

NAME OF BUSINESS: United Gas & Power

DATE OF ASSESSMENT: 21/05/2020

ASSESSMENT CONDUCTED BY: Confidential

Activity/Task: Managing Coronavirus

What are the hazards?	Who might be harmed?	Control Measures	What further action is required?
<p>1. Unsafe exit and entry points into the office building. Not allowing sufficient distancing and carrying risk of contamination.</p>	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - A distance of 2m is maintained wherever possible, while in work and while arriving and departing from work. Sufficient hand washing facilities to be made available. - Introduction of designated entry and exit points and a one-way system: <ul style="list-style-type: none"> • Side door to be used as an entry point. Sanitising station located in entrance vestibule to allow staff to wipe / disinfect their hands and apply PPE as desired. The location allows for a queuing system in the parking area to avoid unsafe congestion and staggered start times will not be required • The internal door ahead of the entry point is sole access point to the ground floor office area • One-way systems are clearly defined within the building, facilitating good social distancing while allowing everyone safe access to their work area (see point 2) • Internal door by Reception area is the sole exit point from the ground floor office area, to allow access to the stair wells only • Front door to be used as exit point - A responsible member of staff will open and close up each day, this includes unlocking all the entry and exit points, deactivating the alarm, all shutters raised, and also opening the storage cupboard. This individual will wear gloves 	

What are the hazards?	Who might be harmed?	Control Measures	What further action is required?
		and/or wipe surfaces after use. The aim is to open the office for approximately 08:30 each morning and close by 5.30pm. Unless otherwise arranged the responsible individual will also post the outgoing mail.	
	- Vulnerable groups: elderly, pregnant employees, those with underlying health conditions	- Apply the rules specific to the categories above but with additional diligence. Where mobility restricts access to the entry point (i.e. wheelchair users) the front door may be used as an entry point. This should be established and communicated to a responsible individual prior to the individual arriving at the office for the first time following lockdown.	
	- All	- Everyone visiting the office should avoid public transport wherever possible.	
2. Safety, hygiene, access to and distancing within work areas	- All	- PPE is available to all staff and visitors to the building and is to be worn at the individual discretion except where specifically advised elsewhere in this document.	
	- Ground Floor Staff	- Appropriate space allowed for staff to access and work safely within their work area <ul style="list-style-type: none"> • 2m² areas designated with hazard tape for permitted work station areas • Each bank of desks now seats 2 staff members, sat at opposite corners • Walkway areas designated with arrowed hazard tape where employees are required to walk past an active work station • Directional one-way system within ground floor office space will not encroach on work areas - Anti-viral hand gel provided for each work area, along with cleaning products	

What are the hazards?	Who might be harmed?	Control Measures	What further action is required?
		<ul style="list-style-type: none"> • Hands should be washed thoroughly and regularly throughout the day using bathroom sinks only • Clean your work area, including equipment and cabling where safe, at the start and then again at the end of your working day 	
	<ul style="list-style-type: none"> - Sales Floor Staff, Directors 	<ul style="list-style-type: none"> - As above but extra care to be taken with stairwell access: <ul style="list-style-type: none"> • One employee to be using a flight of stairs at any one time • Priority to members of staff descending to the ground floor should there be two people wishing to use the stairs at the same time. If from the same floor then wait until the first employee has used that flight of stairs before proceeding - Upper floor staff can go straight to the stairwell without accessing main ground floor office area. 	
<p>3. Use of toilet facilities</p>	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - Sufficient hand soap made available within toilet area: <ul style="list-style-type: none"> • Hands washed and dried thoroughly before leaving the toilet area • Gloves made available to be used as desired - Hands-free flush and tap system and hand drier in place to remove surface contact. - The disabled / visitor toilet is to be retained for use solely by one designated individual, where none are stated this can be used by all staff. - Sales floor toilets will be for use by Direct Sales staff only. 	

What are the hazards?	Who might be harmed?	Control Measures	What further action is required?
	<ul style="list-style-type: none"> - Contractors, vulnerable groups, anyone with heightened concerns 	<ul style="list-style-type: none"> - As above but designated toilet to be used is the current disabled toilet. - Additional hygiene measures will be in place for the disabled toilet. 	<ul style="list-style-type: none"> - Establish additional cleaning measures for the disabled toilet
<p>4. Use of kitchen facilities and breakout area</p>	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - As a regularly shared surface area the kitchen area will be cordoned off and is not to be used, with the exception of the fridges (see point 6). - No food is to be prepared within the building: <ul style="list-style-type: none"> • Use of the microwaves is prohibited • Work surfaces are to remain clear and unused at all times • Employees should bring in fully prepared food from home ready to eat at their desks • Boiled water may be brought in in a flask to prepare dried noodle pots • Boiled water may be brought in in a flask to prepare dried soup mixes, although only using a personal cup • Employees must bring in their own plates, cups, utensils to use and take them home to clean at the end of each day - Use of kettles and water boilers are prohibited <ul style="list-style-type: none"> • Staff are encouraged to bring in hot water or pre-brewed hot drinks from home in a flask • Outside purchased hot drinks (e.g. Morrison's) are allowed but the receptacle must be disposed of once used - Kitchen taps are not to be used, please bring in water from home and/or use nearby shops or water bottled spring water provided in fridges. 	

What are the hazards?	Who might be harmed?	Control Measures	What further action is required?
<p>5. Use of meeting spaces</p>	<ul style="list-style-type: none"> - Staff and externals 	<ul style="list-style-type: none"> - Meeting rooms will not be operational and are not to be used. - Meetings are to be carried out using Teams. 	
<p>6. Communal areas and storage</p>	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - The storage / stationery cupboard will be unlocked and opened by whoever opens up the building in the morning. - Frequency of visits to the storage area should be limited and, if possible, a check carried out beforehand to establish if the required item is in stock. - Fridges can be used to store pre-prepared food and bottles of water, these are located: <ul style="list-style-type: none"> • Sales floor fridge for Direct Sales staff only • Near two fridges (server room side) in kitchen area • Fridge near ground floor printers - Where printing is required, endeavour to process bulk jobs rather than several smaller jobs to limit the number of visits to the printer. Use disposable gloves when using the scan function or anything on the operational panel. The same applies to use of the franking machine. - The server room will be wiped down before and after any work is carried out within that room 	

What are the hazards?	Who might be harmed?	Control Measures	What further action is required?
<p>7. Overcrowding areas, accommodation of staff</p>	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - A working rota is managed within teams and, where required, neighbouring teams on the floor plan. As near as is safely possible standard seating arrangements should be followed. - Hot desking outside of your normal areas is not possible. - Check with the area representative (team manager) prior to arrival and consult with IT around whether the employee's laptop can be set up in that location. 	
<p>8. Spread of Covid-19</p>	<ul style="list-style-type: none"> - Cleaners - Staff 	<ul style="list-style-type: none"> - Further to all the above points a deep clean of the office is being carried out on 23rd May. Thereafter cleaners will attend the office and do a full clean twice a week. - Staff should maintain a general awareness of where they have touched a surface and this presents a risk of a cross-contamination, using anti-bacterial hand gel around their work station and thoroughly washing hands after using the toilet or eating or handling food. - The cloakroom area is not to be used. Please store coats and other items at your work area. - There are no fans. In hot conditions windows and the access doors may be opened, where conditions remain unsuitable for work please consult your manager or a senior member of staff to seek alternative arrangements. - Smoking in the designated smoking area is still allowed however we limit this to 1 person at a time and the directional system must be adhered to when accessing the smoking area. 	

What are the hazards?	Who might be harmed?	Control Measures	What further action is required?
		<ul style="list-style-type: none"> - There are to be no personal deliveries to the office. • Large office deliveries will be left at the front door in accordance with general national guidelines, a responsible individual will open the box wearing gloves and place the items in the reception area before disposing of the packaging once emptied. • This is not practical for smaller office post, where privacy is also an issue, to prevent spread the post will be left at reception but the addressees will be notified and are responsible for their own measures in handling their post. 	
9. Fire procedures	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - The fire procedure remains unchanged. Should the fire alarm be sounded all staff should revert to the standard procedure of leaving calmly and safely through the nearest available door. When congregating at the fire assembly point sensibly maintain social distancing, as the number of bodies in the building will me notably fewer the same assembly point remains suitable for use. - There is an increased possibility of there being no Fire Marshall present in the building, collective responsibility for accounting for everyone in the building should be assumed and reported to the senior member of staff present. - The fire alarm will be tested weekly, at 11am each Monday 	
10. Lack of suitable information and guidance	<ul style="list-style-type: none"> - All 	<ul style="list-style-type: none"> - Signage will be put up around the building to remind people of the measures in place. 	

What are the hazards?	Who might be harmed?	Control Measures	What further action is required?
		<ul style="list-style-type: none"> - Hazard tape marks out the work areas, communal areas of staff flow and directional indicators. - Links on guidance around the general practices can be found below: <ul style="list-style-type: none"> • Hand washing: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Office work guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres • Social distancing: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing - Any concerns or questions you have can be directed to the office risk assessment team. 	