

COVID-19 General workplace safety risk assessment

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Document owner	Helen Jenkins	Document version	8.0

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures	Further actions required
Infection Prevention, Cleaning and Safety			
As our colleagues 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 our colleagues 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"> The virus moves from person-to-person in droplets from the nose or mouth <p>spread when a person with the virus coughs or exhales</p> <ul style="list-style-type: none"> The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc <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 our colleagues in the workplace during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> Circulating this risk assessment and office guidelines to all our colleagues; these set out how they should behave and the precautions they must adopt during the pandemic to keep them and their colleagues safe Our colleagues to be mindful of personal space Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) Put used tissues in the bin straight away and wash hands immediately following this Wash hands regularly with soap and water for at least 20 seconds (use hand 	<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>Everyone to follow the control measures set out by building management in shared spaces.</p> <p>Face coverings advised in communal areas such as lifts and lift lobbies.</p> <p>Our colleagues are encouraged to receive their vaccinations when offered.</p> <p>Following discussion with the Board and Executive it has been agreed that although the topic is not prohibited colleagues should refrain from discussing theirs or others vaccination status as this is confidential information.</p>

		<p>sanitiser gel if soap and water are not available)</p> <ul style="list-style-type: none"> • Hand sanitizer will be made available throughout the office. • In general avoid close contact with people. • Touchpoints in the office will be disinfected at regular times throughout the day and all workstations disinfected every evening. • Do not touch face, eyes, nose or mouth if hands are not clean. • Increase cleaning in the workplace. Cleaners are using suitable disinfectants and have access to PPE. • More waste facilities provided throughout the office to avoid unnecessary movement and increased frequency of waste removal from the office. 	<p>Our colleagues are required to take up to two lateral flow tests a week if they wish to use the office. These can be ordered through the gov.uk website.</p>
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Homeworking, Hot-desking and Equipment Sharing

<p>People working together in the workplace inevitably raises the risk of virus transmission.</p>	<p>Homeworking reduces the risk of our colleagues gathering in the workplace and of transmitting the virus</p>	<p>Homeworking remains a valid working option for our colleagues unless there is a business need for them to attend the office or they choose to attend the office.</p> <p>The following working arrangements will be put into place</p> <ul style="list-style-type: none"> • Managers will plan for the number of people needed on site to operate effectively • Departmental and line managers to 	
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		<p>review all job roles in order to facilitate homeworking wherever appropriate</p> <ul style="list-style-type: none"> • 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 • Enhanced IT support to be provided to our colleagues to ensure the effectiveness of working arrangements and the security of information and data • Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate • Everyone must book a desk in the office prior to travelling in using the desk booking system. 	
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Workplace Distancing

Reducing the transmission of COVID-19	Social distancing is no longer required but it is still prudent to limit contact with those outside of your household	<p>Everyone is required to be mindful of space 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"> • Avoiding non-essential contact with others • Be mindful of people's personal space • Avoiding physical contact (eg hugs, handshakes, etc) 	
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		<p>Adaptations to the premises to support this:</p> <ul style="list-style-type: none"> • Give way to others where possible to avoid passing in close proximity. • Screens are installed at Reception to protect our front of house colleagues. • Reducing the need for people to move around within the workplace by increasing waste provisions and hand sanitizing stations. <p>Face to face meetings can resume however the option to join remotely should always be available.</p>	
Higher Risk Areas of the Workplace			
Some areas of the workplace may present a higher risk than others – this may include areas such as toilets, breakout area and first aid room	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p> <p>Essential for everyone to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</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"> • Our colleagues to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc) • Signage reminding our colleagues of good hygiene displayed throughout workplace, especially in toilets • Placing hand sanitiser at convenient places around the workplace • Increased cleaning, especially in and around toilets and breakout area; special attention to be 	

		<p>paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc</p> <ul style="list-style-type: none"> All crockery and cutlery washed in the dishwasher and cleaning supplies provided for people to carry out their own washing up if needed. 	
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Vulnerable and Extremely Vulnerable Colleagues

Some of our colleagues may have pre-existing medical conditions which leave them more vulnerable to the dangers of coronavirus infection	<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>Those classed as extremely vulnerable no longer need to shield however it is recommended they work from home if they can.</p> <p>HR are aware of those that fall into vulnerable categories. Line managers are involved in planning for the support of these people in working from home.</p> <p>Managers should stay in touch by phone with vulnerable or extremely vulnerable colleagues 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>	Vulnerable colleagues should take advantage of the vaccinations available.
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Our Colleagues Health and Staffing Levels

Low attendance hazards due to high rates of sickness or our colleagues having to self-isolate themselves at home	Our colleagues may get sick with coronavirus infection and there could be a high prevalence of this in particular teams, as	If the person is well enough to work they should do from home for the entirety of their self-isolation period, unless	
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	<p>everyone starts to travel more</p> <p>If you test positive, you must work from home for the next 10 full days.</p> <p>Those who live with others and where one person has a positive covid test we ask that you work from home for 10 days.</p> <p>Those returning from another country must abide by the rules regarding self isolating and testing.</p>	<p>they wish to take annual leave.</p> <p>No one 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>Colleagues 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>Our colleagues can work from home if they wish, as long as it doesn't negatively affect their work or the business</p> <p>People 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 everyone will be expected to sanitise their hands before touching anything in the office building (e.g. door handles)</p> <p>Increased cleaning schedule is being introduced throughout the building and Elexon's office</p> <p>Enable flexible/staggered working arrangements so that people can avoid travelling at peak times or all arriving or leaving at the same time</p>	
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		Hand sanitizer will be available at entrances and exits and throughout the office	
Cases of Possible Infection On-site			
People becoming unwell while on-site or a symptomatic person using a site	High risk of transmission	<p>If someone becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature or a loss of taste or smell) they will be sent home and advised to follow government advice to self-isolate and get a covid test.</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> • 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 • Cleaners must wear appropriate PPE • Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and 	

		<p>tied off and safely disposed of</p> <ul style="list-style-type: none"> • In the event of a positive case a report will be run from the desk booking software to identify who may be at risk and they will be asked to work from home for the next 10 days. 	
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Document Control

Version	Author	Comments	Date
0.1	Helen Jenkins	First draft	17/7/20
1.0	Executive Team	Review and approval	7/8/20
2.0	Helen Jenkins	Review – Self isolation reduced to 10 days	14/12/20
3.0	Helen Jenkins	Review – Change in advice for clinically vulnerable people	22/12/20
4.0	Helen Jenkins	Review – In line with current guidance for reopening in June.	3/6/21

		Added detail regarding vaccinations and lateral flow testing kits	
5.0	Helen Jenkins	Updated to reflect new control measure of needing a negative flow test to come to the office	2/7/21
6.0	Helen Jenkins	Updated following 19th July and building management relaxing some of their control measures	26/7/21
7.0	Helen Jenkins	Updated to reflect the removal of restrictions in the office.	1/9/21
8.0	Helen Jenkins	Guidance added regarding the confidentiality of our colleagues' vaccination status	1/9/21