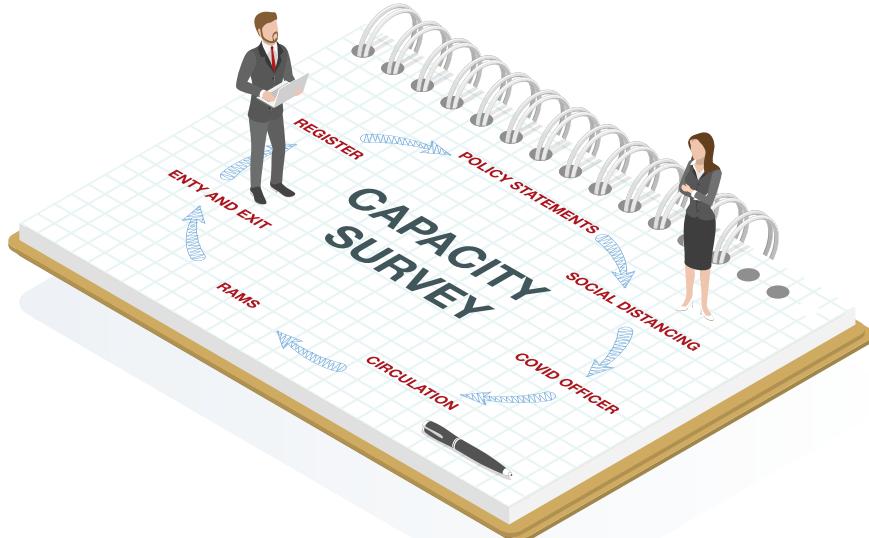


COVID SECURE ASSESSMENT OUTCOMES: CAPACITY

Capacity

Based on the results from the Capacity section of our Covid secure assessment, the following key recommendations should be considered in order to adhere to Government guidance on social distancing within your workplace, and to help ensure your organisation is Covid secure in 2020.

The UK Government offers further [guidance](#) on working safely during Coronavirus.



Assessment Criteria

1. Desks and operational spaces have been measured out to ensure social distancing gaps are in place
2. Circulation flows around the building have been designed to ensure that safe distancing is observed wherever possible
3. Plans for entry and exit protocols onto the site have been drawn up
4. An assigned register and schedules of who will attend site has been built
5. A Covid Officer, to manage daily occupancy levels against the revised capacity, has been assigned
6. RAMS and policy statements have been re-written for the site and issued to all potential occupiers

COVID SECURE ASSESSMENT OUTCOMES: CAPACITY

Guidance

A Capacity Study identifies areas of a building that are being re-opened and assists in developing a comprehensive guide for entry and exit planning, circulation flows, seating and access to high usage areas whilst maintaining social distancing guidance.

What should you be doing now?

- ▶ Complete a Covid assessed risk assessment. This is a specific risk assessment around the additional hazard that Covid 19 introduces into the workplace and the steps you need to mitigate those risks.
- ▶ Review work settings in your workplace and utilise a furniture plan.
- ▶ Identify enclosed spaces such as conference and meeting rooms, kitchen areas and canteens, toilets, storage rooms, post rooms and offices and evaluate the occupancy of each room, allowing for separation to determine maximum capacity.
- ▶ Identify open spaces such as workstations and open collaborative spaces and evaluate occupancy allowing for separation
- ▶ Calculate your total capacity based on your evaluated occupancy levels and develop a re-occupation strategy. Occupancy levels can then assist you in developing your return to work strategy and the consideration for shift patterns or alternating workdays for teams. A site appointed Covid Officer can assist in managing daily occupancy levels.

How can Bellrock help?

The web accessible Bellrock software solution, [Concerto](#), has enabled organisations to transition from office to remote based working seamlessly. The fluid transition is in part, due direct connectivity to Concerto, there is no convoluted access or use of unstable VPN connections, as Concerto can be accessed on any device.

At this time, you may wish to consider a re-evaluation of your estate strategy for the medium term. Our estate team can help redesign space utilisation, and work with you on lease renegotiation and site disposal activities.



Capacity furniture plan