

## Working Safely during COVID-19 V9

**Company name: Energy & Utility Skills**

**Assessment carried out by Louise Parry**

**Date assessment carried out: 14 September 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
<b>Attendance at the office</b>						
Spread of Coronavirus in the workplace	All Risk of contracting virus	Office is COVID secure in line with government guidance  Office is open 5 days per week with office based staff working up to 3 days per week from home  Maximum occupancy levels of 45 in place on site to operate safely and effectively in line with government guidance  Individuals to pre book attendance confirming no risks of COVID 19	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>31 October 2021</p>	

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Impact on colleague physical and mental wellbeing	All	<p>Return to working from office discussions including physical and mental health checks</p> <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>Office working/pregnancy assessments complete; individuals identified with health conditions/protected characteristics have sought guidance from medical practitioner before any return to work</p>	Consider options of the safest available on-site roles, alternative roles or adjusted work patterns	SLT		

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		Working from home/office discussion with all members of staff	Ensure in place for new starters	SLT/Line Managers	ongoing	
Higher risk through individuals displaying symptoms, have diagnosis, come into contact with individual in same household or contacted through track and trace	Colleagues contract virus through individual potentially having COVID-19 and contagious	<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 develops 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 <b>AND unvaccinated</b> or living with others with diagnosis of COVID-19, <b>irrespective of vaccination status</b>, required to isolate for 10 days - to return to work only</p>	Continue to monitor guidance and implementation of track and trace recording self-isolation on HRIS	Line Manager/SLT	Ongoing	

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		<p>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>				
<p><b>Maintaining Social distancing in the workplace</b>            Maintaining social distancing requirements of 1 metre plus</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 and on each floor at desk height</p> <p>Masks to be worn throughout communal areas including toilets</p> <p>Regular cleaning of entry and exit point handles</p> <p>Staggered start and finish times agreed with staff – office opening hours between 8.00am and 5.00pm</p>				

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		<p>Staff to store personal belongings, clothing in cupboards and/or bags</p> <p>Use of stairs – walk to right</p> <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>Desk booking system to reduce numbers sharing desks</p>	<p>LP/SLT</p>	<p>31 October 2021</p>	

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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>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 – colleagues to ensure air conditioning is switched on when using rooms</p>				

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<b>Maintaining social distancing while using common areas</b>						
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	Passing on of virus to staff due to frequency of	Disinfectant wipes requiring individuals to wipe down after use Printers				



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commonly touched areas	use of commonly touched areas	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 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>				

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		<p>Limited visitors/pre booked only.</p> <p>Tenants to notify landlord if positive case to ensure the necessary measures are taken.</p> <p>Guidance provided and shared with colleagues</p>				
<b>Accidents and incidents</b>						
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> <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:  <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a></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>Nominated person in place where first aider unavailable/reduced numbers on site</p>	<p>Training booked to ensure daily cover</p>			

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<b>Managing customers, visitors and contractors</b>						
Increased numbers on site, increasing risk of COVID-19	Staff through increased risk of transmission	<p>Colleagues encouraged to hold meetings with external guests virtually where possible</p> <p>Signage and COVID 19 Visitor policy in place</p> <p>Limited number of visitors at any one time</p> <p>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</p> <p>Where lunch is required for visitors, to be pre-booked and issued individually</p> <p>Visitors not permitted in main office area (beyond partition)</p>	Visitors to be provided with COVID-19 guidance	Reception/ meeting host	Ongoing	
Letting visitors into reception door	Staff through increased risk of transmission	<p>Signage in place</p> <p>Reception/host is responsible to ensure visitor is well enough to be on site and follow instructions to minimise contact</p>				

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<b>Reopening the office</b>						
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	31 October 2021	
Virus can live on surfaces	Potential risk of virus transmission to staff	Office deep clean at regular intervals  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)  Communications and training to support transition back to office working, new policies and procedures.	Continue to provide clear and regular communication	HR	Ongoing	

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		<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>Continue engagement of colleagues, monitor and review of working practices to understand impact of changes through ways of working group</p>			
<b>Business travel</b>						
<p>Use of public transport; increased contact with people</p>	<p>Risk of transmission of virus to staff travelling on business</p>	<p>Business travel to be undertaken in private vehicles where possible</p> <p>Masks to be worn when using public transport</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				
<b>Incoming post, deliveries and stationery</b>						
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 managing post to use gloves</p>				
<b>Confirmation of COVID infection in the workplace</b>						
Risk of outbreak or spread to wider colleagues	Colleagues contract COVID-19 in the workplace	<p>Nominated person on site at all times</p> <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>	Ensure all employment records are up to date.		ongoing	



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		<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>				
<b>Working from home</b>						
Physical wellbeing – working from home	All	Home working assessments completed with staff provided with IT kit, desks, chairs				

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	DSE Risks due to poor posture, equipment	<p>All staff to complete homeworking DSE risk assessment</p> <p>Review equipment requirements in returning to workplace with agile office and home working with additional IT kit purchased.</p> <p>Targeted wellbeing guidance</p>	<p>Required for new starters</p> <p>Required for new starters</p>	<p>ALL</p> <p>SLT/Line Managers</p> <p>HR/Comms</p>	<p>ongoing</p> <p>ongoing</p> <p>ongoing</p>	

Version control

<b>Date</b>	<b>Section</b>	<b>Amendment</b>
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
14.09.2021	Attendance at work	To self isolate if test positive for covid, have symptoms of covid, someone in household tests positive (irrespective of vaccination status) if contacted by track and trace (and unvaccinated)
14.09.2021	Maintaining Social distancing in the workplace	Meeting room ventilation
14.09.2021	Managing customers, visitors and contractors	Pre booking of lunch/individually issued