

## **Risk assessment for returning to work at the Ely Fuel Office during the Covid-19 pandemic**

**Revision 5: 15<sup>th</sup> April 2021**

Gov. Guidance Section Ref.	Assessment of Risks associated with transmission of Covid-19	Who might be harmed	Controls Required	Additional Controls	Risk Rating: High / Medium / Low	Action by Who	Action by When?	Date completed
1.	COVID-19 assessment of risks of reopening the fuel office To reduce transmission to all employees as far as reasonably practicable.	Employees	Risk Assessment to be completed  Employees to work from home where possible		Low	JLw		
2.	Virus transmission to employees returning to the office and particularly those who are at higher risk e.g. vulnerable individuals or who have any special needs e.g. due to disabilities	Employees	<ol style="list-style-type: none"> <li>Staff returning to the office are to be prior approved by their line manager and if any symptoms develop in the individual or in a member of their household they are advised to self-isolate.</li> <li>Everyone to read a short but detailed procedure on the office working requirements.</li> <li>Employees are to undertake a lateral flow Covid test on a weekly basis if working in the office. See Group Lateral Flow Testing Procedure for further information. If the</li> </ol>	<ol style="list-style-type: none"> <li>It has been agreed that no more than 3 members of staff are to be working in the premises at any one time. To be managed by JLg.</li> <li>Fuel Office Guidance for working in the office during Covid-19 Pandemic be circulated to all staff for reference.</li> <li>Any positive result obtained after completion of a lateral flow test is to be</li> </ol>	Low	<p>JLg</p> <p>JLg</p>		

			employee starts to show any symptoms then they should present themselves for an NHS Covid test as advised under Government guidance.	reported to the employee's line manager immediately and the employee should self-isolate in line with Government guidance. Employees are responsible for reporting all results of lateral flow tests completed under the Government's testing scheme in the online portal as required under the scheme.				
	Transmission of virus through lack of ventilation in working areas.		Ventilation into the building should be optimised to ensure the maximum fresh air supply is provided to all areas wherever possible.	All sites should utilise windows, doors and ventilation systems in offices and other areas where possible to increase the flow of fresh air into the buildings where employees are working.  Desk and ceiling fans should also be used to improve circulation where there is good ventilation.	Low			
3.	Transmission of virus whilst arriving at and departing from building	Employees / Visitors	<ol style="list-style-type: none"> <li>1. On arrival to office all staff should use the hand sanitising wipes provided.</li> <li>2. No visitors to be admitted to the office unless expected and authorised in advance.</li> </ol>	<ol style="list-style-type: none"> <li>1. All staff to read Fuel Office Guidance as above</li> <li>2. Signage to displayed on outside door for visitors – knock and wait for further instructions.</li> </ol>	Medium	JLg to circulate to all fuel office staff JLg		

	Transmission of virus whilst travelling around the workplace / office		Staff to maintain social distance at all times.	Hand sanitising wipes should be located at entrance to office and in other relevant areas.  Information on required compliance with this to be included in procedure	Medium	JLg		
	Transmission of virus between individuals when they are at their workstations or through using shared equipment such as photocopiers and printers.		Currently 5 persons work from this office however to ensure compliance with social distancing measures there will be a maximum of three persons in the office at any time due to the layout of the office.  Staff should not share equipment unless it has been sanitised first.  Photocopier/printer external surfaces should be sanitised prior to and after use. Signage to be displayed around key equipment	To be managed by JLg  Layout of workstations to be reviewed by JLg for distancing between workstations that are to be occupied regularly.  More stationary items to be purchased if required  Hand sanitising wipes to be placed near to printer.	Low	JLg		
	Transmission of virus due to use of air conditioning in offices		Air conditioning units are unlikely to spread the virus as when cooling the air it causes water droplets to evaporate.	Air conditioning units to be serviced / cleaned at the frequencies determined by the service agreement with the Refcom approved service provider.	Low	JLg		
	Transmission during staff to staff contact e.g. meetings		All meetings between staff to be conducted electronically	Details to be covered in the Fuel Office Guidance document	Low	JLg		

			by either phone or Video Conference. No meetings to be held between staff in office.					
	Transmission of virus while using common areas		Only one person in premises to use kitchen at any one time.	N/A	Medium			
	Transmission of virus while using Toilets		2 separate toilets so no additional controls required. Staff to wipe down surfaces used before and after using the toilet.	Sanitiser wipes to be available in all bathrooms.  Signage to be displayed on all bathroom doors.	Low	JLg		
	Transmission of virus while using Kitchen area		Employees to limit use of kitchen as far as possible and encouraged to bring packed lunches instead of food that is required to be prepared on site.  All surfaces touched including worktops/ fridge/ microwave should be wiped down with sanitising wipes before / after use including hands.	Disposable table wear (paper plates) to be used where possible instead of crockery.  Details of this to be covered in the Fuel Office Guidance document.	Medium	JLg		
	Transmission of virus during emergency situations		First aid cover to be in place during office hours Rear exits to be used only in the event of a fire.	First Aiders advised of extra precautions to be taken when carrying out first aid.	High	JLw		
4	Transmission of virus by visitors to office	Employees	Meetings should be conducted via Microsoft Teams, phone or email Staff to read the Fuel Office Guidance document	Signage to be applied to entrance door to office.	Low	JLg		

			Which will include the minimisation of visitors.  Signage to be applied to entrance door for visitors on procedure					
5	Transmission of virus Through incorrect cleaning / hygiene measures	Employees	Carrying out routine cleaning procedures and providing hand sanitiser.	Routine cleaning of office and kitchen/bathroom areas to be completed every evening In addition to wiping down of surfaces by staff before / after use. Hand sanitiser and soap to be ordered/acquired to ensure appropriate supplies are available on site.	Low	JLg		
	Transmission of virus by touching contaminated surfaces.		Office to be cleaned after each working day with special attention to sanitising surfaces.	Cleaning to be completed outside of office core hours.	Low	JLg		
	Transmission of virus through contact with objects that come into the workplace e.g. goods / materials		Cleaning requirements for goods and merchandise entering the site including the use of disposable gloves when sorting through delivery tickets or leaving to side for 72 hours prior to sorting.	To be included in procedure and have wipes / spray available	Medium	JLg		
6.	Spread of virus due to lack of Personal protective equipment (PPE) and face coverings usage	Employees	Wearing face coverings in the office is not a requirement by law however EPR should support employees if they wish to do so and advise on how to do this safely (see SHE Team for	COVID-19 is a different type of risk to the risks persons normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use	Low	JLw		

			further information regarding this).	of PPE. SHE Team to provide further information on an as required basis				
7.	Transmission of virus to all employees whilst travelling for business purposes (e.g. to sites)	Employees	<ol style="list-style-type: none"> <li>1. Minimise non-essential travel – consider remote options first – members of team to rotate working from home / remote meetings etc.</li> <li>2. Where workers are required to travel public transport should only be used as a last resort and face coverings are required to be worn as per government requirements.</li> </ol>		Medium			
	Transmission of virus due to lack of understanding of COVID-19 related safety procedures by employees		<ol style="list-style-type: none"> <li>1. Everyone to read the Fuel Office Guidance document.</li> <li>2. Ongoing communications as Government guidance or procedures change. To be circulated via SHE Team.</li> </ol>	Fuel Office Guidance document to be produced and circulated.	Low	JLg		
8.	Surface transmission of virus when goods enter or leave the office – stationary /post etc.	Employees	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	Office team to review current ordering requirements and storage	Low	JLg		