

## COVID-19 General workplace safety risk assessment

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Document owner	<b>Helen Jenkins</b>	Document version	<b>1.0</b>

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
<b>Infection Prevention, Cleaning and Staff Safety</b>			
As staff return to work Elexon must ensure their safety by making our premises “COVID” secure – unsafe workplaces raise the risks of virus transmission	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>The virus moves from person-to-person in droplets from the nose or mouth</li> </ul> <p>spread when a person with the virus coughs or exhales</p> <ul style="list-style-type: none"> <li>The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> </ul> <p>People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	<p>Elexon will comply with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> <li>Circulating this risk assessment and office guidelines to all staff; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them and their colleagues safe</li> <li>Staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business (when it is possible to do so)</li> <li>Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>Put used tissues in the bin straight away and wash hands</li> </ul>	<p>Building Management to provide 100% fresh air to the building</p> <p>Regular air quality testing will take place in the building</p> <p>Ventilation will run 24/7</p> <p>All staff to follow the control measures set out by building management in shared spaces.</p> <p>Face coverings to be worn in communal areas such as lifts and lift lobbies.</p>

		<p>immediate following this</p> <ul style="list-style-type: none"> <li>• Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>• Hand sanitizer will be made available throughout the office.</li> <li>• In general avoid close contact with people who are unwell</li> <li>• Touchpoints in the office will be disinfected at regular times throughout the day and all workstations disinfected every evening.</li> <li>• Do not touch face, eyes, nose or mouth if hands are not clean.</li> <li>• Increase cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff are using suitable disinfectants and have access to PPE.</li> </ul> <p>Provide more waste facilities throughout the office to avoid unnecessary movement and increase frequency of waste removal from the office.</p>	
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### Homeworking, Hot-desking and Equipment Sharing

<p>Staff working together in the workplace inevitably raises the risk of virus transmission.</p> <p>Hot desking and the sharing of equipment present hazards that raise</p>	<p>Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus</p>	<p>Homeworking remains the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises</p>	
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<p>the risk of the virus transmission further. These need to be properly mitigated.</p>		<p>The following working arrangements will be put into place to support homeworking:</p> <ul style="list-style-type: none"> <li>● Managers will plan for the minimum number of people needed on site to operate effectively</li> <li>● Departmental and line managers to review all staff job roles in order to facilitate and encourage homeworking wherever appropriate</li> </ul> <p>Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers</p> <ul style="list-style-type: none"> <li>● Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and safety</li> <li>● Enhanced IT support to be provided to staff to ensure the effectiveness of working arrangements and the security of information and data</li> <li>● Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate</li> <li>● Staff must book a desk in the office prior to travelling in using the desk booking system.</li> <li>● Staff are not to move desks during the day.</li> <li>●</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, eg whiteboards, pens, etc</li> <li>• Staff must refrain from congregating in shared spaces like the staff area</li> <li>• The queuing system for equipment such as coffee machines must be adhered to</li> <li>• Staff must provide and be responsible for their cup and other crockery/cutlery they may need in the day</li> </ul>	
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### Workplace Social Distancing

<p>Effective social distancing is a key element in reducing the transmission of COVID-19</p>	<p>Social distancing refers to people being required to maintain a distance from each other of [2] meters, wherever possible.</p> <p>Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> <li>• Avoiding non-essential contact with others</li> <li>• Keeping a safe distance of 2 metres from others whenever possible</li> <li>• Avoiding physical contact (eg hugs, handshakes, etc)</li> </ul> <p>When this is not possible staff are advised to exercise extreme caution and consider wearing face coverings, where social distancing cannot be assured.</p> <p>Adaptations to the premises to support social distancing should include:</p> <ul style="list-style-type: none"> <li>• 'Keep left' when travelling through the</li> </ul>	<p>Meeting room capacity has been reduced, this information is on the meeting room booking system and displayed on the doors of each room</p>
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		<p>office and be mindful of colleagues along the route.</p> <ul style="list-style-type: none"> <li>● Give way to others where possible to avoid passing in close proximity.</li> <li>● Offices and work spaces set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc</li> <li>● Establishing maximum occupancy limits for offices and work areas</li> <li>● Screens to be installed at Reception to protect our front of house staff.</li> <li>● Reducing the need for staff to move around within the workplace by increasing waste provisions and hand sanitizing stations.</li> <li>● Adaptations to work processes to support social distancing will include: <ul style="list-style-type: none"> <li>● Cancelling non-essential meetings</li> <li>● Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc</li> <li>● If unavoidable, face to face meetings should be kept brief and social distancing should be adhered to.</li> </ul> </li> <li>● Providing hand sanitiser at meetings</li> <li>● Carrying out any essential training/</li> </ul>	
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		recruitment by using email/online elearning wherever possible rather than bringing people together face to face	
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**Higher Risk Areas of the Workplace**

<p>Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, staff area and first aid room</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</p> <p>A number of staff going to the toilet together may compromise their ability to comply with social distancing</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles</p>	<p>Ensure higher-risk high-traffic areas of the workplace are COVID-secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• Staff to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc)</li> <li>• Signage reminding staff of good hygiene displayed throughout workplace, especially in toilets</li> <li>• Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure social distancing</li> <li>• Monitor high-traffic area use and regulate access as necessary</li> <li>• Placing hand sanitiser at convenient places around the workplace</li> <li>• Increased cleaning, especially in and around toilets and staff area; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc</li> <li>• Establishing safe queuing systems by</li> </ul>	
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		<p>use of room occupancy limits and floor markings/signage, etc</p>	
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**Vulnerable and Extremely Vulnerable Staff**

<p>Some staff may have pre-existing medical conditions which leave them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by Public Health England (PHE) as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories.</p> <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p>	<p>From 1 August, clinically extremely vulnerable individuals can return to their workplace providing COVID-secure guidelines are in place but should work from home wherever possible.</p> <p>HR to identify and be aware of staff that fall into vulnerable categories. Line managers to be involved in planning for the support of these employees in returning to the office if they wish</p> <p>Latest advice from PHE should always be followed.</p> <p>Managers should stay in touch by phone with vulnerable or extremely vulnerable staff who work from home to ensure they are well and to prevent them from feeling isolated</p> <p>Reasonable adjustments must be made to avoid vulnerable workers being put at any disadvantage such as offering them adjusted working patterns.</p>	
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**Staff Health and Staffing Levels**

<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home</p>	<p>Staff may get sick with coronavirus infection and there could be a high prevalence of this in particular teams, as we move out of lockdown restrictions and staff start to travel more</p>	<p>If staff are well enough to work they should do from home for the entirety of their self-isolation period, unless they wish to take holiday leave.</p>	
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	<p>People who have symptoms must “self-isolate” at home for 10 days from the start of symptoms to prevent them from passing the infection on. In addition those who have come into contact with anyone who has had a case of the virus confirmed must also self-isolate for 14 days</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14- day isolation period.</p> <p>Those returning from another country, on the current quarantine list, to the UK must isolate for 14 days</p>	<p>No member of staff should come to work if they are self- isolating, if they have COVID-19 symptoms or if they feel unwell.</p>	
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**Premises Access and Travel**

<p>Staff who are required to attend the office for work must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc</p> <p>Communal entrance and spaces within the building are a virus transmission risk</p>	<p>Staff should be allowed to work from home if they wish, as long as it doesn't negatively affect their work or the business</p> <p>Staff should walk or cycle where possible</p> <p>When using public transport a face mask must be worn and hands should be cleaned on arrival at the office, in particular at entry to the building, where staff will be expect to sanitise their hands before touching anything in the</p>	
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		<p>office building (e.g. door handles)</p> <p>The building will be operating a one way system in the core stairwells</p> <p>The capacity of the lifts will be 2 persons and a queuing system will be enforced by building management</p> <p>Increased cleaning schedule is being introduced throughout the building and Elexon's office</p> <p>Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time</p> <p>Hand sanitizer will be available at entrances and exits and throughout the office</p>	
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**Cases of Possible Infection On-site**

<p>People becoming unwell while on-site or a symptomatic person using a site</p>	<p>High risk of transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature or a loss of taste or smell) they should be moved to the first aid room and advice sought from 111.</p> <p>If safe to do so they should be sent home and advised to follow government advice to self-isolate</p>	
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The following actions should be taken within the workplace:

- All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets
- Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal
- Cleaning staff must wear appropriate PPE
- Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off and safely disposed of
- A report will be run from the desk booking software to identify staff members who may be at risk and they will be asked to self-isolate for 14 days.

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**Document Control**

Version	Author	Comments	Date
<b>0.1</b>	<b>Helen Jenkins</b>	<b>First draft</b>	<b>17/7/20</b>
<b>1.0</b>	<b>Executive Team</b>	<b>Review and approval</b>	<b>7/8/20</b>

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