



**Alcumus**<sup>®</sup>

Safer, Healthier, Stronger

# 5-Step Back to Work plan

## 1 Inspection

Carry out a comprehensive examination of the current state of the workplace



## 2 Risk Assessment

Identify the specific risks (employee wellbeing, social distancing, travel, access, cleaning, building safety) highlighted by the inspection

## 3 Action Plan

Evaluate the practicality of implementation and the necessary steps to ensure they're in place ready for return to work



## 4 Communicate

Continuous communication throughout this process will demonstrate that you're putting your staff's safety at the heart of this decision

## 5 Monitor & Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your business



Alcumus can support all businesses to keep people safe from the risk of COVID-19 when returning to work.

Our team of Health & Safety experts use the latest advice from the government & NHS and can help you with your risk assessments, including a tool kit to guide you through the process, a free to use COVID-19 platform and telephone advice and guidance.

More information can be found here:

[alcumusgroup.com/alcumus-coronavirus-guidance](https://alcumusgroup.com/alcumus-coronavirus-guidance)