

Proposed Work Activity	General Risk Assessment – COVID-19		
Description of Hazard	The spread of Coronavirus COVID-19		
Person(s) at Risk	Employees Visitors to the premises		
Assessors Name	Steven Szekeres		
Date Created	17/09/2020	Last Updated	05/11/2020
Review Frequency	Weekly and when UK Government advice changes		

Employee Consultation/Communication
<ul style="list-style-type: none"> • PFP Energy will constantly review its working practises and the risks posed by the spread of COVID-19 to employees and all visitors to the premises. • The Responsible Person will constantly be required to review all working practises and should any change be required this will be communicated to all concerned. • Communications will take place through a variety of routes including: Email, Microsoft Teams, Video Conferencing and in person. • All employees will be consulted regarding the proposed return to the office and concerns clearly logged responded to and, where possible, any risk minimised or eliminated. • Urgent communications will be sent immediately via email and followed up verbally if required. • Any employee deemed “clinically vulnerable” by the NHS will be consulted regarding their return to the office environment and specific provisions will be in place for them to ensure any risk is minimised or eliminated. • The following poster will be displayed in all locations to show that a COVID-19 specific risk assessment is in place and the risk assessment will be communicated and available to all employees. https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf • Employees reminded that if they are uncomfortable with the behaviour of any colleague or visitor in regard to social distancing measures or hygiene they should raise this with the Management Team. • Each individual is reminded that they have a responsibility for their own Health & Safety as well as that of colleagues. As such everyone must read and follow the guidance laid out within this risk assessment and any other supporting or following documents provided. • Failure to comply with the guidance set out in the risk assessment, instruction from management or behaviour which puts colleagues at risk could see an employee subject to disciplinary action.

Customer Communication

- A copy of the COVID-19 risk assessment will be available on our website for all customers to view.

Social Distancing

- A new office seating plan has been created which ensures that all staff working within the office environment have their own dedicated desk, phone, computer, chair. This means that equipment and furniture does not need to be shared, minimising the risk of any virus spread through contact.
- Numbers attending the office will be closely monitored to ensure that employees are able to practice social distancing.
- The seating plan for the office also ensures that all employees can be seated in the office in compliance with at least the minimum gap recommended by the Public Health Agency.
- Perspex screens have been installed on desks, in the training area and the kitchen where colleagues and visitors are likely to be facing one another.
- Appropriate signage will be displayed at the entrance to all buildings/rooms and throughout the workplace to remind employees and any visitors to maintain social distancing.
- Social distancing to be constantly supervised by the Management Team.
- Use of the toilet facilities within the building to be limited to one person at any one time. Signage to be used at entrance doors to support this and inform users whether the room is vacant.
- Shower facilities to be placed out of use to all employees at this time.
- Kitchen facilities limited to no more than 15 people at any one time. Perspex screens have been installed to aid social distance.
- The vending machine will be placed out of order at this time
- To prevent cross contamination milk will no longer be provided and you can store your own milk in the fridge.
- Before using taps and the hot water dispenser in the kitchenette areas hands must be sanitised.
- large bags are not to be brought into the workplace as these provide possible hazards to social distancing and additional high risk surfaces.
- Social distancing to remain in place within car parks and smoking areas.

Movement within the office

- When arriving and leaving the building, employees are not to approach the entrance/exit door if they can see another person within 2m of the door. With only the one entrance and the close proximity to car parking facilities employees are able to wait safely until the entrance is clear.
- Where a person is physically able to, travel between floors should be via the main stairs and not the lift. Where the lift is used there is a limit of one person.
- There is to be no passing on the stairs and a mirror has been provided at the turning point for visibility.
- When making drinks throughout the day employees should use the facilities one at a time.
- The pool table will not be in use at this time.
- Employees reminded to minimise their movement around the office to ensure that social distancing is maintained at all times.
- When not at your desk it is advised that you wear a facial covering although this is not a mandatory requirement.
- Gatherings outside during breaks are to follow current government social distancing guidelines.

Surface Cleaning

- A cleaning station will be provided on each floor. These are to be used on a regular basis to clean your own desk, phone and other equipment and must be done last thing before you leave for the day in order to reduce risk to cleaning staff.
- All dishes and utensils used by employees, which are normally at the premises, must be placed onto the kitchen worktop before leaving the office. Dishes are not to be left on desks, or in the sink.
- Employees are encouraged to bring their own utensils in with them and take these home at the end of each day.

Hand Cleaning

- Hand washing facilities with soap and water in place.
- Hand washing guidance posters are displayed beside all sinks.
- Hand washing guidance is provided to all employees <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Government guidance states that hand washing with soap and water is the most effective way of reducing the risk of spreading COVID-19

- Where hand washing with soap and water, hand sanitizer to be available throughout and posters reminding staff and visitors to use.
- Employees to be reminded to regularly wash/sanitise their hands for 20 seconds with water and soap or appropriate hand gel.
- Employees reminded 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.

General

- Additional daily cleaning and disinfecting to be put in place in line with Government guidelines, with daily cleaning of all contact areas including doors, handles, printers, desks, light switches etc.
- A stylus will be issued to each individual for use on the printer and communal equipment and hands should be sanitised before and after use.
- Access to buildings for visitors restricted and by appointment only so that a copy of this guidance can be provided to them ahead of that visit and a nominated chaperone allocated to them during their visit.
- Personal deliveries to the office are to be suspended until further notice. Staff to arrange for home delivery or delivery to pick up locations i.e. Amazon Lockers. This eliminates unnecessary visits to the premises from external parties and removes the risk of contact
- Meetings between groups of employees will be held through video conferencing or Microsoft Teams to minimise risk from contact at reduced distance. Where this is not possible, and a face to face meeting is necessary these should be limited to no more than 5 people and
 - utilise the large meeting room (5 & 6) or Training Room with social distancing
 - Ensure the room is well ventilated
 - Do not share items such as pens and notepads
 - Sanitise hands regularly
- Buildings to be well ventilated where possible with doors and windows opened to ensure good air circulation
- This risk assessment does not identify that PPE is required for the undertaking of normal duties. The exception to this is clinical settings such as hospitals or other roles identified by Public Health England such as first responders, immigration enforcement officers.
- As indicated in the point above, additional PPE such as face masks and gloves will not be provided by the company. In line with Government guidance individuals may choose to wear a face covering such as a mask and if so, they will be supported by colleagues and the company.

Symptoms for Covid-19

- If anyone becomes unwell with a new continuous cough, high temperature or loss or change to their sense of smell or taste whilst in the workplace, they will be sent home and advised to quarantine immediately.
- Employees are advised that should they show symptoms at home they should not attend work under any circumstances. Contact your line manager, stay at home and quarantine. Contact NHS 111 for advice if necessary.
- Management will maintain regular contact with staff members during this time to support those who are affected by Coronavirus or have a family member affected.

Review Date	05/11/2020
Reviewed By	Adrian Leaker
Signature	<i>A. Leaker</i>

Review Date	05/11/2020
Reviewed By	Natalie Brundish
Signature	<i>N. Brundish</i>

Review Date	05/11/2020
Reviewed By	Paul Crokken
Signature	<i>P. Crokken</i>

Review Date	05/11/2020
Reviewed By	Jo Gilbert
Signature	<i>J. Gilbert</i>