

Working Safely during COVID-19 V5

Company name: Energy & Utility Skills

Assessment carried out by Louise Parry

Date of next review: 14 November 2020

Date assessment carried out: 15 October 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 is COVID secure in line with government guidance	Continue to review guidance as published making changes as appropriate.	SLT	Ongoing
		Office is closed, opening one day per week for essential activities	Office remains closed until 2021. Review December 2020.	SLT	18 December 2020
		Maximum occupancy levels of 15 currently in place on site to operate safely and effectively in line with government guidance			
		Keeping record of working patterns and visitors for a minimum of 21 days (ongoing)			

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		<p>Minimising the numbers staff will have contact with through fixed working groups (fixed group of colleagues working fixed 2 days per week)</p> <p>Previously shielding staff continue to work from home</p> <p>Office closed to external visitors excluding essential maintenance & cleaning</p> <p>All non business critical travel ceased with guidance in place where travel is business critical.</p> <p>SLT feedback on staff health</p> <p>All external meetings moved to virtual (excluding essential EPA and quality assurance)</p> <p>Reasonable adjustments in place for caring responsibilities with flexible start and finish times</p>	<p>Review when office reopens</p> <p>Review monthly</p> <p>Review monthly</p> <p>Review weekly</p> <p>Review monthly</p>	<p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>Review 18 December 2020</p> <p>1 November</p> <p>1 November</p> <p>1 November</p>

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Impact on colleague physical and mental wellbeing	All	<p>Agreed keeping in touch arrangements include welfare, health & wellbeing checks</p> <p>Monitoring wellbeing of staff on and helping them stay connected</p> <p>Frequent well-being bulletins Pulse well-being check ins (minimum of monthly)</p> <p>Access to mental health first aiders and Employee Assistance Programme (renewed August 2020)</p>	Analysis of pulse survey trends to tailor well-being responses and address concerns	<p>SLT and Line Managers</p> <p>HR</p>	<p>Ongoing</p> <p>Minimum of monthly</p> <p>Ongoing</p>
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			

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		Reviewed equipment requirements in returning to workplace with agile office and home working with additional IT kit purchased			
Higher risk of infection	<p>Individuals with underlying health conditions have high risk of serious ill health if contract coronavirus</p> <p>Clinically vulnerable and protected characteristics</p>	<p>Extremely clinically vulnerable to work from home wherever possible.</p> <p>Return to office working assessments complete; individuals identified with health conditions/protected characteristics have sought guidance from medical practitioner before any return to work</p>	<p>In returning to work, we will consider options of the safest available on-site roles, alternative roles or adjusted work patterns</p> <p>Consider specific duties for individuals with protected characteristics/caring for extremely clinically vulnerable to reduce risks</p>	SLT	As individual returns to work

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<p>Individuals displaying symptoms, have diagnosis, come into contact with individual or contacted through track and trace</p>	<p>Colleagues contract virus through individual potentially having COVID-19 and contagious</p>	<p>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 COVID-19 test, isolating until test results are received and following action below</p> <p>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.</p> <p>Where advised to self-isolate through track and trace or living with others with diagnosis of COVID-19, required to isolate for 14 days -</p>	<p>Continue to monitor guidance and implementation of track and trace recording self-isolation on HRIS</p>	<p>LP/SLT</p>	<p>Ongoing</p>

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		<p>to return to work only when displaying no symptoms (excluding cough, taste and smell)</p> <p>Enabling colleagues to work from home while self-isolating where well enough to do so.</p>			

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<p>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</p>					
<p>Congestion when coming to and leaving work,</p> <p>Coming into contact with colleagues moving around the office</p>	<p>Transmission between staff/tenants</p>	<p>Use of face masks in communal areas of the building, including the toilets</p> <p>Signage in place for stairwells</p> <p>Hand sanitiser at office entry and exit points</p>	<p>Chase landlord regarding outstanding measures in wider building (underway)</p>	<p>Louise Parry</p>	<p>1 November 2020</p>

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		<p>Regular cleaning of entry and exit point handles</p> <p>Working with landlord to implement measures in wider building</p> <p>Staggered start and finish times agreed with staff – office opening hours between 8.00am and 6.00pm</p> <p>Staff to store personal belongings, clothing in cupboards and/or bags</p> <p>Use of stairs – walk to left 1 person maximum in lift Entry to office through main building entrance and our main office door</p> <p>One-way system in place in office and well signposted</p>	<p>Review requirements for this</p>	<p>Louise Parry</p>	<p>18 December 2020</p>

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Workplace and workstations are less than 2 metres apart	Transmission of virus between staff where less than 2 metres apart	<p>Screens in place to separate people between desks</p> <p>Deeper daily cleaning in place to include disinfecting keyboards and tables</p> <p>Clear desk policy with no personal items permitted on desk with desks cleared on a daily basis</p> <p>Staff to maintain social distancing wherever possible</p> <p>Signage for 2m distance on flooring, posters displayed in main office and in meeting rooms</p> <p>Reduced capacity in place enabling colleagues to work at every other desk</p>	Review social distancing guidance from government	HR	Ongoing

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		<p>Hand sanitiser and disinfectant wipes issued throughout the office</p> <p>Daily cleaning to include disinfecting of desks and commonly touched areas</p>			
Face to face meetings	Transmission of virus between staff due to face to face interaction	<p>Colleagues encouraged to use virtual meetings to avoid face to face contact</p> <p>Reduced capacity of meeting rooms to ensure social distancing with capacity clearly visible and chairs removed or stacked</p> <p>Chairs are 2 metres apart, side by side or not directly opposite, unless more than 2m apart</p> <p>Signage in meeting rooms to maintain social distancing</p> <p>Hand sanitiser in meeting rooms</p>			

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		<p>Staff to wipe down tables and commonly touched areas after using meeting rooms – disinfectant wipes provided</p> <p>Meeting rooms are ventilated</p>			
Maintaining social distancing while using common areas					
Signing in process	Transmission of virus between staff through shared use of pens	<p>Sign in process for fire evacuation - individual to use own pen to sign in</p> <p>Line Managers to take register for required records</p>			
Transmission due to touching cups, cutlery, pens etc	Transmission of virus between staff due to touching office utensils	<p>All individuals to make their own drinks only</p> <p>All individuals to put their own used dishes, cups etc in dishwasher after use</p> <p>All individuals to wash own cup between use</p>			

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		<p>All dishes washed in hot dishwash cycle</p> <p>Clear signage and staff communications</p> <p>Removal of shared pen pots in main office and meeting rooms</p>			
Transmission of virus in commonly touched areas	Passing on of virus to staff due to frequency of use of commonly touched areas	<p>Disinfectant wipes requiring individuals to wipe down after use</p> <p>Printers</p> <p>Water machines</p> <p>Coffee Machine</p> <p>Microwave</p> <p>Taps</p> <p>Opening of internal door to main office, ensuring staff only signage is still visible</p> <p>No use of coat stands with colleagues to store personal</p>			

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		<p>items in bag under desk or identified cupboards/drawer</p> <p>Clear signage and staff communications</p> <p>Areas also cleaned daily by cleaning contractors using disinfectant</p>			
Disposal of disinfectant wipes/used tissues	Passing on of virus to staff through touching of wipes	Lidded bins installed			
Lunch time use of kitchen facilities	Passing on of virus to staff in frequently visited areas	<p>Use of 2 kitchens – use allocated kitchen dependent on location in office</p> <p>Staggered lunch and break times to be agreed with line managers</p> <p>Staff to bring own food and eat at desk</p>			

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		<p>Use of meeting rooms and areas where not in use with social distancing measures are in place</p> <p>Reduced capacity of kitchen areas</p> <p>Removal or taping off of seating and tables to maintain spacing and reduce face to face interaction</p> <p>Staff encouraged to maintain social distancing if go off site</p>			
Shared building tenancy	Transmission from individuals working in other companies	<p>Working with landlord to understand use of common areas and door entrances.</p> <p>Stairwells and lifts signposted since last assessment</p> <p>Guidance provided and shared with colleagues</p>	Follow up with landlord	LP	1 November

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Accidents and incidents					
In the event of a fire	Risk of transmission /injury	<p>Staff do not have to retain social distancing if unsafe to do so</p> <p>Nominated person in place on weekly opening</p> <p>Additional Fire marshal training complete</p> <p>Additional fire marshal volunteer being trained in October</p>			
Provision of first aid or assistance	Individual/first aider infected with COVID-19 through transmission	<p>Nominated person available on weekly opening days</p> <p>First aider briefing has taken place and additional first aiders trained</p> <p>First aiders to maintain social distancing where possible; undertaking assessment at distance</p>			

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		<p>If social distancing is not possible, first aiders and staff to use masks which are available on site</p> <p>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</p> <p>Fluid repellent surgical masks, eye masks and aprons for first aid use only</p> <p>First aiders to sanitise immediately afterwards, including washing hands and safe disposal of mask/gloves in lidded bins</p>			

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Managing customers, visitors and contractors					
Increased numbers on site, increasing risk of COVID-19	Staff through increased risk of transmission	<p>All meetings with external guests taking place virtually until at least October</p> <p>Reviewed schedule for essential services to reduce interaction</p> <p>Signage and COVID 19 Visitor policy in place</p> <p>Limited number of visitors at any one time</p> <p>Limited access to required visitors only (eg facility checks)</p> <p>Use of visitor questionnaire prior to visit to determine if can remain on site</p> <p>Online signing in process with record of visitor and individual staff member responsible to ensure contact details are provided for track and trace purposes</p>	<p>Communication & training of hosts to ensure visitor is provided with COVID-19 guidance</p> <p>SLT nominated person to follow checklist for weekly opening</p>	SLT	1 November

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Letting visitors into reception door	Staff through increased risk of transmission	Signage in place	Nominated person/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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<p>Uncertainty, worry, anxiety regarding return to work/impact of COVID-19 on their role</p>	<p>Impact on colleague wellbeing/ mental health through uncertainty</p>	<p>Regular communications and briefings</p> <p>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)</p> <p>Communications and training to support transition back to office working, new policies and procedures.</p> <p>Ongoing engagement of colleagues, monitoring and review of working practices to understand impact of changes</p> <p>Mental health support provision</p>	<p>Continue to provide clear and regular communication</p> <p>Continue communications and training to support transition back to office working, new policies and procedures.</p> <p>Continue engagement of colleagues, monitor and review of working practices to understand impact of changes</p> <p>Continue mental health support provision</p>	<p>HR</p>	

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Business travel					
Use of public transport; increased contact with people	Risk of transmission of virus to staff travelling on business	<p>No business travel restriction in place unless it is business critical and approved by member of SLT</p> <p>Guidance provided to individuals travelling</p> <p>Meetings taking place virtually</p> <p>Provision of masks for staff using public transport in line with government guidance and maintain social distancing where possible</p> <p>Where essential to stay in hotel, maintain social distancing; ensure accommodation is booked centrally and meets social distancing requirements</p>	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 November

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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	<p>Reducing the requirements for post</p> <p>Individual sorting post to utilise gloves and disposed of in lidded bins</p> <p>No personal post or deliveries to be sent to the office – staff notified</p> <p>Individual to be advised that they have received post and collect from designated postal collection point</p> <p>Individual managing post to use gloves</p>			
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)	Ensure all employment records are up to date.	LP/Designate	ongoing

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		<p>SPOC to lead on contacting public health track and trace to seek guidance</p> <p>If more than one case of COVID-19, contact local PHE health protection team to report the suspected outbreak.</p> <p>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.</p> <p>We will be provided with information about the outbreak management process, implementing control measures and gain assistance with communication</p> <p>Where individual displays symptoms at work, individual to be isolated and sent home</p>			

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		<p>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.</p> <p>They must wash hands for minimum of 20 seconds</p>			

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
15.10.2020	Attendance at work	Office open one day per week for essential activities/closed to non essential
15.10.2020	Maintaining social distancing at work	Landlord provision of signage in stairwells
15.10.2020	Accidents and incidents	Nominated person in place for one day a week opening
15.10.2020	Managing visitors	Sign in process in place