



NFU Energy Return to Office Risk Assessment

Assessment date	06 August 2020	Review date	06 August 2021
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Hazard

Staff return to work and the workplace is not COVID-19 secure - staff are not able to maintain social distancing; insufficient cleaning; high risk areas are not controlled e.g. toilets, kitchens; person becomes unwell in the workplace.

Risk

There is a direct threat to staff health and wellbeing from transmission of COVID-19 while at work - Possible transmission of COVID-19 to staff from other staff/contractors. There is potential for contracting COVID-19 which can affect the lungs and airways, with potentially fatal results. There is also a risk of staff transmitting this virus to others in their household, or to others with whom they have any significant contact.

People can catch the COVID-19 virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.

Guidance

The latest NHS Guidance on Covid-19 symptoms: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

The latest Government Guidance on Social Distancing: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

The latest Government Guidance on PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

The latest Government Guidance on working safely during Covid-19: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

HSE Guidance for First Aiders during Covid-19: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

What are the hazards? <i>(i.e. what can cause harm)</i>	Who might be harmed and how? <i>(e.g. employees, members of the public, etc. and the significant risk(s))?</i>	What existing control measures are in place to reduce/prevent the risk? <i>(i.e. what are you already doing?)</i>	Considering existing controls, what is the current risk level <i>(i.e. high, medium or low – use the matrix above)</i>	Further Action to be taken to control the risk? <i>(i.e. only record action/additional controls measures you are going to implement)</i>	Assigned to and Deadline	Completed by whom & when
Staff return to work and the workplace is not COVID-19 secure - staff are not able to maintain social distancing; insufficient cleaning; high risk areas are not controlled e.g. toilets, kitchens; person becomes unwell in the workplace.	Employees, contractors, visitors to site and members of the public	Follow the Government guidance - Please see link for latest guidance: https://www.gov.uk/coronavirus	High	Reinstatement of building compliance testing, maintenance and inspection before returning to working. Engage and consult with staff to explain the precautions, and to cover any staff concerns they may have, or ideas for safe working. Consult Employee Reps. Partial reoccupation of the building - Establish the critical roles for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. Induct staff returning to work – email guidance setting out the safety requirements to be enforced. Monitor all the safety precautions.	Ops/NFU Facilities – before re-opening Ops – before end of July and ongoing as necessary Directors & HoDs – by end of August Ops – once re-opening date is known Directors & HoDs – regular review	HOD -Ops July 2020
Ill-health of persons after exposure to COVID-19 virus	Employees, contractors, visitors to site and members of the public	Any person with Covid-19 symptoms should not come to the office for any reason and should immediately self-isolate. Vulnerable people (by virtue of their age, underlying health condition, clinical condition or are pregnant) should not come in to the office	Medium	If an employee develops Covid-19 symptoms while in the office, they should: <ul style="list-style-type: none"> • Immediately go home • Avoid touching anything • Cough or sneeze into a tissue and put it into the bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. Please see link for latest guidance: https://www.gov.uk/coronavirus	Directors & HoDs – by re-opening date and ongoing	

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		<p>Staff who are living with someone in self-isolation or a vulnerable person should not come in to the office</p> <p>The person becoming unwell must inform relevant persons (HODs or Directors)</p> <p>Designated isolation room for people who become unwell in the building.</p>		<p>Cleaners to disinfect the employee's workstation and the isolation room if used. specific instructions for cleaning after a case of COVID-19.</p> <p>NHS Test and Trace should be followed if a member of staff is tested positive for Covid-19. https://www.nhs.uk/conditions/coronavirus-covid-19/</p>		
Contracting or further spread of virus during travel to the office	Employees, contractors, visitors to site and members of the public	<p>Wherever possible workers should travel to work alone using their own transport.</p> <p>If using public transport – practise social distancing in accordance with government guidance, try to avoid peak travel times.</p>	Medium	<p>Staff will also need to:</p> <ul style="list-style-type: none"> • Leave plenty of space when parking cars and avoid parking driver side to driver side. • Use other means of transport to avoid public transport (e.g. cycling) where possible 	All staff - ongoing	

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Entering and exiting the building.	Employees, contractors, visitors to site and members of the public	<p>Where possible avoid close working and maintain social distancing from other people at all times including entering and exiting the building and moving around the building.</p> <p>Where close working is unavoidable follow government guidance on managing transmission risk.</p> <p>All persons to wash or sanitise hands upon entering the building. Sanitising hand gel located in reception.</p> <p>Follow social distancing between persons waiting to enter the building.</p> <p>Wear a face covering when entering and leaving the building.</p> <p>Stop all non-essential visitors from attending site.</p>		<p>Stagger start and finish times to help with social distancing and reduce crowding.</p> <p>Avoid sharing pens for people signing in/out at Reception – people should use own pens (or pens wiped down after use).</p> <p>Wash hands or use sanitising hand gel regularly throughout the day, particularly when handling external post and parcels.</p> <p>Coronavirus posters displayed at Reception for people to see when entering the building.</p>	<p>Ops – by re-opening date</p> <p>All staff – ongoing</p> <p>All staff – ongoing</p> <p>Ops – by re-opening date</p>	
Social Distance – close contact leading to contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	Where possible avoid close working and maintain social distancing from other people at all times including entering and exiting the building and moving around the building.	Medium	<p>Non-essential physical work that requires close contact between workers should not be carried out.</p> <p>Reduce movement around the building by using the telephone or online communication tools to avoid walking to see another person. Increase ventilation in enclosed spaces.</p>	All staff - ongoing	

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		<p>Where close working is unavoidable follow government guidance on managing transmission risk.</p> <p>Stagger start and finish times to help with social distancing and reduce crowding.</p> <p>All contact points e.g. door handles, taps, etc need to be disinfected after every contact. Cleaning materials need to be provided.</p>		<p>Control numbers of people in building to maintain social distancing.</p>		
<p>Moving around the building - close contact leading to contracting or further spread of the virus</p>	<p>Employees, contractors, visitors to site</p>	<p>Communal seating areas taken out of use (taped off) where social distancing cannot be achieved.</p> <p>People to keep to the left (signs) when moving around the building where possible.</p> <p>Limit numbers of people in corridors to 1 person.</p> <p>People to wait before using the stairs if another person is on the stairs, maintaining 2 metre social distancing.</p> <p>Display reminder posters and signage about 2 metre social distancing in corridors and doorways - signage/floor markings.</p>	<p>Medium</p>	<p>Convex mirrors needed in areas where there are blind spots in the buildings.</p> <p>A person should not sit on a desk next to a walkway, but if this is not possible a perspex screen should be placed at the side of the desk adjoining the walkway.</p> <p>Install Dor Guard to hold doors open and release in an emergency, and/or foot operated door openers.</p> <p>Close off areas that are not essential.</p>	<p>Ops – prior to re-opening</p> <p>Ops – prior to re-opening</p> <p>Ops – as soon as practicable</p> <p>Ops – prior to re-opening</p>	

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		Face coverings to be worn when not seated at a work station.				
Workstations – close contact leading to contracting or further spread of the virus	Employees, contractors	<p>Sanitising hand gel to be available at workstations for personal use in the workplace.</p> <p>Anti-bacterial wipes to be:</p> <ul style="list-style-type: none"> provided at each desk that is shared. People must wipe down touch points at start and end of their working day and dispose of wipe in nearby bin. provided for the IT team to use when working on IT equipment belonging to another member of staff. made available for staff to clean their work areas each day and dispose of in nearby closed bin. made available for staff to clean shared work equipment e.g printers and dispose of in nearby closed bin. <p>People who cannot work from home should sit at workstations 2 metres apart from any other people, allowing for walkways/corridors – a person should not sit on a desk next to a walkway.</p>	Medium	<p>Avoid face-to-face working.</p> <p>Provide perspex screens for workstations where social distancing is not possible, and the person cannot work from home, and no other workstations are available.</p> <p>A person should not sit on a desk next to a walkway, but if this is not possible a perspex screen should be placed at the side of the desk adjoining the walkway.</p> <p>Floor plans will specify which desks / areas can used. Workstations to be assigned to an individual and not shared.</p> <p>Provide areas for staff to store personal belongings and keep personal items out of work areas.</p>	Ops – prior to re-opening	

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		Individual offices to be occupied by the designated individual only.				
Meeting rooms - close contact leading to contracting or further spread of the virus	Employees, contractors, visitors	Avoid face to face meetings where possible. Use video conferencing e.g. Microsoft Teams. Meetings must be kept as short as possible. Meeting participants must not sit directly opposite each other within 2 metres.	Medium	Only consider a face to face meeting if it is essential, cannot be conducted remotely, and can be conducted using social distancing and in a well-ventilated area. Director's approval of the meeting is required. People to wear a face covering in meeting rooms. Sanitising hand gel to be located in meeting rooms. Posters located to remind people to use sanitiser. Rooms should be well ventilated/ windows opened to allow fresh air circulation. Consider holding meetings in open areas where possible. Do not share objects like pens. Reduce seating in meeting rooms to allow social distancing	All staff - ongoing	
Printers -contracting or further spread of the virus	Employees	Position equipment 2 metres from any other fixed workspace, to allow social distancing.		Anti-bacterial wipes to be provided (in a free standing dispenser) by printers.	Ops – prior to re-opening	

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		Sanitising hand gel is available. Regular hand washing.		<ul style="list-style-type: none"> wipe down touch points before and after use and to dispose of the used wipe in a bin next to the printer. Signs about cleaning with wipes to be displayed by printer. Face covering to be worn while at the printer.	All staff - ongoing	
Hand washing - Poor condition of facilities leading to contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	Ensure soap and fresh water is available on site. Top up soap as required. Hand sanitiser to be provided where hand-washing facilities are unavailable. Suitable and sufficient rubbish bins to be provided for hand towels with regular removal and disposal.	Medium	Ensure that condition of facilities are covered by regular checks.	Ops & NFU Facilities - ongoing	
Toilet facilities – Poor condition of facilities leading to contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	Provide paper hand towels instead of using hand dryers. Hand dryers to be switched off to avoid use. Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal.	Medium	Ensure that condition of facilities are kept to an acceptable standard and covered by regular checks. Face covering to be worn in the toilet areas. Sanitising hand gel located and used in toilet areas. Coronavirus posters displayed in toilet areas. Anti-bacterial wipes also to be provided (in a free standing dispenser) in each toilet cubicle:	All staff – ongoing All staff – ongoing All staff – ongoing Ops – prior to re-open date	

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				<ul style="list-style-type: none"> • People to wipe down touch points before and after use and to dispose of the used wipe in the toilet cubicle. • Signs about cleaning with wipes displayed in each toilet. 	<p>Ops – prior to re-open date</p> <p>Ops – prior to re-open date</p>	
Kitchen areas/Eating Arrangements – Poor condition of facilities leading to contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	<p>Microwaves and refrigerators put out of use.</p> <p>Hand cleaning facilities or sanitiser to be used when entering and leaving the area.</p> <p>Tables and chairs put out of use.</p> <p>Staff to bring in their own packed lunch and drinks, and eat at their designated desk.</p> <p>Bottled water to be provided.</p> <p>Cupboards and drawers containing crockery, cutlery and other shareable items to be put out of use.</p> <p>All rubbish to be put straight in foot operated bin and not left for someone else to clean up.</p>	Medium	<p>Ensure that conditions of facilities are kept to an acceptable standard and covered by regular checks.</p> <p>Kitchens to be occupied by one person only at any time.</p> <p>Face coverings to be worn in the kitchen while preparing food/drinks.</p> <p>Sanitising hand gel to be located in kitchens.</p> <p>Anti-bacterial wipes also to be provided (in a free standing dispenser) in each kitchen:</p> <ul style="list-style-type: none"> • people to wipe down touch points before and after use and to dispose of the used wipe in the kitchen bin. • Signs about cleaning with wipes, to be displayed in each kitchen. <p>Coronavirus posters to be displayed in kitchen areas.</p>	<p>All staff – ongoing</p> <p>All staff – ongoing</p> <p>All staff – ongoing</p> <p>Ops – prior to re-opening date</p> <p>All staff – ongoing</p> <p>Ops – prior to re-opening date</p> <p>Ops – prior to re-opening date</p>	

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		All areas used for food preparation must be thoroughly cleaned after use.				
Showers - Poor condition of facilities leading to contracting or further spread of the virus	Employees, contractors, visitors to site	Shower not be used.	Medium	Signage prohibiting use to be displayed.	Ops – prior to re-opening date	
Pool cars – contracting or further spread of the virus	Employees, contractors	Staff to use own vehicles in the first instance. Limit number of people able to use pool cars. Only one person to travel in the pool car at any time. Anti-bacterial wipes provided to clean all contact surfaces before/after each use. Sealable bags provided to dispose of rubbish, which must be placed in bins on arriving at destination. Cars to be valeted each quarter or monthly dependant frequency of use.		Carry out regular checks.	All staff - ongoing	
Site visits - contracting or further spread of the virus	Employees, members of the public	PPE for site visits to be allocated to employees and not shared.		Refer to site visit guidance	Ops – by end of August	

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Cleaning – contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	<p>Full deep cleanse of buildings before returning to the office, and at regular intervals during the year.</p> <p>Cleaning to be carried out on a daily basis by appropriate contracted cleaning providers.</p> <p>All common contact surfaces to be regularly cleaned throughout the day.</p>	Medium	<p>Establish a clear desk policy and clutter free policy to enable effective regular cleaning of the building.</p> <p>The HSE advise there are 2 components in adequate cleaning regimes:-</p> <p><u>Deep cleaning</u> Deep cleaning is a thorough clean of all frequently touched surfaces at least once per day by cleaning staff.</p> <p><u>Periodic cleaning</u> Periodic cleaning is cleaning at different times throughout the day. Periodic cleaning can include cleaning items immediately after use as well as cleaning surfaces on a regular basis throughout a single day.</p> <p>Ensure enhanced regular workplace cleaning procedures are in place across site and must include:</p> <ul style="list-style-type: none"> • High-use touch points • Taps and washing facilities • Toilet flush and seats • Door handles and push plates • Handrails on staircases and corridors • Machinery and equipment controls where applicable • Food preparation and eating surfaces • <p>To minimise the risk of the virus spreading:</p> <ul style="list-style-type: none"> • no shared food or drink, e.g. cakes, 	Ops – prior to re-opening	

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				biscuits, fruit, etc. <ul style="list-style-type: none"> clean work areas, surfaces and equipment frequently between use with usual cleaning products clean busy areas more often and more thoroughly where possible restrict the use of items that are touched often provide more rubbish bins (open or foot pedal operated lid) and empty them more often clear workspaces and remove waste and belongings from the area at the end of the day. Must wear disposable gloves when emptying rubbish bins.		
Poor ventilation leading to risks of coronavirus spreading	Employees, contractors, visitors to site and members of the public	Where environmental conditions allow, increase air flow in all parts of the workplace, by opening windows and doors.	High /Medium	Maintain air circulation systems in accordance with manufacturers recommendations.	Ops - ongoing	
Receiving and sending goods safely - risk of the virus coming into the workplace through goods	Employees, Contractors, Recipients	Staff handling deliveries should wear disposable gloves when handling post and parcels, and wash their hands more often, or use hand sanitiser. Staff maintain 2 metre social distancing.	Medium	Minimise contact with other people at drop-off and collection – signs to instruct delivery personnel to place parcels outside. Minimise the frequency of deliveries and restrict non-business deliveries (personal staff deliveries). Wipe over parcels with antibacterial wipe		

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		<p>Staff to avoid signing an offered portable electronic device and suggest the driver uses the machine to put staff name into their system.</p> <p>Parcels are to be left in a designated store area.</p>		<p>Dispose of packaging safely.</p>		
<p>Accidents and incidents</p>	<p>Employees, contractors, visitors to site and members of the public</p>	<p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to comply with social distancing guidelines if it would be unsafe.</p> <p>Safe evacuation plan shared with all staff.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitisation measures immediately afterwards including washing hands.</p>	<p>Medium</p>	<p>Review incident and emergency procedures (e.g. first aid, fire procedures) to ensure they reflect the social distancing principles as far as possible.</p> <p>First aiders to use appropriate PPE - a fluid-repellent surgical mask, disposable gloves, eye protection, apron or other suitable covering. To be available with the first aid kit.</p> <p>First aiders to review and follow guidance on administering first aid.</p>	<p>Ops – prior to re-opening date</p> <p>Ops – prior to re-opening date</p> <p>Ops – prior to re-opening date</p>	
<p>Working remotely from home - Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>Employees</p>	<p>Follow HSE guidance on display screen equipment.</p> <p>To support staff working remotely:</p> <ul style="list-style-type: none"> • provide the right equipment for people to work from home • keep remote and on-site employees connected • send updates to employees when the situation changes. 	<p>Medium</p>	<p>There is no increased risk for staff working at home temporarily but if this arrangement becomes long term the risks should be assessed.</p> <p>For those staff who are working at home on a long-term basis, the risks associated must be controlled. This includes the staff completing DSE workstation assessments at home, consulting their line manager as necessary.</p>	<p>Directors & HoDs - ongoing</p>	

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		<ul style="list-style-type: none"> make sure disabled workers and new and expectant mothers can do their work from home (responsibility to prevent discrimination at work) 		<p>There are some simple steps people can take to reduce the risks from display screen work:</p> <ul style="list-style-type: none"> breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity avoiding awkward, static postures by regularly changing position getting up and moving or doing stretching exercises avoiding eye fatigue by changing focus or blinking from time to time 		
<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Employees</p>	<p>Follow HSE guidance on stress and mental health.</p> <p>Share information and advice with staff about mental health and wellbeing</p> <p>Have regular keep in touch meetings/calls with staff working at home to talk about any work issues</p> <p>Talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>Involve staff in completing risk assessments so they can help</p>	<p>High/Medium</p>	<p>Discuss the issue of fatigue with staff and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they are not working long hours.</p> <p>The CIPD have produced a guide that outlines considerations and provides advice for employers, people professionals and people managers on how employee mental health can be supported as lockdown ends and there is a phased return to the workplace https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return</p>	<p>Directors & HoDs - ongoing</p>	



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		identify potential problems and identify solutions Keep staff updated on what is happening so they feel involved and reassured.				
Further Controls Required or In Place?						
All hazards		Review fire risk assessments for buildings. Keep insurers informed of workplace changes. Additional assessments should be completed if any hazards are not covered by this assessment.				

Definitions:

Essential work – work that is deemed indispensable, meets operational requirements e.g. IT Support, or ensures the safety of employees, contractors or visitors e.g. cleaners.

Essential persons – Those deemed necessary to carry out essential work.