

Working Safely during COVID-19 V8

Company name: Energy & Utility Skills

Assessment carried out by Louise Parry

Date assessment carried out: 19 July 2021

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?	RAG
Attendance at the office						
Spread of Coronavirus in the workplace	All Risk of contracting virus	<p>Office is COVID secure in line with government guidance</p> <p>Office is open 5 days per week with office based staff working up to 3 days per week from home</p> <p>Maximum occupancy levels of 45 currently in place on site to operate safely and effectively in line with government guidance</p> <p>Individuals to pre book attendance confirming no risks of COVID 19</p>	Continue to review guidance as published making changes as appropriate.	SLT	Ongoing	

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		<p>Keeping record of working patterns and visitors for a minimum of 21 days (ongoing)</p> <p>Minimising the numbers staff will have contact with maximum capacity</p> <p>Office open to external visitors up to maximum capacity with staff encouraged to undertake meetings virtually instead.</p> <p>Business travel permitted with staff encouraged to undertake external meetings virtually</p> <p>Overnight accommodation to be booked centrally and guidance in place where travel is required.</p> <p>SLT feedback on staff health</p> <p>Flexible start and finish times to enable staggered start/finish</p>	<p>Explore new system to further enable desk booking</p> <p>Review monthly</p> <p>Review monthly</p> <p>Review monthly</p>	<p>LP/IT</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>30 July 2021</p> <p>ce</p>	
Impact on colleague	All	Return to working from office discussions including physical and mental health checks		SLT and Line Managers	30 July 2021	

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physical and mental wellbeing		<p>Monitoring wellbeing of staff on and helping them stay connected</p> <p>Frequent well-being bulletins</p> <p>Access to mental health first aiders and Employee Assistance Programme</p>			Ongoing	
Higher risk of infection for clinically vulnerable staff	<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>Additional return to working from office discussion with all members of staff</p>	<p>In returning to the office, 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>	<p>SLT</p> <p>SLT/Line Managers</p>	<p>No individuals identified</p> <p>31 July 2021</p>	

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<p>Higher risk through 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 PCR 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/NHS Covid App or living with others with diagnosis of COVID-19, required to isolate for 10 days - to return to work only when displaying no symptoms (excluding cough, taste and smell)</p>	<p>Continue to monitor guidance and implementation of track and trace recording self-isolation on HRIS</p>	<p>Line Manager/SLT</p>	<p>Ongoing</p>	<p style="background-color: #92d050;"></p>

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		Enabling colleagues to work from home while self-isolating where well enough to do so.				
Maintaining Social distancing in the workplace Maintaining social distancing requirements of 1 metre plus						
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 Signage in place for stairwells Hand sanitiser at office entry and exit points and on each floor at desk height Masks to be worn throughout communal areas including toilets Regular cleaning of entry and exit point handles Staggered start and finish times agreed with staff – office opening hours between 8.00am and 5.00pm Staff to store personal belongings, clothing in cupboards and/or bags Use of stairs – walk to right				

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		<p>1 person maximum in lift</p> <p>Entry to office through main building entrance and our main office door</p>				
<p>Workplace and workstations are less than 2 metres apart</p>	<p>Transmission of virus between staff where less than 1 metre apart</p>	<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 social distancing 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> <p>Hand sanitiser and disinfectant wipes issued throughout the office</p>	<p>Desk booking system to reduce numbers sharing desks</p>	<p>LP/SLT</p>	<p>31 July 2021</p>	

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		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	<p>Reduced capacity of meeting rooms to ensure social distancing with capacity clearly visible and chairs removed or stacked</p> <p>Chairs are 1+ metre 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> <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						

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Signing in process	Transmission of virus between staff through shared use of pens	Sign in process for fire evacuation - individual to use own pen to sign in Individuals to ensure sign out when leaving site	Review of electronic/contactless signing in system	Facilities/IT	July 2021	
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 commonly touched areas	Passing on of virus to staff due to frequency of use of commonly touched areas	Disinfectant wipes requiring individuals to wipe down after use Printers Water machines Coffee Machine				

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		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 touching of wipes	Lidded bins installed				
Lunch time use of kitchen facilities	Passing on of virus to staff in frequently visited areas	Use of 2 kitchens – use allocated kitchen for making drinks dependent on location in office Staggered lunch and break times to be agreed with line managers				

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		<p>Staff to bring own food and eat at desk (switching off laptop)</p> <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>Stairwells and lifts signposted</p> <p>Confirmation from landlord that air conditioning meets recommended guidance for COVID ventilation</p> <p>Social distancing signage throughout communal areas</p> <p>Masks to be worn in all communal areas</p> <p>Limited visitors/pre booked only</p>				

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		<p>Tenants to notify landlord if positive case to ensure the necessary measures are taken.</p> <p>Tenants reporting a positive case required to carry out a full deep clean of their office area</p> <p>Guidance provided and shared with colleagues</p>				
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 volunteer trained</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>				

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		<p>First aiders to maintain social distancing where possible; undertaking assessment at distance</p> <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> <p>Review of first aider requirements for agile working, providing training where further first aiders are required</p>	<p>Sufficient coverage of first aiders/training to be booked</p>	<p>LP</p>	<p>31 July 2021</p>	

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		Nominated person in place where first aider unavailable/reduced numbers on site	Briefing of individuals	LP	21 July 2021	
Managing customers, visitors and contractors						
Increased numbers on site, increasing risk of COVID-19	Staff through increased risk of transmission	Colleagues encouraged to hold meetings with external guests virtually where possible Signage and COVID 19 Visitor policy in place Limited number of visitors at any one time Use of visitor questionnaire prior to visit to determine if can remain on site and to ensure contact details are provided for track and trace purposes	Visitors to be provided with COVID-19 guidance	Reception/ meeting host	June 2021	
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				

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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; landlord confirmation that system operates from fresh air extraction	Review use of CO2 monitors to test ventilation	LP	13 Aug 2021	
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				
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)	Continue to provide clear and regular communication Continue communications and training to support transition back to office	HR	Ongoing	

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		<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>Continued mental health support provision</p>	<p>working, new policies and procedures.</p> <p>Continue engagement of colleagues, monitor and review of working practices to understand impact of changes through ways of working group</p>			
Business travel						
Use of public transport; increased contact with people	Risk of transmission of virus to staff travelling on business	<p>Business travel to be undertaken in private vehicles where possible</p> <p>Overnight accommodation to be booked centrally</p> <p>Guidance provided to individuals travelling</p> <p>Meetings encouraged to take place virtually</p>				

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		Where essential to stay in hotel, maintain social distancing; ensure accommodation is booked centrally and meets social distancing requirements				
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 managing post to use gloves				
Confirmation of COVID infection in the workplace						
Risk of outbreak or spread to wider colleagues	Colleagues contract COVID-19 in the workplace	Nominated person on site at all times SPOC to lead on contacting public health track and trace to seek guidance	Ensure all employment records are up to date.		ongoing	

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		<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 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>				

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Working from home						
Physical wellbeing – working from home	All DSE Risks due to poor posture, equipment	<p>Home working assessments completed with staff provided with IT kit, desks, chairs</p> <p>All staff to complete homeworking DSE risk assessment</p> <p>Reviewed equipment requirements in returning to workplace with agile office and home working with additional IT kit purchased.</p> <p>Further return to office discussion to take place with all staff</p> <p>Targeted wellbeing guidance</p>	<p>Review of equipment requirements/kit and any reasonable adjustments</p>	<p>ALL</p> <p>SLT/Line Managers</p> <p>HR/Comms</p>	<p>30 July 2021</p> <p>30 July 2021</p> <p>Ongoing</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
16.11.2020	Maintaining social distancing while using common areas	Update of landlord actions
13.05.2021	Attendance at work	Office open three days per week for activities unable to do from home/wellbeing and for face to face meetings
13.05.2021	Attendance at work	Increase in capacity to 25 people
13.05.2021	Attendance at work	Individuals to pre book attendance confirming no risks of COVID 19
13.05.2021	Attendance at work	Business travel only where activities cannot be done remotely/there is a business risk. Overnight accommodation to be booked centrally
13.05.2021	Attendance at work	Further review to facilitate planned agile working
13.05.2021	Attendance at work	Reduction in isolation period to 10 days
13.05.2021	Accidents and incidents	Review of first aider requirements for agile working

13.05.2021	Managing customers, visitors and contractors	All meetings with external guests taking place virtually until at least June 2021
19.07.2021	Office attendance	Increase in capacity and office opening; office based staff to work upto 3 days per week from home
19.07.2021	Office attendance	Virtual meetings encouraged
19.07.2021	Office attendance	Return to office discussions to take place with every member of staff
19.07.2021	Maintaining Social distancing in the workplace	Social distancing reduced to 1m plus; all other measures remain in place
19.07.2021	Managing customers, visitors and contractors	All staff encouraged to hold meetings virtually where possible