

Safety, Health & Environment Risk Assessment

Description of Work or Task:	Non-Field Based Activities in Offices and Depots.
Location of the Work Activity:	Office and Depot Locations – Return to work.
Who or What May be Affected?	OVO Group Staff, Contractors and Visitors.
Notes	

Hazard	Risk/incident that could occur and most likely injury or loss	Level of uncontrolled risk	Controls to reduce risk and prevent incidents and loss	Level of residual risk
Staff bring infection into the workplace.	<p>Virus spread through close contact with infected persons.</p> <p>COVID19 infection is a notifiable disease. Exposure to the virus can lead to fatality.</p>	HIGH	<ul style="list-style-type: none"> • Management arrangements in place to ensure: <ul style="list-style-type: none"> - social distancing in the workplace; - self-isolation periods identified, and confirmation provided of no symptoms; - individuals who have been ill are now fit for work; - enforcing self-isolation for period stated. This includes close family member (those that they live with) recent travel. • Employees to declare if they or any household member are suffering from any known symptoms of COVID-19 in line with government advice and self-isolate as per government guidelines, prior to returning to workplace. Employees who are undergoing testing and results should notify their manager. • Clear signage throughout the workplace to encourage 2m social distancing and handwashing including entrances and exits. 	LOW
Contact with a contaminated surface.	<p>Virus transmission through contact with contaminated surface and subsequent touching of face.</p> <p>Increased risk from shared spaces.</p> <p>Possible contaminated surfaces include:</p> <ul style="list-style-type: none"> • Desks • Keyboards 	HIGH	<ul style="list-style-type: none"> • Ensure adequate supplies of 70% alcohol hand gel, soap and antibacterial wipes are readily available for all staff. • Use antibacterial wipes on all surfaces including desks, keyboards, mice and telephones: <ul style="list-style-type: none"> - before starting work; - on return to your workstation; - after you cough or sneeze; and - at end of each working day/shift. Ensure the manufacturer's instructions are followed in relation to contact time (i.e. how long to leave applied etc). 	LOW

Hazard	Risk/incident that could occur and most likely injury or loss	Level of uncontrolled risk	Controls to reduce risk and prevent incidents and loss	Level of residual risk
	<ul style="list-style-type: none"> • Telephones • Door Handles • Taps/Flushes • Handrails on stairs • Water machines (hot & cold) • Food Preparation Surfaces (welfare area) • Public Transport (on commute) <p>COVID19 infection is a notifiable disease.</p> <p>Exposure to the virus can lead to fatality.</p>	HIGH	<ul style="list-style-type: none"> • Use 70% alcohol antibacterial hand gel to rinse hands anytime return to work area. • Reminded all to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. If caught unaware, sneeze or cough into the inner elbow. • Hotdesking is not permitted – specifically allocated DSE desks and equipment must be maintained • Colleagues encouraged to wash and dry their hands regularly, especially immediately after: <ul style="list-style-type: none"> - wiping down work areas; - using any stairs or manually opened doors; - using water drinkers/fountains; - using photocopiers or printers; - any use of public transport; - use of toilet facilities using soap and water (alcohol sanitising gel). • Wipe down any food preparation surface with antibacterial wipes before and after use. Wash hands with soap & water for 20 seconds before preparing or consuming any form of food. • Do not use vending machines. All vending machines on Company premises are switched off. Do not switch back on in order to use. • Clear signage throughout the workplace to encourage 2m social distancing and handwashing including entrances and exits. 	LOW
Enhanced hand washing using soaps and other products.	<p>Skin reactions associated with enhanced and more regular hand hygiene procedures:</p> <p>Possible effects of increased levels of hand hygiene may include:</p> <ul style="list-style-type: none"> • Dryness • Irritation • Itching • Cracking or bleeding <p>This array of symptoms is commonly referred to as irritant dermatitis (type of skin reaction)</p>	HIGH	<ul style="list-style-type: none"> • Soaps and other hand cleaning products to be approved and provided by the business. • Each product to have a valid MSDS/COSHH assessment in place and available. • Products selected for use must be as low irritant as possible, that are both efficacious and as safe as possible for the skin. • All products to be used in strict accordance with the manufacturer’s instruction for use. • Dry hands soon after washing using the most suitable method. • Do not use alcohol hand sanitisers before or after washing 	LOW

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	<p>which can vary from mild to debilitating).</p> <p>Another reaction type which may occur is contact dermatitis. It's rare but represents some reaction to some ingredient into hygiene product</p> <p>Occupational dermatitis is a notifiable disease.</p>	HIGH	<p>hands with soap and water. Use soap and water or alcohol products.</p> <ul style="list-style-type: none"> • Consideration to be given to barrier and skin moisturising creams (Staff encouraged to protect the skin by applying emollient cream regularly). • Encourage staff to carry out regular skin checks looking for any; <ul style="list-style-type: none"> - Dryness, redness or bleeding; - Scaling, cracking or flaking; - Swelling, blistering or loss of sensation. <p>If any of the above is identified, report to management and seek medical advice.</p> <ul style="list-style-type: none"> • Persons with known skin allergies must seek medical advice regarding the use of a particular soap/cleaning product to be used in the workplace. Reasonable adjustment may be required. • Clear signage throughout the workplace to encourage handwashing including entrances and exits. 	LOW
Use of alcohol hand sanitisers.	Alcohol-based products are potentially flammable.	HIGH	<ul style="list-style-type: none"> • Each product to have a valid MSDS/COSHH assessment in place and available. • Store in strict accordance with the manufacture's instruction/MSDS. • When applying, stay clear of any sources of ignition – naked flames, cigarettes, static points. • Apply and use as directed by the manufacturer. • After application ensure hands/area is dry and alcohol has fully evaporated, eliminating any flammable vapours. Only when dry are your hands then safe. 	LOW
Contact with exhaled aerosol droplets and particles.	<p>Virus vectored by inhalation of airborne aerosol particles.</p> <p>COVID19 infection is a notifiable disease. Exposure to the virus can lead to fatality.</p>	HIGH	<ul style="list-style-type: none"> • Staff to work from home (wfh) where possible. • Where wfh is not possible utilise only every second: <ul style="list-style-type: none"> - work space; - toilet stall; and - sink <p>to ensure 2m social isolation distances are not encroached.</p> <ul style="list-style-type: none"> • Redesign workplace protocols such as, <ul style="list-style-type: none"> - office access/egress and car parking; - office layouts; 	LOW

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		HIGH	<ul style="list-style-type: none"> - welfare facilities; - emergency muster points. <p>to ensure social distancing is in place, adhered to and monitored by management – 2 meters between people.</p> <ul style="list-style-type: none"> • Restrict use of elevators to one person only (except where risk assessments indicate otherwise) • Ensure do not encroach the 2m social isolation safety zone of another individual. • Online/conference call meetings to be used as first port of call. Where face to face meeting are required, they must be risk assessed (face masks are not scientifically proven, the virus is not air-borne) • Social distancing to be adhered to in canteen and smoking areas. 	LOW
Vulnerable staff or their relatives placed at risk through social interactions at work.	<p>Certain underlying medical conditions place individuals at higher risk.</p> <p>COVID19 infection is a notifiable disease. Exposure to the virus can lead to fatality.</p>	HIGH	<ul style="list-style-type: none"> • Management arrangements in place to identify all at risk staff in accordance with government guidelines and to WFH where possible and prevent them from attending place of work if this is not possible • Staff living with shielding or vulnerable people should have their role specifically assessed to ensure that the work activity does not place at risk the vulnerable person at home. 	LOW
Returning to work following a period of lockdown - impact on mental wellness.	<p>Colleagues returning to work from lockdown, furlough or illness may suffer from,</p> <ul style="list-style-type: none"> • A general increase in stress, anxiety and depression, <ul style="list-style-type: none"> - Specifically, around COVID-19 and pandemics. - Returning back to the working environment (office/field). - Fear/isolation around working from home. - Financial issues. - Skill fade for role - Physical activity - Getting back into routines. 	HIGH	<ul style="list-style-type: none"> • All colleagues to receive back to work briefing on return. This will identify what additional controls are being implemented to protect people and provide reassurance. • Regular communication of mental health information and open-door policy for those who need additional support. • Line managers to be mindful that teams/individuals MH may be affected by being back in the workplace, regular welfare checks to be completed by managers. • Colleagues encouraged to speak up and seek help as required. • Communications on where to find and use current MH support options within the business such as Nuffield, Employee Assistance Program (EAP), MHFA network and the Thrive App. SHE/MH depot information boards to be updated with all of the above. 	LOW

'Add extra rows if required'

ADDITIONAL LOCAL CONTROLS	
Hazards	Control measures

'Add extra rows if required'

RISK ASSESSMENT			
Risk Assessor Name(s):	Tony Wylie In consultation with employees, unions and leadership	Job Title(s)	H&S Manager
Date of Issue:	18/5/20	Date of Review	18/9/20
Name of person responsible for ensuring control measures identified are implemented	Area Manager	Job Title	Area Manager