



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

Version: 2.0
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.

The risk assessment is aligned with up to date Government guidance at the time of the assessment and fulfils the general duties to assess risk under the Management of Health and Safety at Work Regulations 1999. Whilst this risk assessment is key to assessing risk and identifying control measures, it does not replace other general or specific legal requirements to health and safety.

Information and advice from the following sources have been used:

- 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>

COVID-19 is a coronavirus that has had a significant impact on communities, businesses and organisations globally, inadvertently affecting the global and national economy.

As businesses look to safely reoccupy their places of work following lockdown, the Government has made it clear that employers need to assess and manage the risks of SARS-CoV-2 & COVID-19 and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate their inherent risks.

All employers have general obligations under the Health and Safety at Work Act 1974 to ensure the safety of their employees and those who may be impacted by their undertakings. As part of the safe reoccupation of workplaces it is important that risk assessments are completed, to ensure appropriate control measures are in place to minimise risks to employees and those impacted by their undertakings.

Managing Risk

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

In the context of COVID-19 this means working through these steps in order:

- In every workplace, increasing the frequency of handwashing and surface cleaning.
- Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigated factors can include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

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 will remain.

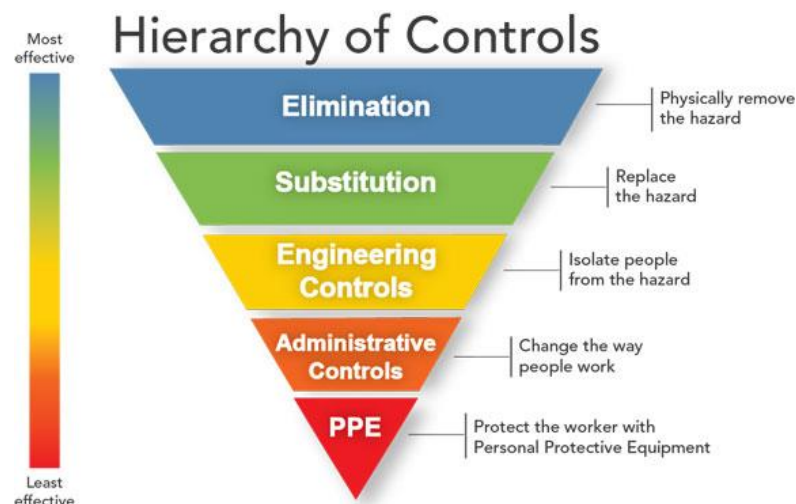
The review of all elements of this risk assessment (roles, procedures, policy etc.) are non-discriminatory and take into account equality considerations and protected characteristics as defined under the Equality Act 2010. All new policies, procedures and communications comply with the GDPR and any additional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

Our risk assessment will be reviewed constantly and updated accordingly.

Methodology

The hierarchy of hazard controls is a framework widely used in occupational safety and health to group hazard controls by effectiveness. Where SARS-CoV-2 & COVID-19 hazards cannot be eliminated, the most effective controls are engineering controls, followed by administrative controls, and lastly personal protective equipment. Engineering controls

involve isolating employees from work-related hazards without relying on worker behaviour and can be the most cost-effective solution to implement. Administrative controls are changes in work policy or procedures that require action by the worker or employer. Personal protective equipment (PPE) is considered less effective than engineering and administrative controls but can help prevent some exposures. All types of PPE must be selected based upon the hazard to the worker, properly fitted as applicable (e.g., respirators), consistently and properly worn, regularly inspected, maintained, and replaced, as necessary, and properly removed, cleaned, and stored or disposed of to avoid contamination.



This assessment is designed to assess the risks encountered in the managing of properties. It should be recognised that all properties will encounter different risks and solutions and control measures required may vary greatly.

The approach is to assess the current measures in place and necessary SARS-CoV-2 transmission risk control measures to be implemented in line with Government guidance document:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centre>

The assessment of safety risk considers the possible transmission exposure level and likelihood of transmission, accounting for existing control measures that have been put in place.

The following matrix indicates how this assessment of transmission risk is made:

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	0	0	0	0	0	0

HIGH**Substantial or intolerable risk** = Cessation of relevant task & immediate action required**MEDIUM****Moderate risk** = Action is required to reduce the risk within an appropriate time scale.**LOW****Tolerable risk** = Acceptable or residual risk with controls in place.**Assessment**

Hazzard	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 whilst in the workplace presents a risk to the health, safety and wellbeing of those in the workplace. It is understood that the virus is spread from person to	<ul style="list-style-type: none"> • Staff • Contractors • Visitors • Members of the public • Vulnerable groups (including but not limited to the Elderly, Pregnant workers or those with underlying health conditions.) 	4	5	High	Personal Hygiene <ul style="list-style-type: none"> • Hand washing facilities with soap, water and disposable paper towels are located in our café • Contactless hand sanitisers have been installed in our main office floor with pumps being added to every open meeting room. • Hand sanitiser have been placed next to café BRITA taps so that staff can sanitise their hands before and after use. • 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) 	1	5	Low

	<p>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, depending on factors such as the surface type, its moisture content and temperature.</p> <p>It must be noted that whilst many survive</p>					<ul style="list-style-type: none"> • 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. • Additional recycling bins have been added to our main office to mitigate the risk of close contact in our café. • Provision of touch free bins for the safe disposal of facemasks/coverings. • 4 eco fridges have been installed in our main office to mitigate close contact in our café as well as provide additional sources of drinking water. • 4 additional microwaves have been installed in our café and spaced 2 meters apart. Each microwave is 			
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	infection, some may die.					<p>accompanied by a bottle of and sanitiser and anti-bacterial wipes.</p> <ul style="list-style-type: none"> Any new appliances are included in our enhanced cleaning regime. <p><u>Social Distancing</u></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"> Avoiding non-essential and physical contact with others e.g. handshakes, hugging etc. 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 130 members of staff (including regular contractors based on site). This has been determined to be the maximum number of staff required to operate safely. 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 be held remotely via video conference as primary means. 			
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						<ul style="list-style-type: none"> • Meeting rooms that 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. <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. • Advising staff that they should follow all relevant requirements, such as wearing face masks/face coverings and maintaining social distancing, when using public transport. • Non – critical travel for work purposes will be minimised. 			
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Hazard	Description & Risk	Parties at risk	Likelihood	Impact	Risk Level	Control Measures	Likelihood	Impact	Residual Risk Level
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 on 24th September 2020, we will encourage our staff to download and utilise the 'Track and Trace coronavirus app' 	1	5	Low

Hazard	Description & Risk	Parties at risk	Likelihood	Impact	Risk Level	Control Measures	Likelihood	Impact	Residual Risk Level
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 Following the pausing of shielding, members of staff who have been identified as being extremely clinically vulnerable should speak to their Line Manager and HR to determine if it is safe for them to work from the office. Members of staff who have been identified as being as being clinically 	1	5	Low

						<p>vulnerable will be assessed and considered on a case by case basis.</p> <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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Hazard	Description & Risk	Parties at risk	Likelihood	Impact	Risk Level	Control Measures	Likelihood	Impact	Residual Risk Level
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"> Where it has been identified as necessary and it is practicably possible to do so, 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 remains suspended until further notice. 	1	5	Low

						<ul style="list-style-type: none"> Personal equipment (, keyboards, mice, pens etc.) are not to be shared between staff members. High touch equipment, such as printers, will have restrictive or limited use. Stylus pens have been provided to all members of staff as part of their re-orientation. 			
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Hazard	Description & Risk	Parties at risk	Likelihood	Impact	Risk Level	Control Measures	Likelihood	Impact	Residual Risk Level
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 encouraged to only 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

Hazard	Description & Risk	Parties at risk	Likelihood	Impact	Risk Level	Control Measures	Likelihood	Impact	Residual Risk Level
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

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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

Appendix

Definitions

- **Hazzard** –A hazard or danger is an unsafe action or condition with the potential to cause harm including injury, ill health, damage and/or loss to property, plant, process, product or the environment
- **Risk** -The risk or consequence is the harm, loss or damage that might be caused by the potential hazard.
- **Parties at risk**- those relevant persons or groups who have been identified as being at risk.
- **Likelihood** - The likelihood is the probability of an incident or harm occurring despite the existing control measure being properly implemented.
- **Impact** – The consequences of effects of a risk event occurring
- **Control measures** - The measures taken to control an identified hazard to decrease the likelihood and/or impact of occurrence
- **Residual risk** – the level of risk that remains after any control measures have been introduced.