

Name of business: United Gas & Power

Date of assessment: 24/09/2020

Assessment carried out by:

John Weatherill

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>	<p>- Staff</p>	<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 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 and/or	

		<p>wipe surfaces after use. The aim is to open the office for approximately 08:30 each morning</p> <ul style="list-style-type: none"> • Claire Smithies, John Weatherill and Michael Coverdale are the individuals responsible for opening / closing up • Unless otherwise arranged the responsible individual will also post the outgoing mail 	
	<ul style="list-style-type: none"> - Vulnerable groups: Elderly, Pregnant employees, those with underlying health conditions 	<ul style="list-style-type: none"> - 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 	
2. Safety, hygiene, access to and distancing within work areas	<ul style="list-style-type: none"> - All 	<ul style="list-style-type: none"> - 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. These are kept on the Directors floor 	
	<ul style="list-style-type: none"> - Ground Floor Staff 	<ul style="list-style-type: none"> - Appropriate space allowed for staff to access and work safely within their work area <ul style="list-style-type: none"> • Up to 2m² areas designated with hazard tape for permitted workstation areas, where this is not possible extra precautions have been put in place (partitions etc) • Walkway areas designated with arrowed hazard tape where employees are required to walk past an active workstation • 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 <ul style="list-style-type: none"> • Hands should be washed thoroughly and regularly throughout the day using bathroom sinks only 	

		<ul style="list-style-type: none"> • Clean your work area, including equipment and cabling where safe, at the start and then again at the end of your workday 	
	<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 	
3. Use of toilet facilities	<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 – these are kept on the Directors floor - Hands-free tap system and automatic hand drier in place to remove surface contact - Sales floor toilets will be for use by Direct Sales staff only 	
	<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 	

<p>4. Use of kitchen facilities</p>	<p>- Staff</p>	<ul style="list-style-type: none"> - All surfaces are always to remain clear - Employees should bring in fully prepared food from home ready to eat where possible - Communal eating areas are closed - Taps and kettles may be used for refreshments, employees should wash their hands before and after use, and only make refreshments for themselves - Employees should bring in their own plates, cups, utensils to use and take them home to clean at the end of each day - Nothing should be left on the sink/drainers/sides - Microwaves can be used, but must be wiped down after each use and employees should wash their hands before and after use. 	
<p>5. Use of meeting spaces</p>	<p>- Staff and externals</p>	<ul style="list-style-type: none"> - Meeting rooms can be used with the 2 metre distance between employees - Meetings can be carried out using Teams 	
<p>6. Communal areas and storage</p>	<p>- Staff</p>	<ul style="list-style-type: none"> - The storage / stationery cupboard will be unlocked and opened by whoever opens the building in the morning - Frequency of visits to the storage area should be limited - 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 <ul style="list-style-type: none"> - Where printing is required, endeavour to process bulk jobs rather than several smaller jobs to limit the number of visits to the printer. Disposable gloves are available if people want to use when using the scan function or anything on the operational panel. The same applies to use of the franking machine. Alternatively, employees should wash hands before and after use - The server room will be wiped down before and after any work is carried out within that room 	
7. Overcrowding areas, accommodation of staff	<ul style="list-style-type: none"> - Staff 	<ul style="list-style-type: none"> - As near as it is safely possible standard seating arrangements should be followed. - Hot desking 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 	
8. Spread of Covid-19	<ul style="list-style-type: none"> - Cleaners - Staff 	<ul style="list-style-type: none"> - Cleaners 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 	

		<ul style="list-style-type: none"> - Smoking in the designated smoking area is still allowed however we limit this to the 2 metre rule for social distancing to be maintained at all time - There are to be no personal deliveries to the office 	
9. Fire procedures	- 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 - 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 the standard time on Monday at 9.30am - Fire Doors must always be closed and not propped open 	
10. Lack of suitable information and guidance	- All	<ul style="list-style-type: none"> - Signage is up around the building to remind people of the measures in place. - 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: 	

		<p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <ul style="list-style-type: none">- Any concerns or questions you have can be directed to the office risk assessment team	
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