Working Safely during COVID-19 V4

Company name: Energy & Utility Skills

Date of next review: 01 October 2020

Assessment carried out by Louise Parry

Date assessment carried out: 3 September 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Attendance at work					
Spread of Coronavirus in the workplace	All Risk of contracting virus	Office opening in line with government guidance – 7 September 2020 Maximum occupancy levels in place on site to operate safely and effectively in line with government guidance Minimised the numbers staff have contact with through fixed working groups (fixed group of colleagues working fixed 2 days per week) Previously shielding staff continue to work from home	Keep record of working patterns for minimum of 21 days (ongoing) Continue to review guidance as published making changes as appropriate.	SLT	Ongoing

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		Office closed to staff and external visitors excluding essential maintenance	Review monthly	SLT	1 October
		All non business critical travel ceased with guidance in place where travel is business critical.	Review monthly	SLT	1 October
		SLT feedback on staff health 3 times per week			
		All external meetings moved to virtual (excluding essential EPA and quality assurance)	Review monthly	SLT	1 October
		Reasonable adjustments in place for caring responsibilities with flexible start and finish times			
Impact on colleague physical and mental wellbeing	All	Agreed keeping in touch arrangements include welfare, health & wellbeing checks	Monitoring wellbeing of staff on furlough and helping them stay connected	SLT and Line Managers	Ongoing
		Frequent well-being bulletins		HR	

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		Pulse well-being check ins (minimum of monthly)	Analysis of pulse survey trends to tailor well-being responses and address concerns	HR	Minimum of monthly
		Access to mental health first aiders and Employee Assistance Programme (renewed August 2020)			Ongoing
Physical wellbeing – working from home	All DSE Risks due to poor posture, equipment	Home working assessments completed with staff provided with IT kit, desks, chairs and access to virtual DSE assessment to work from home

Reviewed equipment requirements in returning to workplace with agile office and home working with additional IT kit purchased | | | |

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Higher risk of infection	Individuals with underlying health conditions have high risk of serious ill health if contract coronavirus	Extremely clinically vulnerable to work from home wherever possible.	In returning to work, we will consider options of the safest available on-site roles, alternative roles or adjusted work patterns	SLT	As individual returns to work
	Clinically vulnerable and protected characteristics	Return to office working assessments complete; individuals identified with health conditions/protected characteristics have sought guidance from medical practitioner before any return to work	Consider specific duties for individuals with protected characteristics/caring for extremely clinically vulnerable to reduce risks		
Individuals displaying symptoms, have diagnosis, come into contact with individual or contacted through track and trace	Colleagues contract virus through individual potentially having COVID-19 and contagious	Individual displaying symptoms (i.e. high temperature, new continuous cough or change to taste/smell will be asked to refrain from attending the office and access a COVD-19 test, isolating until test results are received and following action below	Continue to monitor guidance and implementation of track and trace recording self-isolation on HRIS	LP/SLT	Ongoing

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		Individual who has tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where an individual has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. Where advised to self-isolate through track and trace or living with others with diagnosis of COVID-19, required to isolate for 14 days - to return to work only when displaying no symptoms (excluding cough, taste and smell) Enabling colleagues to work from home while self-isolating where well enough to do so.			

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Maintaining Social distancing in the workplace Maintaining compliance with social distancing requirements of 2 metres or 1 metre with risk mitigation where 2 metres is not possible					
Congestion when coming to and leaving work, Coming into contact with colleagues moving around the office	Transmission between staff/tenants	Use of face masks in communal areas of the building, including the toilets Hand sanitiser at office entry and exit points Regular cleaning of entry and exit point handles Working with landlord to implement measures in wider building Staggered start and finish times agreed with staff – office opening hours between 8.00am and 6.00pm Staff to store personal belongings, clothing in cupboards and/or bags Use of stairs – walk to left	Chase landlord regarding full implementation of measures in wider building	Louise Parry	From 7 September

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		1 person maximum in lift Entry to office through main building entrance and our main office door Exit through nearest exit (using office fire exits between 8.00am and 6.00pm only) One-way system in place in office and well signposted			
Workplace and workstations are less than 2 metres apart	Transmission of virus between staff where less than 2 metres apart	Screens in place to separate people between desks Deeper daily cleaning in place to include disinfecting keyboards and tables Clear desk policy with no personal items permitted on desk with desks cleared on a daily basis	Review social distancing guidance from government	HR	Ongoing

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		Staff to maintain social distancing wherever possible			
		Signage for 2m distance on flooring, posters displayed in main office and in meeting rooms			
		Reduced capacity in place enabling colleagues to work at every other desk			
		Hand sanitiser and disinfectant wipes issued throughout the office			
		Daily cleaning to include disinfecting of desks and commonly touched areas			
Face to face meetings	Transmission of virus between staff due to face to face interaction	Colleagues encouraged to use virtual meetings to avoid face to face contact			
		Reduced capacity of meeting rooms to ensure social distancing with capacity clearly			

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		visible and chairs removed or stacked Chairs are 2 metres apart, side by side or not directly opposite, unless more than 2m apart Signage in meeting rooms to maintain social distancing Hand sanitiser in meeting rooms Staff to wipe down tables and commonly touched areas after using meeting rooms – disinfectant wipes provided Meeting rooms are ventilated			
Maintaining social distancing while using common areas					
Signing in process	Transmission of virus between staff through	Sign in process for fire evacuation - individual to use own pen to sign in			

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	shared use of pens	Line Managers to take register for required records			
Transmission due to touching cups, cutlery, pens etc	Transmission of virus between staff due to touching office utensils	All individuals to make their own drinks only All individuals to put their own used dishes, cups etc in dishwasher after use All individuals to wash own cup between use All dishes washed in hot dishwash cycle Clear signage and staff communications Removal of shared pen pots in main office and meeting rooms			
Transmission of virus in	Passing on of virus to staff due to	Disinfectant wipes requiring individuals to wipe down after use			

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commonly touched areas	frequency of use of commonly touched areas	Printers Water machines Coffee Machine Microwave Taps Opening of internal door to main office, ensuring staff only signage is still visible No use of coat stands with colleagues to store personal items in bag under desk or identified cupboards/drawer Clear signage and staff communications Areas also cleaned daily by cleaning contractors using disinfectant			
Disposal of disinfectant wipes/used tissues	Passing on of virus to staff through	Lidded bins installed			

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	touching of wipes				
Lunch time use of kitchen facilities	Passing on of virus to staff in frequently visited areas	Use of 2 kitchens – use allocated kitchen dependent on location in office Staggered lunch and break times to be agreed with line managers Staff to bring own food and eat at desk Use of meeting rooms and areas where not in use with social distancing measures are in place Reduced capacity of kitchen areas Removal or taping off of seating and tables to maintain spacing and reduce face to face interaction			

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		Staff encouraged to maintain social distancing if go off site			
Shared building tenancy	Transmission from individuals working in other companies	Working with landlord to understand use of common areas, stairwells, lifts and door entrances. Guidance provided and shared with colleagues	Gain update from landlord following tenants meeting	LP	7 September
Accidents and incidents					
In the event of a fire	Risk of transmission /injury	Staff do not have to retain social distancing if unsafe to do so Fire marshals available on all office working days Additional fire marshal volunteer being trained in October			

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Provision of first aid or assistance	Individual/first aider infected with COVID-19 through transmission	First aiders available on all office working days First aiders to maintain social distancing where possible; undertaking assessment at distance If social distancing is not possible, first aiders and staff to use masks which are available on site Ensure first aiders are aware of and follow updated CPR guidance: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm Fluid repellent surgical masks, and apron for first aid use only First aiders to sanitise immediately afterwards, including washing hands and	Eye masks on order First aider briefing	HR HR	Due for delivery by 11 September 7 September

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		safe disposal of mask/gloves in lidded bins			
Managing customers, visitors and contractors					
Increased numbers on site, increasing risk of COVID-19	Staff through increased risk of transmission	All meetings with external guests taking place virtually until at least October Reviewed schedule for essential services to reduce interaction Signage and COVID 19 Visitor policy in place	Limit the number of visitors at any one time Limit access to required visitors only (eg facility checks) Use of visitor questionnaire to determine if can remain on site Revise sign in process with record of visitor and individual staff member responsible to ensure contact details are provided for track and trace purposes Training of hosts to ensure visitor is provided with COVID-19 guidance	SLT Review HR	By 1 October 18 September

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Letting visitors into reception door	Staff through increased risk of transmission	Signage in place	Reception/Host is responsible to ensure visitor is well enough to be on site and follow instructions to minimise contact		
Reopening the office					
Ventilation across the office	Potential risk of virus transmission to staff	Air conditioning service is up to date and works at reduced occupancy; operates from fresh air extraction			
Virus can live on surfaces	Potential risk of virus transmission to staff	Office deep clean ahead of office reopening Review of cleaning arrangements and measures in place including disposal of rubbish Increased cleaning ensuring commonly touched areas are disinfected on a daily basis			

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Uncertainty, worry, anxiety regarding return to work/impact of COVID-19 on their role	Impact on colleague wellbeing/ mental health through uncertainty	Regular communications and briefings

Workplace discussions have taken place with each office-based individual to gain input and agreement to return to office and changes to working arrangements (agile working variation)

Communications and training to support transition back to office working, new policies and procedures.

Ongoing engagement of colleagues, monitoring and review of working practices to understand impact of changes

Mental health support provision | Continue to provide clear and regular communication

Continue communications and training to support transition back to office working, new policies and procedures.

Continue engagement of colleagues, monitor and review of working practices to understand impact of changes

Continue mental health support provision | HR | |

ENERGY & UTILITY SKILLS

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Business travel					
Use of public transport; increased contact with people	Risk of transmission of virus to staff travelling on business	No business travel restriction in place unless it is business critical and approved by member of SLT Meetings taking place virtually Provision of masks for staff using public transport in line with government guidance and maintain social distancing where possible Where essential to stay in hotel, maintain social distancing; ensure accommodation is booked centrally and meets social distancing requirements	At such time as it is safe to do, continuing to minimise business travel, provide guidance where business travel is required .	SLT	Review by 1 October

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Incoming post, deliveries and stationery					
Transmission from items delivered to the office	Transmission of virus to staff through the handling of deliveries	Reducing the requirements for post			
		Individual sorting post to utilise gloves and disposed of in lidded bins			
		No personal post or deliveries to be sent to the office – staff notified			
		Individual to be advised that they have received post and collect from designated postal collection point			
		Individual managing post to use gloves			

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Confirmation of COVID infection in the workplace					
Risk of outbreak or spread to wider colleagues	Colleagues contract COVID-19 in the workplace	Nominated person (SPOC) identified as Louise Parry (Rachel Thomas designate)

SPOC to lead on contacting public health track and trace to seek guidance

If more than one case of COVID-19, contact local PHE health protection team to report the suspected outbreak.

If the local PHE health protection team declares an outbreak, we will be asked to record details of symptomatic staff and assist with identifying contacts.

We will be provided with information about the outbreak management process, implementing control | Ensure all employment records are up to date. | LP/Designate | ongoing |

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		measures and gain assistance with communication Where individual displays symptoms at work, individual to be isolated and sent home immediately (as detailed in attendance at work). Line manager to use disposable gloves, mask and apron (PPE) to undertake cleaning, disinfecting of individual's desk and any meeting room, ensuring these are double bagged. They must wash hands for minimum of 20 seconds			

Version control

Date	Section	Amendment
03.08.2020	Attendance at work	Extremely clinically vulnerable – to work from home wherever possible
03.08.2020	Attendance at work	Protected characteristics – review of specific duties
03.08.2020	Attendance at work	Increase of isolation period to 10 days