits Deliveries and Pick Ups Homeworking Outdoor Site Visits & Work Equipment Welfare Facilities Cleaning, Touch Points	Waste Management Office Activities / Equipment - Workstations Meetings Training, Briefings / Toolbox Talks Emergency Procedures, Fire & Evacuation Mental Health First Aid - Stress and Anxiety Satellite office Workplace.

ADDITIONAL SAFE SYSTEMS OF WORK REQUIRED?

Yes - Safe Working Procedure(s)	Yes Permit(s) to Work
First Aid Guidance and also refer to Site Specific Risk Assessments as appropriate.	Refer to Site Specific Risk Assessments.

Notes
<ul style="list-style-type: none"> COVID-19 Addendum to Existing Risk Assessments; Any employee presenting with either a high temperature, new continuous cough or a loss of, or change in, your normal sense of taste or smell (anosmia) should self-isolate for 7 days from the start of their symptoms and contact HR to inform WRT that you are doing so. See WRT Guidance on Self-Isolation for details. As per government guidance the risks of COVID-19 need to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The role of PPE in providing additional protection is extremely limited. Volunteers may continue to undertake surveys at this time, if they feel they can do so safely in accordance with government guidance and this risk assessment (also see WRT Guidance on Volunteering Safely during COVID-19). Public Health England has advised that hand sanitisers should have 60% or higher alcohol content to be effective against the COVID-19 virus. For further guidance about COVID-19 refer to the NHS and Public Health England websites, and other guidance available - HSE, WHO.

RESIDUAL RISK LEVEL (all specified controls implemented)	Intolerable Do not proceed	HIGH Do not proceed without further controls	MEDIUM Proceed – develop further controls	LOW Proceed – with existing controls
		X	X	✓

DECLARATION

Based on this risk assessment, the level of risk has been reduced as far as reasonably practicable (ALARP).			
Signature: Assessor/s	Victoria Yallop, Kasia Lewis	Position:	H&S Coordinator, HR Manager.
Signature: Manager / Supervisor		Name & Position:	Dr Laurence Couldrick Chief Executive Officer
Due date of next assessment: 06th September 2020		Monthly review unless govt guidance changes.	

Hazard / Risk Description	Persons at Risk	Controls Implemented	PPE / RPE	Risk Level
<p>Workplace - General</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Staff Visitors</p>	<p>Management controls</p> <ul style="list-style-type: none"> • Staff to work from home wherever possible; <ul style="list-style-type: none"> ○ Clinically vulnerable and extremely clinically vulnerable employees including those who are Shielding are risk assessed on a case by case basis and a plan will be drawn up in agreement with the employee. Working from home remains an option wherever possible. ○ If clinically vulnerable (but not extremely clinically vulnerable) individuals are working but cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. We will carefully assess whether this involves an acceptable level of risk. Particular attention will also be paid to people who live with clinically extremely vulnerable individuals. ○ Clinically extremely vulnerable individuals have been strongly advised not to work outside the home. Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions) have been asked to take extra care in observing social distancing and if working should be helped to work from home, either in their current role or in an alternative role wherever possible. ○ Allow staff to work from home if they are self-isolating due to someone in their house showing symptoms and not unwell themselves. ○ Employees who are not ‘Shielding’ but have particular concerns regarding someone vulnerable at home will be risk assessed on a case by case basis. • Number of staff on site (at Rain-Charms House and on outdoor site-visits) recorded. • Staff attending office is minimal and can be for specific reasons eg; to undertake printing or for meetings that cannot take place remotely or on a regular basis if staff wish to work from the office. Day to be booked in with designated coordinator. • Risk assessment and safe working procedures established for control of COVID-19 in the workplace. • Risk assessment and safe working procedures regularly reviewed, updated and communicated to staff • Critical management / roles have been identified (CEO, Mgt Team, H&S, HR) . • Face to face meetings between different teams are minimised and conducted remotely when at all possible. • Timesheets and similar are submitted electronically to avoid unnecessary contact. • HR have up to date information on who is clinically vulnerable and extremely clinically vulnerable. • Consideration given to whether any particular measures or adjustments should be put in place to take account of our duties under the equalities legislation, to be assessed on a case by case basis in discussion with HR / Mgt. <p>Operational controls</p> <ul style="list-style-type: none"> • If unwell with symptoms of COVID-19, do not travel to or enter WRT premises or go out on site. • Follow WRT risk assessments and safe working procedures at all times. • Maintain 2m social distancing. 		<p>Initial – no controls: High</p> <p>Final - with controls: Medium</p>

Hazard / Risk Description	Persons at Risk	Controls Implemented	PPE / RPE	Risk Level
<p>Travel to Work (to include office and site visits)</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Staff Volunteers</p>	<p>Management controls</p> <ul style="list-style-type: none"> Allow staff to travel, and provide written authorisation to third parties if required. <p>Operational controls</p> <ul style="list-style-type: none"> Avoid using public transport if possible, especially at peak times (06.00-07.30 & 16.30-17.00). Adopt alternative means of transport in place of public transport – run, walk, cycle. Travel alone, using own transport where possible. Where vehicle sharing is unavoidable or where staff are happy and consider it appropriate to car share (eg: to avoid public transport, for long distance travelling); <ul style="list-style-type: none"> minimise numbers in the vehicle travel with the same persons try to maintain 2m distancing and face away from each other whilst in the vehicle maintain good ventilation (i.e. keep the windows open) consider wearing a face covering clean hands before and after travel If sharing a vehicle, sanitise vehicle after each journey, with emphasis on touch points, including external handles and boot opening. 		<p>Initial – no controls: High</p> <p>Final - with controls: Low</p>
<p>Workplace Entrances and Exits</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Staff Visitors</p>	<p>Management controls</p> <ul style="list-style-type: none"> Suspend all non-essential visitors. Authorised visitors arrive at designated times to reduce numbers on site. The office entrance has a hand cleaning station/sanitising station. Clear signs posted – symptoms of COVID-19, do not enter if displaying symptoms, social distancing, hand washing technique. Increase cleaning of common touch points around the premises. Ongoing monitoring by the Management to ensure effectiveness of control measures. <p>Operational controls</p> <ul style="list-style-type: none"> Maintain 2m social distancing when entering / exiting the office at Rain-Charm House. Wash hands for 20 seconds using soap and water (or use hand sanitiser) on entering and leaving the office at Rain-Charm House. Hand sanitiser made available in cabin, workshop and store shed to be used on entering and leaving. 		<p>Initial – no controls: High</p> <p>Final - with controls: Low</p>
<p>Deliveries and Pick-Ups</p> <p>Risk of contracting COVID-19 from close</p>	<p>Staff Sub-contractors Visitors</p>	<p>Management controls</p> <ul style="list-style-type: none"> Where possible, items to be delivered directly to staff working from home. Otherwise, designated staff co-ordinate delivery at office to ensure safe unloading can be undertaken whilst maintaining social distancing. 		<p>Initial – no controls: High</p>

Hazard / Risk Description	Persons at Risk	Controls Implemented	PPE / RPE	Risk Level
contact with others / touching contaminated surfaces		<ul style="list-style-type: none"> Deliveries are not signed for; other methods e.g. electronic, are used as confirmation. Hand cleaning station readily accessible <p>Operational controls</p> <ul style="list-style-type: none"> Maintain 2m social distancing. 		Final - with controls: Low
<p>Homeworking</p> <p>Risk of low work output</p> <p>Risk of isolation</p>	Staff	<p>Management controls</p> <ul style="list-style-type: none"> WRT guidance on homeworking has been followed. Roles have been assessed for business criticality. Management understand which roles can be conducted effectively from home (e.g. admin, accounts). Homeworking has been implemented where possible. Regular contact is maintained through phone, email, MS Teams. All relevant systems are installed on employee computers. Regular team meetings and briefings are held. Monitor the wellbeing of people who are working from home and help them stay connected to those operating in an outdoor environment, especially if the majority of their colleagues are on-site. Weekly lunchtime socials to be set up. <p>Operational Controls</p> <ul style="list-style-type: none"> Assess home office facilities to determine suitability e.g. segregated from family, comfortable, relevant equipment present. Conduct and document self DSE assessment. Verify sufficient band width to run required systems and software online. Competent to use required software and systems at home. 		<p>Initial – no controls: High</p> <p>Final - with controls: Medium</p>
<p>Outdoor Site Visits and Work Equipment</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Staff</p> <p>Volunteers</p> <p>Sub-contractors</p> <p>Visitors</p> <p>General Public</p> <p>Trespassers</p>	<p>Management controls</p> <ul style="list-style-type: none"> Travel to work controls followed. Landowner / funder permission to be obtained / checked before going to site. Fixed teams or partnering for outdoor work Machinery only used if work essential – risk assessment / appropriate measures in place Extra PPE/ RPE available in field staff first aid kits, in case a potential COVID-19 sufferer needs to be treated In the event emergency First Aid is required refer to 'First Aid during COVID-19' guidance. 	Face mask Gloves	<p>Initial – no controls: High</p> <p>Final - with controls: Medium</p>

Hazard / Risk Description	Persons at Risk	Controls Implemented	PPE / RPE	Risk Level
		<p>Operational controls</p> <ul style="list-style-type: none"> • Site visits should only be undertaken where it is essential and not where it can be done over the phone. • Plan for the minimum number of people needed to be on site to operate safely and effectively. • If lone working, use the ‘buddy system’ (see Lone Working Procedure in the H&S Policy) • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. • Site guidance on social distancing and hygiene should be explained to all persons before arrival or on arrival if beforehand is not possible. • Wash hands / use antiseptic hand gel on arrival and when leaving site. • Maintain 2m social distancing. • If you feel uncomfortable with the conditions on site (eg others not maintaining social distancing) end site visit immediately. • Avoid touching any surface wherever possible (gates, stiles etc.). • Use own tools / equipment wherever possible and if necessary – do not share with others. • Pool equipment (e.g. hand-held tools) to be cleaned after use. • Identify areas where people have to directly pass things to each other, such as shared tools, materials or job instructions, and find ways to remove direct contact, for example by using drop-off points or transfer zones. • Display signage where possible to inform the general public you are undertaking outdoor work and to maintain social distancing guidelines. • Display signage on rights of way that cross your workplace to remind the general public to maintain social distancing. • Wearing a face covering is optional and is not required. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off (see staff guidance for wearing face masks). • If you have mild symptoms see guidance in Notes section inform your manager and HR and return home to self-isolate immediately, as in line with government guidance. • If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance (see Cleaning through Covid-19 protocol). 	Antiseptic Hand gel	
<p>Welfare Facilities</p> <p>Risk of contracting COVID-19 from close contact with others /</p>	<p>Staff Visitors</p>	<p>Management controls</p> <ul style="list-style-type: none"> • Hand cleaning <ul style="list-style-type: none"> – Sufficient hand cleaning stations in place, strategically located, e.g entrance and by printer. – Adequate supplies of sanitiser, soap and water are available in various locations around the premises including toilets, entrances / exits and kitchen area. 		<p>Initial – no controls: High</p>

Hazard / Risk Description	Persons at Risk	Controls Implemented	PPE / RPE	Risk Level
touching contaminated surfaces		<ul style="list-style-type: none"> • Toilets <ul style="list-style-type: none"> - Social distancing to be maintained - Hand washing area, to include hand-dryer, provided to allow hand cleaning before and after use of facilities • Food and drink <ul style="list-style-type: none"> - Staff advised to bring in a flask and pre-prepared cold meals - Adequate facilities provided to store food and drink • All welfare facilities kept in clean and tidy condition • Ongoing monitoring by Management to ensure effectiveness of welfare / hygiene arrangements. <p>Operational controls</p> <ul style="list-style-type: none"> • Aware of welfare arrangements and additional hygiene requirements. • Bring pre-prepared food and a refillable flask / drinking bottle to work if possible. 		Final - with controls: Medium
<p>Cleaning, Touch Points</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	Staff Sub-contractors	<p>Management controls</p> <ul style="list-style-type: none"> • Office space including welfare facilities and communal areas regularly cleaned • Enhanced cleaning procedures focusing on touch points include; <ul style="list-style-type: none"> - Desks - Telephones - Keyboards, photocopiers and other office equipment • If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance. <p>Operational controls</p> <ul style="list-style-type: none"> • Clean and wipe down desk and work areas particularly if hot desk area. 		Initial – no controls: High Final - with controls: Low
<p>Waste Management</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	Staff Sub-contractors	<p>Management controls</p> <ul style="list-style-type: none"> • Sufficient bins provided in all welfare facilities / communal areas • Bins are emptied and cleaned regularly <p>Operational controls</p> <ul style="list-style-type: none"> • All rubbish / food waste put straight into bins provided – not left on tables 		Initial – no controls: High Final - with controls: Low

Hazard / Risk Description	Persons at Risk	Controls Implemented	PPE / RPE	Risk Level
<p>Office Activities / Equipment - Workstations</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Staff Visitors</p>	<p>Management controls</p> <ul style="list-style-type: none"> Office capacity to be reduced Desks allocated so that 2m distance can be maintained Desks and touch points cleaned at the beginning and end of each working day – minimum <p>Operational controls</p> <ul style="list-style-type: none"> Avoid hot desking where possible - if unavoidable clean and sanitise desks when vacated Maintain desk / workstation clean and uncluttered Maintain good ventilation – open windows and doors when possible 		<p>Initial – no controls: High</p> <p>Final - with controls: Low</p>
<p>Meetings</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Staff Sub-contractors Visitors Vulnerable Persons</p>	<p>Management controls</p> <ul style="list-style-type: none"> Limit to essential only - keep to minimum attendees and short duration Meeting schedules are planned proactively so that employees have access to meeting software and devices when needed. Telephone and online meetings preferred approach <p>Operational controls</p> <ul style="list-style-type: none"> Maintain safe distances during face to face meetings. Hold meetings / toolbox talks outdoors if possible Where possible conduct meeting remotely using MS Teams, Zoom or similar 		<p>Initial – no controls: High</p> <p>Final - with controls: Low</p>
<p>Training, Briefings, Toolbox Talks</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Staff Volunteers</p>	<p>Management controls</p> <ul style="list-style-type: none"> WRT/ return to work inductions cover COVID-19 risk assessments and safe working procedures, including social distancing and hygiene measures. Regular safety briefings / toolbox talks undertaken reinforcing COVID-19 procedures and control measures. Safety critical training identified and scheduled. Online training sourced as alternative to face-to-face. Records of attendance kept for all inductions, briefings, training session. 		<p>Initial – no controls: High</p> <p>Final - with controls: Low</p>
<p>Emergency Procedures, Fire & Evacuation</p> <p>Risk of contracting COVID-19 from close</p>	<p>Staff Sub-contractors Visitors</p>	<p>Management controls</p> <ul style="list-style-type: none"> Company specific assessment of emergency plans reviewed and updated regularly. Procedures in place in event of worker falling ill / showing severe symptoms (see guidance). RIDDOR reporting requirements for work-related COVID-19 exposure, diagnosis, fatality understood. Management team keep staff up to date with changes to emergency evacuation procedures through briefings. 		<p>Initial – no controls: High</p>

Hazard / Risk Description	Persons at Risk	Controls Implemented	PPE / RPE	Risk Level
<p>contact with others / touching contaminated surfaces in the event of a fire / evacuation</p>		<ul style="list-style-type: none"> Minimise the number of people on the premises. Planned fire evacuations suspended until further notice. Muster point identified so that 2m social distancing can be maintained. In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. Extra PPE/ RPE available in office first aid kit, in case a potential COVID-19 sufferer needs to be treated In the event emergency First Aid is required refer to 'First Aid during COVID-19 guidelines'. <p>Operational controls</p> <ul style="list-style-type: none"> Maintain good housekeeping in the workplace. Follow all emergency procedures. 	<p>Face mask Gloves</p>	<p>Final - with controls: Medium</p>
<p>Mental Health First Aid -Stress and Anxiety</p> <p>Risk of developing stress and anxiety due to the COVID-19 situation</p>	<p>Staff</p>	<p>Management controls</p> <ul style="list-style-type: none"> Regular briefings of the company situation are given to all employees, e.g. company measures, changes to procedures, update on contracts, etc. Clear procedures are in place for those employees that are exhibiting elevated signs of stress and anxiety. Mental health first aiders are in place. Mental Health Awareness training is provided to staff. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Mental Health Resources shared and central resource hub set up. Mental health awareness posters are displayed in suitable locations. Management hold regular meetings with their reports and are vigilant regarding stress in the workplace. <p>Operational controls</p> <ul style="list-style-type: none"> Inform management/HR if you begin to feel anxious / stressed. Watch out for signs of stress / anxiety in work colleagues. Ensure you keep in regular contact with colleagues via email / MS Teams/ phone. 		<p>Initial – no controls: High</p> <p>Final - with controls: Medium</p>

Hazard / Risk Description	Persons at Risk	Controls Implemented	PPE / RPE	Risk Level
<p>Satellite Office Workplace</p> <p>Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Staff</p>	<p>Management controls</p> <ul style="list-style-type: none"> • Allow staff to use satellite office space. (nb: know as the Topsham office. First floor room of a shared office block with a printing company who have max 3 employees). • Obtain RA as undertaken by the printing company. • COVID_secure and hand washing posters to be displayed. • Days to be booked in and recorded with designated coordinator, with only 1 person in on any given day (due to size of office) <p>Operational controls</p> <ul style="list-style-type: none"> • Maintain 2m social distancing • Hand gel and wipes available in the office space; to be used on entry and exit, and to wipe down desk space and touch points before leaving • Packed lunch and flask advisable to minimize use of shared kitchen • Welfare facilities are shared with others on site but numbers (max of 4 in building) is at an acceptable risk level • Comply with printing companies RA in regards to shared spaces (kitchen, welfare facilities) 		<p>Initial – no controls: High</p> <p>Final - with controls: Low</p>



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues
(then wash hands)



If you don't have a tissue
use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

Image Source: bbc.co.uk

Risk Assessment Matrix

RISK LEVELS					
Likelihood	x	Severity	=	Risk Rating Action Scale	Risk Level
1 = Rare / Very Unlikely		1 = No / trivial injury or illness		1 – 6	No further action needed – work may proceed Low
2 = Unlikely		2 = Minor / first aid injury or illness		7 – 11	Further controls required but work may proceed Medium
3 = Possible		3 = Over “7 day” injury or illness		12 – 19	Urgent, stronger control measures required High
4 = Likely		4 = Specified injury or illness		20 – 25	Withdrawal of process / activity – do not proceed! Intolerable
5 = Routine / Certain		5 = Fatality, disabling injury, etc.			

Action Plan – Additional Controls

Hazard / Risk	Additional Controls Required	PPE / RPE	Who?	By When?	Priority
<p>Hazard - Workplace Risk of contracting COVID-19 from close contact with others / touching contaminated surfaces</p>	<p>Management controls Implement a booking system to limit / record number of staff in the office at any one time Develop WRT guidance for Shielding, Self Isolation and Volunteering during Covid 19.</p> <p>Operational – on site Follow booking system and Office RA when on site.</p>		All staff	Within 1 month.	Urgent
<p>Hazard - Homeworking Risk of poor desk area set-up</p>	<p>Management controls DSE assessments to be completed by all staff, and additional equipment supplied as necessary (eg: screen risers, cable adaptors).</p> <p>Operational – on site Complete DSE assessment. Collect additional equipment required from office (ie: office chair) or complete purchase request form.</p>		All staff	Within 2 months of when homeworking begins	High
<p>Hazard - Outdoor Site Visits and Work Equipment Risk of contracting COVID-19 from administering First Aid</p>	<p>Management controls Supply disposable gloves and fluid resistant face mask to field staff first aid kits.</p> <p>Develop 'First Aid during Covid 19' guidance and Accident Reporting guidance under COVID-19.</p> <p>Operational – on site Use extra PPE/RPE if administering first aid. Read and understand 'First Aid during Covid 19' guidance.</p>		Field staff	<p>Within 2 months of when site visits begin</p> <p>Within 1 month of when site visits begin</p>	<p>High</p> <p>Urgent</p>

Hazard / Risk	Additional Controls Required	PPE / RPE	Who?	By When?	Priority
<p>Hazard – Welfare Facilities Risk of not being able to maintain social distancing and having to use numerous touch points when visiting the toilets</p>	<p>Management controls To designate the ladies toilet as a hand washing station only with door chocked open, and the mens toilet as the one toilet to be used by all. Chock open the entrance to the toilet area in order to minimise touch point areas. Remove towels so hand dryer only is used to dry hands.</p> <p>Consider and look into costs of installing infrared sensors in the toilets linked to lights and fans, to further reduce touch point activity.</p> <p>Operational – on site Aware of new welfare arrangements</p>		All staff	<p>Within 2 months</p> <p>Within 2-6 months</p>	<p>High</p> <p>Medium</p>
<p>Hazard – Emergency Procedures Risk of failing to comply with revised RIDDOR reporting obligations</p> <p>Risk of contracting COVID-19 from administering First Aid</p>	<p>Management controls Implement a system for field staff to log site visits with H&S / HR to include; date, location and personnel</p> <p>Operational – on site Email H&S with site visit details to include names of internal staff and external contractors / landowners, of who will be present.</p> <p>Management controls Supply disposable gloves and fluid resistant face mask to office first aid kit.</p> <p>Develop ‘First Aid during Covid 19’ guidance and Accident Reporting guidance under COVID-19.</p> <p>Operational – on site Use extra PPE/RPE if administering first aid. Read and understand ‘First Aid during Covid 19’ guidance.</p>		<p>Field staff</p> <p>Office staff</p>	<p>Within 1 month of when site visits begin</p> <p>Within 2 months</p> <p>Within 1 month</p>	<p>Urgent</p> <p>High</p> <p>Urgent</p>

Hazard / Risk	Additional Controls Required	PPE / RPE	Who?	By When?	Priority
Hazard - Mental Health First Aid -Stress and Anxiety Risk of feeling isolated and disconnected due to home working	Management controls Implement a weekly social catch-up on MS Teams. Set up central Wellbeing resource for employees. ‘Stress in the Workplace’ Risk Assessment to be reviewed. Further Mental Health First Aiders to be identified and trained. Consider EAP/OH/Counselling provision. Operational – on site Proactively talk to colleagues outside of your team and join in with the weekly lunchtime social on MS Teams. Contact HR for support.		All staff	Within 2 months.	High

Urgent	Action within 1 month	Medium	Action within 2 - 6 months
High	Action within 2 months	Low	Action within 3 - 12 months (over the course of the year)