



NFU Energy C19 Office Risk Assessment

Assessment date	20 July 2021	Review date	30 September 2021
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Hazard

Staff return to the office and the workplace is not COVID-19 secure - staff are not able to reduce social contact; ventilation or access to fresh air is inadequate; insufficient cleaning and hand washing/sanitizing facilities; 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 or 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 staying safe and preventing the spread <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>

Guidance on Covid Testing <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/get-tested-for-coronavirus/>

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)</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 the workplace and it is not COVID-19 secure - staff are not able to reduce social contact; 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 Government guidance - https://www.gov.uk/coronavirus	Medium	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. Induct staff returning to work – email guidance setting out the safety requirements to be enforced. Monitor all the safety precautions.	Ops/NFU Facilities – before 31 July 2021 Ops –before 31 July 2021 Ops – as necessary Directors & HoDs – regular review	
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. The person becoming unwell must inform relevant persons (HODs or Directors) Designated isolation room for people who become unwell in the building. Staff who are living with someone who has symptoms or are required	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. See link for latest guidance: https://www.gov.uk/coronavirus Cleaners to disinfect the employee's workstation and the isolation room if used. specific instructions for cleaning after a case of COVID-19.	Directors & HoDs – ongoing	

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		to isolate as part of NHS Test & Trace should not come into the office Clinically vulnerable should not come in to the office				
Contracting or further spread of virus during travel to the office	Employees, contractors, visitors to site and members of the public	Wherever possible workers should travel to work alone using their own transport. If using public transport –abide by the transport provider guidance. Wherever possible workers should carry out Covid Rapid Flow testing 24 hours prior to visiting the office, and on a twice weekly basis for those working regularly from the office	Medium	Staff will also need to: <ul style="list-style-type: none"> • Use other means of transport to avoid public transport (e.g. cycling) where possible Results of Covid Rapid Flow tests to be reported to Operations@nfuenergy.co.uk Follow the guidance on testing: https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/	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 contact when entering, exiting 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>Maintain distance 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>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>All staff – ongoing</p> <p>Ops – by re-opening date</p>	
Close contact leading to contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	<p>Where possible avoid close contact when entering, exiting and moving around the building.</p> <p>Where close working is unavoidable follow government guidance on managing transmission risk.</p> <p>All contact points e.g. door handles, taps, etc need to be disinfected</p>	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. Control numbers of people in building to maintain social distancing.</p>	All staff - ongoing	

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		after every contact. Cleaning materials need to be provided. Where face coverings when not seated or when in close proximity to others				
Moving around the building - close contact leading to contracting or further spread of the virus	Employees, contractors, visitors to site	People to wait before using the stairs if another person is on the stairs. Display reminder posters and signage about reducing close contact in corridors and doorways - Face coverings to be worn when not seated at a workstation.	Medium	Convex mirrors needed in areas where there are blind spots in the buildings. Install Dor Guard to hold doors open and release in an emergency	Ops – by 31 July 2021 Ops – as soon as practicable Ops – prior to re-opening	
Workstations – close contact leading to contracting or further spread of the virus	Employees, contractors	Sanitising hand ge and anit-bacterial wipesh to be available at workstations for personal use in the workplace Anti-bacterial wipes to be: <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 	Medium	Avoid face-to-face working. Provide perspex screens for workstations where face to face working is unavoidable. Floor plans will specify which desks / areas can be used.	Ops – as soon as practicable	

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		belonging to another member of staff. <ul style="list-style-type: none"> • 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. 		Provide areas for staff to store personal belongings and keep personal items out of work areas.		
Meeting rooms - close contact leading to contracting or further spread of the virus	Employees, contractors, visitors	Conduct meetings remotely where possible Meetings must be kept as short as possible. Sanitising hand gel to be located in meeting rooms. Posters located to remind people to use sanitiser. Open windows and if possible, doors to increase fresh air circulation.	Medium	Wear a face covering in meeting rooms when not seated Hold meetings in open areas where possible. Do not share objects like pens. Reduce seating in meeting rooms to reduce social contact	All staff - ongoing	
Printers -contracting or further spread of the virus	Employees	Sanitising hand gel and anti-bacterial wipes available to wipe down surface before/after use		Promote regular hand washing by printers. Face covering to be worn while at the printer.		

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					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 kept to an acceptable standard and covered by regular checks.		
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 in addition to hand dryers. Anti-bacterial wipes provided in each washroom: <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. 	Medium	Face covering to be worn in the toilet areas. Coronavirus posters displayed in toilet areas. <ul style="list-style-type: none"> • 	All staff – ongoing	
Kitchen areas/Eating Arrangements – Poor condition of facilities leading to	Employees, contractors, visitors to site and members of the public	Hand cleaning facilities or sanitiser to be used when entering and leaving the area.	Medium	Ensure that conditions of facilities are kept to an acceptable standard and covered by regular checks.	All staff – ongoing	

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contracting or further spread of the virus		<p>Anti-bacterial wipes provided 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>All rubbish to be put straight in foot operated bin and not left for someone else to clean up.</p> <p>All areas used for food preparation must be thoroughly cleaned after use.</p> <p>Sit outside or at a designated desk to eat to reduce close contact.</p>		<p>Face coverings to be worn in the kitchen while preparing food/drinks.</p> <p>Coronavirus posters to be displayed in kitchen areas.</p> <p>Individuals provide and use their own cutlery and crockery and take responsibility for cleaning items.</p>		
Showers - Poor condition of facilities leading to contracting or further spread of the virus; poor ventilation leading to	Employees, contractors, visitors to site	<p>Discourage use of showers.</p> <p>Provide hand sanitiser and anti-bacterial wipes to clean contact points.</p>	Medium	Signage advising safe use to be displayed	Ops – by 31 July 2021 All staff - ongoing	

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contracting or further spread of the virus						
Pool cars or sharing car journeys – contracting or further spread of the virus	Employees, contractors	<p>Staff to use own vehicles in the first instance.</p> <p>Limit number of people able to use pool cars.</p> <p>Anti-bacterial wipes provided to clean all contact surfaces before/after each use.</p> <p>Sealable bags provided to dispose of rubbish, which must be placed in bins on arriving at destination.</p> <p>Pool cars to be valeted each quarter or monthly dependant frequency of use.</p> <p>If more than one person is travelling in a vehicle, use ventilation that draws from fresh air (do not re-circulate) and open windows if possible Wear face coverings.</p>		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 July	
Cleaning – contracting or further spread of the virus	Employees, contractors, visitors to site and members of the public	Full deep cleanse of office at regular intervals during the year.	Medium	Follow government cleaning guidance if cleaning is required as a result of a known or	All staff - ongoing	

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		<p>Cleaning carried out on a daily basis by appropriate contracted cleaning providers.</p> <p>All common contact surfaces to be regularly cleaned with anti-bacterial wipes throughout the day.</p> <p>Promote regular contact surface cleaning</p> <p>Clear desk policy and clutter free policy to enable effective regular cleaning of the building.</p>		<p>suspected case of Covid-19 in the workplace.</p>		
<p>Poor ventilation leading to risks of coronavirus spreading</p>	<p>Employees, contractors, visitors to site and members of the public</p>	<p>Increase air flow in all parts of the workplace, by opening windows and doors where possible.</p> <p>Maintain air circulation systems in accordance with manufacturers recommendations.</p> <p>Encourage use of outdoor spaces where possible.</p>	<p>High /Medium</p>	<p>Install CO2 monitors in smaller areas to monitor levels</p>	<p>All staff- ongoing</p>	
<p>Receiving and sending goods safely - risk of the virus coming into the workplace through goods</p>	<p>Employees, Contractors, Recipients</p>	<p>Staff handling deliveries should wear disposable gloves when handling post and parcels, and wash their hands more often, or use hand sanitiser.</p> <p>Avoid close contact with other people at drop-off and collection</p>	<p>Medium</p>	<p>Minimise the frequency of deliveries and restrict non-business deliveries (personal staff deliveries).</p> <p>Wipe over parcels with antibacterial wipe Dispose of packaging safely.</p>	<p>All staff- ongoing</p>	

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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>				
Accidents and incidents	Employees, contractors, visitors to site and members of the public	<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>First aiders to review and follow guidance on administering first aid.</p>	Medium		Ops – prior to re-opening date	
Working remotely from home - Musculoskeletal disorders as a result of using DSE at home for a long period of time	Employees	<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. • make sure disabled workers and new and expectant mothers can do their work from home (responsibility to prevent discrimination at work) 	Medium	<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>There are some simple steps people can take to reduce the risks from display screen work:</p>	Directors & HoDs - ongoing	

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				<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 		
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees	<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 identify potential problems and identify solutions</p>	High/Medium	<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>	Directors & HoDs - ongoing	



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		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.				