



SARS-CoV-2 & COVID19 Office Workplace safety risk assessment

Version: 1.0

Site: 2nd floor,
Building 2,
Croxley Park
Watford
WD18 8YA

This risk assessment has been produced to assess the hazards associated with SARS-CoV-2 ('the Coronavirus') and COVID-19 and identify suitable control measures to minimise level of risks that any staff, visitors, or contractors are exposed to whilst at our sole premises.

Information and advice from the following sources have been used in its creation:

- HM Government - <https://www.gov.uk/coronavirus>
- NHS - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Public Health England - <https://www.gov.uk/government/organisations/public-health-england>
- Health and Safety Executive - <https://www.hse.gov.uk/coronavirus/index.htm>

It should be noted that the nature of the global pandemic results in new and complex challenges. We will endeavour to take all reasonably practicable precautions to safeguard the wellbeing of our workforce, however we must accept the fact that a certain level of residual risk

The review of all elements of this risk assessment (roles, procedures, policy etc.) are non-discriminatory and take into account equality considerations and protected characteristics as defined under the Equality Act 2010. All new policies, procedures and communications comply with the GDPR and any additional advice from the ICO.

Hazard	Description & Risk	Parties at risk	Likelihood	Impact	Risk Level	Control Measures	Likelihood	Impact	Residual Risk Level
Infection Control & Occupancy Safety									
SARs –Cov-2 & COVID-19 "the virus" and "the disease" respectively	Transmission of the virus and the potential development of COVID -19	<ul style="list-style-type: none"> • Staff • Contractors • Visitors • Members of the public 	4	5	High	<u>Personal Hygiene</u> <ul style="list-style-type: none"> • Hand washing facilities with soap, water and disposable paper towels are located in our café 	1	5	Low

	<p>whilst in the workplace presents a risk to the health, safety and wellbeing of those in the workplace.</p> <p>It is understood that the virus is spread from person to person in minute water droplets expelled from the body through sneezing, coughing, talking and breathing. It can also be transferred to the hands and from there to other surfaces. Whilst the global community is still yet to fully understand the virus, It can survive on surfaces for a period of up to 72 hours after transfer,</p>	<ul style="list-style-type: none"> • Vulnerable groups (including but not limited to the Elderly, Pregnant workers or those with underlying health conditions.) 				<ul style="list-style-type: none"> • Contactless hand sanitisers have been installed in our main office floor with pumps being added to every open meeting room. • Remind employees on a regular basis through the display of posters, leaflets and other material to follow key government and public health messages. (https://www.gov.uk/coronavirus) • Checks will be carried out by line managers to ensure that the necessary procedures are being followed. <p><u>Cleaning, Facilities & Waste Removal</u></p> <ul style="list-style-type: none"> • HVAC, extract and water facilities have been serviced and where necessary, have been adjusted in line with government guidance. • Frequent cleaning and disinfecting of objects and surfaces that are touched regularly in areas of high use, such as door handles, taps, reception areas and designated meeting rooms using appropriate cleaning products and methods, during the day. • Enhanced cleaning regimes during the day and in the evening using the appropriate cleaning products and methods. Cleaning methods and schedules to be continuously reviewed • Increased frequency of waste collection and disposal and provide additional facilities if required. Any contaminated waste will be held in a secure area for 72 hours before being disposed of. <p><u>Social Distancing</u></p>			
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<p>depending on factors such as the surface type, its moisture content and temperature.</p> <p>It must be noted that whilst many survive infection, some may die.</p>					<ul style="list-style-type: none"> • Staff reminded frequently to practice effective social distancing of 2 meters in the workplace where 2 meters is not practical and only where other mitigating factors exist, '1 meter plus can be observed e.g. at the main reception where a Perspex screen is present. <ol style="list-style-type: none"> 1. Avoiding non-essential and physical contact with others e.g. handshakes, hugging etc. 2. Remind staff that in the event of an emergency, that social distancing does not need to be maintained where it can put the individual and others at risk (e.g. during a fire evacuation). <ul style="list-style-type: none"> • Limiting the maximum number of occupants to 25% (50 no. of staff). This has been determined to minimum number of people needed on site operate safely and effectively. • Adapting our main office desk plan layout to allow staff to sit 2 meters without face-to-face working • Implementation of a 'one way; in our office and canteen with the installation of a protective screen at reception. • The cancellation of non-essential meetings and recruitment with meetings to ne held remotely via video conference as primary means. • Meeting rooms that can cannot be adapted to allow appropriate social distancing have been closed. Meeting rooms that can be used whilst observing social distancing have been adapted to do so. 			
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					<p><u>Use of signage, posters and digital prompts</u></p> <ul style="list-style-type: none"> • Signs posters and digital displays have been installed / utilised to remind staff of current government guidance, indicated one way systems, show the occupancy level of meeting rooms and mark areas that are out of use. <p><u>Office access & travel</u></p> <ul style="list-style-type: none"> • Supporting staff to walk or cycle to work wherever possible or safe to do so. • Advise staff not to use public transport if at all possible. Where staff have no choice not to use public transport they should follow all relevant requirements, such as wearing face masks/face coverings and maintaining social distancing • Non – critical travel for work purposes will be minimised. 			
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Onsite infection									
SARs –CoV-2 & COVID-19 cases on site	Staff or contractors exhibiting symptoms (high temperature, a new continuous cough, loss or change to sense of smell or taste) of the virus whilst at the workplace	<ul style="list-style-type: none"> Staff Contractors 	4	5	High	<ul style="list-style-type: none"> Follow our COVID -19 Response Team Protocols in the event of a confirmed case, suspected case or where staff have been contacted by NHS Track and Trace Upon its successful development and release to the general public, we will encourage our staff to download and utilise the 'Track and Trace coronavirus app' 	1	5	Low

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Clinically Vulnerable and Extremely Clinically Vulnerable Individuals									
SARs –CoV-2 & COVID-19 effects on those who are more vulnerable.	The heightened danger to those who are more vulnerable to the effects of the virus due to pre-existing medical conditions.	Those who are classified by PHE as being at greater risk from the virus as either 'clinically vulnerable' (moderate risk) or 'extremely clinically vulnerable' (high risk). (https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/)	4	5	High	<ul style="list-style-type: none"> Our Human Resources team have engaged with staff and have identified those who are categorised as clinically vulnerable or extremely clinically vulnerable Members of staff who have been identified as being extremely clinically vulnerable are not to come to work during the pandemic. Members of staff who have been identified as being as being clinically vulnerable will be considered on a case by case basis. 	1	5	Low

						<ul style="list-style-type: none"> Line managers will keep in contact with any members of their teams who are either clinically vulnerable or extremely clinically vulnerable to check on their wellbeing and prevent them from feeling isolated. 			
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Homeworking, Hot-desking and Equipment Sharing									
Increased transmission of the virus through the sharing of workspaces and equipment.	Staff or contractors exhibiting symptoms (high temperature, a new continuous cough, loss or change to sense of smell or taste) of the virus whilst at the workplace	<ul style="list-style-type: none"> Staff 	4	5	High	<p><u>Working from home</u></p> <ul style="list-style-type: none"> Wherever practicably possible staff will be supported in working from home. Homeworking policies have been reviewed and enhanced to ensure sufficient support is provided to homeworkers. Managers will continue to monitor the wellbeing of people who are working from home <p><u>Hot desking & Equipment</u></p> <ul style="list-style-type: none"> Hot desking has been suspended until further notice. Personal equipment (chairs, keyboards, mice, pens etc.) are not to be shared between staff members. 	1	5	Low

						<ul style="list-style-type: none"> High touch equipment, such as printers, will have restrictive or limited use. Stylus pens will be provided to staff whose roles necessitate the need of printers. 			
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Areas of High Risk									
Heightened risk of SARS-CoV-2 transmission in specific areas.	Frequently used areas with heavy footfall or where social distancing becomes more challenging and facilities are shared between staff (such as toilets) present and increased risk of transmission	<ul style="list-style-type: none"> Staff Contractors 	3	5	High	<ul style="list-style-type: none"> Stressing the need for all staff and contractors to follow good hygiene practices at all times through regularly washing their hands for at least 20 seconds, the appropriate use and disposal of paper towels. Restricting loitering in high footfall areas of the office, particularly near the one way system. Staff only permitted to use the toilets on our floor to mitigate any risk of transmission between tenants in our building. Working with our Landlord to ensure that the policies surrounding the reception area, stairs, lifts and toilets are followed and adapted in line with any changes in government advice. 	1	4	Low

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Information and Communication									
Adverse impacts caused by a lack of information, poor communication and/or the circulation of false or inaccurate information	The global scale of the pandemic has brought about intense scientific, political and media focus. Official guidance provided by HM Government is fluid and sometimes requires interpretation. There are also articles, videos, journals, and reports that are published with varying degrees of accuracy. If incorrect, inaccurate or false information is circulated within Corona Energy without being checked, they can decrease the effectiveness of critical H&S measures.	<ul style="list-style-type: none"> • Staff • Contractors • Customers 	3	3	Medium	<ul style="list-style-type: none"> • All business strategies are based on accurate and relevant information with simple and clear messages communicated to staff • The 'COVID-19 committee', with the assistance of other key personnel and in co-operation of our parent company, will continue to monitor and interpret official advice provided by the government • Line Managers and key personal are briefed regularly to be informed of any changes in communications strategy and made aware of any specific inaccurate reports of disinformation and encouraged to constantly remain vigilant to and discourage false information. • Keeping our staff informed of any business changes as well as regularly communicating the need for to follow office advice and company policy with regards to personal hygiene, social distancing, remaining at home if unwell etc. • Clear communication and training materials provided to staff, prior to their return to the workplace in a clear and simple format. 	2	2	Low

Hazard	Description & Risk	Parties at risk	Likelihood	Impact	Risk Level	Control Measures	Likelihood	Impact	Residual Risk Level
Cyber security									
Compromised cyber security (including viruses, hacking, phishing, ransomware and scam emails)	The global pandemic has dramatically changed the way the world operates with the necessity for 100% of our staff to work from home during the most stringent periods of the lockdown.	• Staff	3	4	Medium	<ul style="list-style-type: none"> Reviewed cyber security infrastructure and policies to ensure they are relevant and provide reasonable protection. Remind staff to remain vigilant to the threat of scam emails and that they should notify their line manager and the Head of IT and Innovation of any suspect communications/requests. Notify staff of any reported scam emails. 	1	2	Low