

Office location: Northampton/Ipswich/Oxford/Cardiff/Alder Castle		Area: Offices
Activity: General office activity *To be adapted for each office*	Assessment Date: 26/05/2020	Name: Vikki Pugh
Person(s) at risk – For the purposes of this risk assessment, the following groups have been taken into account: colleagues, contractors, essential visitors, young persons, new and expectant mothers, persons with mobility or sensory issues, persons who are shielding or social distancing to protect themselves or persons in their household.		
Hazard (A hazard can be anything with the potential to cause harm)	Existing Controls (What is currently in place to control the hazard)	Further Control Measures Required (All of the following control measures must be implemented to reduce the risk factor to a tolerable level)
Colleagues working from home	<ul style="list-style-type: none"> Line Managers to follow guidance from HR to support direct reports remotely Guidance available via the Intranet, including the Drax Temporary Home Working Policy Mandatory completion of homeworker workstation assessment via Cascade 	<ul style="list-style-type: none"> Colleagues are directed to the Intranet guidance on how to set up a home workstation. This includes; a HSE video on homeworking and ergonomics, showing people how to use everyday household objects to improve their work environment The Customers H&S Manager and Facilities team are available to offer advice and support for anyone struggling to set up their workstation (via Skype/Teams, email or phone) Standard office chairs may be given to colleagues (on request) who: <ul style="list-style-type: none"> Have a specific medical need, or Do not have a suitable chair at home and would otherwise be sitting on the floor, bed or sofa Colleagues will be able to request computer accessories (such as monitor, keyboard, mouse, wrist rest, footrest) and if available at their normal desk, arrange collection Regular communications with line managers to monitor health and wellbeing
Reintroducing working from the offices following lock-down	<ul style="list-style-type: none"> Following government guidance on working from home Majority of colleagues to continue working from home where possible 	<ul style="list-style-type: none"> Additional equipment may need to be sourced for colleagues who will divide their working week between home and the office(s), such as replacement chairs, keyboards, mice, monitors, footrests, docking stations Start & finish times and breaks will need to be staggered to reduce the number of people on the stairs/using the lifts at any one time. Alternative entrance/exits and one-way systems, queuing systems and signage may be implemented in the offices

	<ul style="list-style-type: none"> • Reduced office capacity and marking of one-way systems/queuing system etc to maintain 2 metre distancing • Staggering of start/finish times and lunch breaks to support social distancing • Enhancing cleaning regimes throughout the offices • Provision of hand sanitiser throughout the office and at key locations, including Reception, stairways and tea points • Essential visitors only allowed to visit the office • Colleagues will be informed of new protocols prior to returning to the office and kept updated of any changes as and when they occur • Colleagues will work in a 'cohort' and avoid working outside of this group • Where face to face work is required, the duration of such work will be kept as short as possible (15 minutes or less) • All contractors have supplied information on how they will adhere to the Government guidelines on Covid-19 prior to attending the premises 	<ul style="list-style-type: none"> • Some services may be restricted to enable social distancing, these may include but are not limited to, use of lifts, restaurant/breakout areas, meeting rooms, caravans & hot desks. Desks/chairs/monitors strategically rearranged/removed to decrease overall capacity and maximise social distancing • Face to face meetings to be kept to a minimum. Where possible hold meetings remotely (i.e. Skype/Teams). If a face to face meeting is essential, social distancing measures are to be observed • All desks to be cleared of personal effects to enable effective cleaning. Only essential items to be kept on desks during office hours. At the end of each shift, all desks must be cleared • Cleaning companies asked to ensure cleaners understand that products need to be used in accordance with manufacturer recommended surface contact times • Colleagues to advance book days when they will be coming into the office to enable effective cleaning and monitoring of capacity • HVAC systems serviced in accordance with the guidance from Cushman & Wakefield • Doors which can safely be left open (without infringing security or fire safety) will be held open during the working day. An appointed facilities team member will be responsible for ensuring that the doors are opened/closed each day. • Sneeze guards to be placed on reception desks • Signage & floor markings to remind colleagues to wash hands regularly and remain at least 2m apart. • Lift/toilet capacity will be reduced to 1 person at a time. • Tasks have been risk assessed and colleagues will not be required to wear face coverings in the office unless they choose to wear one. All activities can take place by adhering to social distancing. • See also sections below on "Welfare facilities – restaurant, break rooms, tea points" and "Hygiene – sanitary conveniences (toilets) and showers"
Travelling to/from work	<ul style="list-style-type: none"> • Colleagues only to travel to work if the task cannot be performed from home • Colleagues asked to use their own car, bike or walk where possible and avoid the use of public transport • Implement staggered arrival and departure times • If public transport use is essential, minimise the duration and frequency of its use and wear a face covering • When using public transport, travel should be organised outside of peak times wherever possible 	<ul style="list-style-type: none"> • Colleagues to consult line manager and HR if they have any questions or concerns around the need to attend the office or adjustments to working hours • All colleagues who have the ability to work from home should continue to do so • Only colleagues who are not considered to be vulnerable, extremely vulnerable or shielding should be asked to come to the office and then, only if the task cannot be performed from home • Start & finish times will need to be staggered to reduce the number of people arriving/departing the office at any one time • Use of the pool car(s) will be restricted to enable thorough cleaning between each use.

	<ul style="list-style-type: none"> Colleagues should avoid sharing car journeys with people who are not from their household. If car sharing is essential all passengers should wear a face covering 	
Suspected case whilst working in the office	<ul style="list-style-type: none"> Colleagues and contractors made aware of the current recognised symptoms by HR on the COVID-19 pages of the Intranet Colleagues and contractors with symptoms including: (New persistent cough, high temperature, loss of sense of smell, loss of sense of taste) are asked to stay away from the workplace and follow the HR process 	<ul style="list-style-type: none"> Colleagues and contractors who have arrived in the workplace and then present symptoms are asked to immediately leave the office. Facilities then arrange for the area to be deep cleaned. Any cases of COVID-19 which may be considered 'work-related' need to be recorded on Intelex and investigated. The HSE has updated its guidance on COVID-19 and it is now reportable if there is 'reasonable evidence suggesting work-related exposure was the likely cause of the disease and this is supported by a registered medical practitioner's diagnosis'. This needs to be read in conjunction with the following criteria: -'an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence'. The incident must result (or could have resulted) in the release or escape of the coronavirus -'a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease'.
First aid provision	<ul style="list-style-type: none"> Current first aid guidance to be followed on the provision of CPR. Defibrillators available in offices 	<ul style="list-style-type: none"> Facilities team to keep track of number and geography of first aiders on site day-to-day when office is in lock-down and during the reopening process First aiders who were awaiting re-training at the time of lock-down (mid-March 2020) have until 30 September 2020 to complete their training First aiders are advised to take all hygiene precautions as per their training If attending to someone who is presenting symptoms of COVID-19, remain 2 meters away. Before providing emergency treatment, wear gloves, face mask and apron. The patient should also wear a face mask. Instruction for correct fitting of face masks will be provided First aiders are advised to keep updated with the Resuscitation Council UK's advice on dealing with suspected cardiac arrest – chest compressions only, rescue breaths are not recommended. Defibrillators to be maintained in accordance with the maintenance schedule.
Fire or emergency evacuation	<ul style="list-style-type: none"> Fire system checks will continue Fire drills will not be carried out during the phased return Colleagues on site will be supported with building plans and information about what action to do in the event of a fire, including action to take on discovering a fire 	<ul style="list-style-type: none"> In the event of a real fire or other emergency evacuation, colleagues will be asked to follow standard procedures and make their way out of the building (via nearest available exit) to the assembly point Colleagues who require assistance will be assisted from the refuge areas. Due to short contact duration time, no PPE is required for this purpose. Colleagues will be advised to use hand sanitiser when they reach the assembly point

Sending and Receiving deliveries	<ul style="list-style-type: none"> • All non work-related deliveries to cease • Work related deliveries to continue with social distancing and increased hygiene measures in place • Sanitiser provided for colleagues who process the incoming and outgoing post 	<ul style="list-style-type: none"> • Sanitiser provided close to area of delivery • If more than one colleague is required to assist with the processing of deliveries, then social distancing should be observed as much as possible, side to side work is preferable to face to face working • Colleagues will work in a 'cohort' and avoid working outside of this group • Where face to face work is required, the duration of such work will be kept as short as possible (15 minutes or less) • Delivery drivers will be allowed access to the nearest toilet to be able to use the facilities and encouraged to observe good hygiene practices
Welfare facilities – restaurant, break rooms, tea points	<ul style="list-style-type: none"> • Where provided, the caterers have supplied information on how they will adhere to the Government guidelines on Covid-19 • All food supplied will be as a takeaway option only • A queuing system following the 2m rule will be implemented with a maximum number of colleagues allowed into the area at any one time • Colleagues are required to eat/drink at their desks • Shared tea/coffee/sugar will be removed and colleagues asked to bring their own supply (to store in their locker) 	<ul style="list-style-type: none"> • Break times will be staggered • Travel mugs will be provided for colleagues to make a hot/cold drink when in the office. The mugs should be taken home to be washed each day • Additional cleaning supplies will be provided around the offices for colleagues to wipe down their desks and hands before eating • Communications will be issued to advise all colleagues in the office of the times for breaks to avoid congestion in stairways/lifts and long queues in the restaurant • Additional bins will be provided around the office for colleagues to dispose of waste regularly • Access to the microwaves is permitted in the restaurant and break areas • Fridges will be available for colleagues to bring their own food for breaks and colleagues will be encouraged to bring their own food rather than leaving the premises • Colleagues will be advised not to leave any uncovered food on the desk or to leave food in the office overnight • The fridge will be emptied of food each day • Tea points may be provided with soap in addition to hand sanitiser to promote regular handwashing
Hygiene – sanitary conveniences (toilets) and showers	<ul style="list-style-type: none"> • Handwashing posters and cleaning information present outside and inside each toilet and shower • Information on social distancing measures to be observed will be displayed outside each toilet and shower • Maximum building occupancy to take account of reduced wc availability • Continue with regular, enhanced cleaning of toilet and shower and high contact areas throughout the day 	<ul style="list-style-type: none"> • A cleaning in progress A-board should be placed outside of the shower or toilet door when in use. The occupant can then remove the sign when they vacate the area • Air dryers will be turned off and replaced with paper towels. Bins should be placed close to the sink and also close to the door to accommodate colleagues who wish to use a paper towel to open the external toilet/shower lobby door • Additional information could be provided to advise colleagues to use an alternative toilet if necessary • A queuing system should be implemented for the toilets which will allow social distancing to take place and not impact the normal use of stairs/lifts etc.

	<ul style="list-style-type: none"> Facilities team to implement controls to prevent water stagnation in pipework Encourage colleagues to take responsibility for cleaning their own space and contact surfaces (belt and braces approach) 	<ul style="list-style-type: none"> A maximum number of people allowed to queue in one location at a time should be implemented.
	<ul style="list-style-type: none"> Continue regular communications from Drax/Opus/Haven on Covid-19 Promote health and wellbeing guidance, including the Employee Assistance Programme Make “Staying Covid-19 Secure in 2020” and other appropriate Covid-19 risk assessment documents available to staff and contractors online and in the offices 	
Residual Risk Factor – Taking everything into account, the overall risks in this assessment have deemed to be D2 (Low risk – tolerable with controls in place)		
Review Period - This risk assessment will be reviewed regularly in light of any changes to Government guidance, Legislative changes or advice from the HSE, Public Health England/Wales, World Health Organisation or other leading authority on the subject. The risk assessment has taken into account the HSE’s ‘Working Safely Guide’.		
Review/Amendment dates - Signed: V.Pugh Date: 26/05/2020 Signed: Date:		

Risk Assessment Matrix

Health and Safety				
Major Injury or death	Lost Time Incident	Worse Than First Aid	First Aid	Very Minor or No Injury
COSHH				
Sensitizing, Mutagen or Carcinogen	Toxic/Very Toxic	Harmful /Corrosive	Irritant	Low Hazard

Probability	Historical	Likelihood		Severity				
				1	2	3	4	5
>1 in 10	Is expected to occur in most circumstances	Very Likely	A	A1	A2	A3	A4	A5
1 in 10 - 100	Will probably occur	Somewhat Likely	B	B1	B2	B3	B4	B5
1 in 100 - 1000	Might occur at some time in the future	Unlikely	C	C1	C2	C3	C4	C5
1 in 1000 - 10,000	Could occur but doubtful	Very Unlikely	D	D1	D2	D3	D4	D5
1 in 10,000 - 100,000	May occur but only in exceptional circumstances	Extremely Unlikely	E	E1	E2	E3	E4	E5

	High risk – no work execution
	Medium risk – tolerable with sign on every time
	Low risk – tolerable with controls in place
	ALARP