


COVID-19 Risk Assessment – Office environment

Location: YES Energy Solutions, Unit 1 Brookwoods Industrial Estate, Burrwood Way, Holywell Green, Halifax, HX4 9BH	Date: 22/05/20 v1.1 Review date: Monthly or following changes to government guidance	Assessor: Duncan McCombie	Signature: 
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Note: Risk control measures have been arrived at based on the hierarchy of risk control and elimination has been considered as the first option.

P = Probability	1. Very Unlikely	2. Unlikely	3. Possible	4. Likely	5. Very Likely
S = Severity	1. Light (Hardly noticeable)	2. Light (Minor discomfort)	3. Medium (Major discomfort)	4. Severe (Hospitalised)	5. Death

Hazard	Risk (In relation to covid-19; see RAMS for other task risks)	Persons affected	Risk pre control measures P x S	Control measures	Risk post control measures P x S
1. Office related activities	<p>People becoming infected with the COVID-19 virus from other infected people leading to:</p> <ul style="list-style-type: none"> Persistent cough, fever and flu symptoms Potential for death if elderly and/or with existing respiratory conditions Passing on of the virus to others both in and outside the office 	<p>Workforce General public Office staff Visitors</p>	4 x 5 = 20	<p>Personal controls</p> <ul style="list-style-type: none"> If you begin to develop symptoms (persistent cough and high temperature) or generally feel unwell at home, contact your line manager, remain at home to self-isolate. If you begin to develop symptoms (persistent cough and high temperature) or generally feel unwell in the office, go home immediately to self-isolate, informing your line manager. Wash your hands before leaving home, upon entering and leaving the office building in addition to usual times such as before eating, using toilet or smoking. Catch coughs and sneezes into a tissue or failing that into the crook of your elbow – dispose of tissue immediately in the designated location. Stay 2m away from other people as much as reasonably possible. All staff confirm they have seen and will comply with the office C-19 induction video. <p>Management controls</p> <ul style="list-style-type: none"> Deliver effective and regular communications: induction; information; visual reminders; briefings; updates and monitoring of the control measures in this document. Provide additional hand wash facilities and/or hand sanitiser in the office aligned to the needs for personal controls. Plan layout of the office and working practices to eliminate need for close physical contact where possible. Plan work and use of the office facilities to allow operatives to comply with the 2m rule while carrying out their work. Adjust the layout of the office including desks and screens to maintain the 2m rule wherever possible. Implement a one-way system and increased entrance/egress points to dilute possible congestion. Clear and obvious visual reminders to reinforce COVID-19 secure guidance. Monitoring from management and SHEQ teams to enforce compliance and help resolve issues with implementing controls. <p>Note 1: All staff who can work from home should work from home</p> <p>Note 2: Social distancing does not need to be observed during emergency conditions such as fire evacuations or giving first aid following an accident.</p>	2 x 5 = 10

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2. Travelling to and from work	<p>People becoming infected with the COVID-19 virus from other infected people leading to:</p> <ul style="list-style-type: none"> Persistent cough, fever and flu symptoms Potential for death if elderly and/or with existing respiratory conditions Passing on of the virus to others both in and outside the office 	<p>Workforce General public Office staff Visitors</p>	4 x 5 = 20	<p>Personal controls</p> <ul style="list-style-type: none"> If you or someone you live with are shielding or have an underlying respiratory or immune system, or pregnant, stay at home. If you or a member of your household have a persistent cough, fever and flu symptoms or feel unwell do not come to work and self-isolate as per government guidelines. If possible, avoid public transport getting to the office; use personal vehicles, bike, or walk - travel alone if possible. <p>Management controls</p> <ul style="list-style-type: none"> Stagger arrival and departure times to prevent congestion. Parking spaces will be adequate, but staff encouraged to park away from anyone else arriving at the same time. Warehouse has space for bikes. Encourage staff to walk or bike to work where possible. Where staff must work away from home, we will book lodgings that adhere to social distancing guidelines. 	2 x 5 = 10
3. Entrance / exit to office	<p>People becoming infected with the COVID-19 virus from other infected people leading to:</p> <ul style="list-style-type: none"> Persistent cough, fever and flu symptoms Potential for death if elderly and/or with existing respiratory conditions Passing on of the virus to others both in and outside the office 	<p>Workforce General public Office staff Visitors</p>	4 x 5 = 20	<p>Personal controls</p> <ul style="list-style-type: none"> On arrival to the office please maintain at least 2m spacing while waiting to enter. Please wash or sanitise your hands once through the front door. Signs will display expectations on behaviour and approaches to be adopted. Non-essential and unexpected visitors should be turned away. Smoking shelters need to conform to all relevant guidelines. <p>Management controls</p> <ul style="list-style-type: none"> Ensure hand cleaning / sanitising facilities are at each entrance /exit to the building. Stagger arrival and departure times into the office. Erect signage and the entrances and exits – include a contact number for team leaders. Do not arrange any non-essential visits. Post should be left outside the front door and collected once the postman is 2m away. Restriction zones to be added to smoking shelter and monitored for compliance. 	2 x 5 = 10

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4. Access, egress and moving round the office	<p>People becoming infected with the COVID-19 virus from other infected people leading to:</p> <ul style="list-style-type: none"> Persistent cough, fever and flu symptoms Potential for death if elderly and/or with existing respiratory conditions Passing on of the virus to others both in and outside the office 	<p>Workforce General public Office staff Visitors</p>	4 x 5 = 20	<p>Personal controls</p> <ul style="list-style-type: none"> Adhere to all office signage, floor markers and the one-way loop system in operation. Be respectful of other people's personal space in the office and do everything possible to stay 2m away. Call into a room/kitchen before entering to see if it is clear of others and use the positioned mirrors to check your path ahead is free. Use internal phones / 3CX chat functionality to communicate rather than walking around the building. Use the toilet traffic lights to avoid unnecessary journeys. Reduce movement and do not make non-essential trips around the building. <p>Management controls</p> <ul style="list-style-type: none"> Plan the office to make social distancing as achievable as possible and post signage and markings to help guide operatives. Implement a one-way loop system around the office and to the exit and entrances Enforce social distancing via robust policy, communication and supervision and use disciplinary action for staff who refuse to comply. 	2 x 5 = 10
5. Use of shared areas such as kitchen / toilets	<p>People becoming infected with the COVID-19 virus from other infected people leading to:</p> <ul style="list-style-type: none"> Persistent cough, fever and flu symptoms Potential for death if elderly and/or with existing respiratory conditions Passing on of the virus to others both in and outside the office 	<p>Workforce General public Office staff Visitors</p>	4 x 5 = 20	<p>Personal controls</p> <ul style="list-style-type: none"> Sanitise your hands before entering the toilet and wash your hands before leaving. Comply with staggered breaks given by management. Clean up after yourself and leave the area as you'd expect to find it. Adhere to the office rules regarding which seats may be used and number of people per table etc. Bring your own cutlery and food if possible. Bring food that does not require preparation like sandwiches. Clean tables and chairs before and after use. Bring a flask for coffee and tea and if using the Zip tap wipe down before and after use. Toilets will have a traffic light system to support one in one out usage. Fans will not be permitted in the office. <p>Management controls</p> <ul style="list-style-type: none"> Stagger break times to prevent gathering in the breakout area. Clean all surfaces and door handles in breakout areas and toilet facilities daily with anti-bacterial solution. Fortnightly deep clean by cleaning contractor. Monitor compliance to personal controls and take disciplinary action for repeated contraventions. Empty all waste bins at the end of each day. Encourage the limited use of the printers / photocopiers / scanners and provide antibacterial wipes / sanitiser next to all three devices. Ensure fire marshal and first aider coverage for the office when it is occupied. 	2 x 5 = 10

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6. Workplaces and Workstations.	<p>People becoming infected with the COVID-19 virus from other infected people leading to:</p> <ul style="list-style-type: none"> • Persistent cough, fever and flu symptoms • Potential for death if elderly and/or with existing respiratory conditions • Passing on of the virus to others both in and outside the office • 	<p>Workforce General public Office staff Visitors</p>	4 x 5 = 20	<p>Personal controls</p> <ul style="list-style-type: none"> • Adhere to social distancing measures and the floor markings • Only use the desk you are designated do not use anyone else's. • Clean your desk, keyboard, and mouse before and at the end of each shift. • Open windows to ventilate the office, fans will be prohibited in the office. <p>Management controls</p> <ul style="list-style-type: none"> • Rearrange the office layout to maintain social distancing. • Use floor tape to denote 2m distances around desks. • Install screens if desks cannot be moved 2ms apart. • Ensure adequate ventilation – opening windows. • Prohibit the use of hot desks. • Install adequate signage. 	2 x 5 = 10
7. Meetings	<p>People becoming infected with the COVID-19 virus from other infected people leading to:</p> <ul style="list-style-type: none"> • Persistent cough, fever and flu symptoms • Potential for death if elderly and/or with existing respiratory conditions • Passing on of the virus to others both in and outside the office 	<p>Workforce General public Office staff Visitors</p>	4 x 5 = 20	<p>Personal Controls</p> <ul style="list-style-type: none"> • Conduct meetings through 3CX even for internal meetings, where possible. If it is necessary for a face to face meeting, then maintain social distancing. • Wash or sanitise your hands before entering meeting rooms. • Avoid sharing pens or other objects. • Adhere to all seating plans and other distancing guidance provided. • Do not shake hands with others. <p>Management Controls</p> <ul style="list-style-type: none"> • Office meetings should be avoided where possible or carried out using conference or video call technology where possible. • Only essential people to attend office meetings. • Hold meetings outdoors where possible or in the warehouse or well-ventilated rooms. • Provide guidance on seating positions in meeting rooms through floor or desk marking. 	2 x 5 = 10