

## COVID-19 (Head Office)

Assessed by	Danny Morgan
Assessment date	12/05/2020
Created by	Danny Morgan
Assigned Reviewer	Danny Morgan
Next Review date	07/09/2020

Company	All Companies
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### Description of work area and/or process activity



All activities and tasks carried out within the offices and yard areas at head office. This includes person(s) who do not work for KEE but have reason to be in the office areas. Following the Department for Business, Energy and Industrial Strategy (BEIS), Public Health England (PHE) and Health and Safety Executive (HSE) guidelines in relation to carrying out work related tasks during the COVID-19 pandemic.

### Persons affected that were identified



Contractors	x 2	Employee	x 30	Visitors	x 2
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## Hazard Information




### Access / Egress

<p>Current Rating</p>  <p><b>Medium</b></p> 	<p><b>Description and/or cause of the hazard identified</b></p> <p>Access and egress to work areas can cause pinch points when going through doors making it difficult to social distance. Having to touch door furniture.</p>
	<p><b>Measures Currently in place to prevent risk of injury</b></p> <p>Where possible, weather reliant, all doors that are used for access/egress will be wedged open. This will allow ease of movement through the area and also keep all areas well ventilated All doors are to be wedged open by the first person entering the premises. Where this is not possible designated door(s) in each area will be put in use. Antibacterial wipes will be available to `clean down` all door furniture and key pads. Increased hand washing and surface cleaning is required by all employees. The last person to lock up must close all doors and again `wipe clean` all surfaces touched. Doors must be closed to enable the intruder alarm to be set.</p>
	<p><b>No Remedial Actions Entered</b></p> <p>No Remedial Actions have been added to this hazard.</p>




### D.S.E / V.D.U Usage

<p>Current Rating</p>  <p><b>Medium</b></p> 	<p><b>Description and/or cause of the hazard identified</b></p> <p>Coming into contact with surfaces that may contain the COVID-19 bacteria. Social distancing in and around the work station at head office.</p>
	<p><b>Measures Currently in place to prevent risk of injury</b></p> <p>D.S.E cleaning materials are readily available All employees who use D.S.E at head office have individual equipment and if they have a need to use another persons equipment, that equipment must be thoroughly cleaned prior to use. This includes keyboards, monitors, mouses and all telecom equipment. Clear plastic sheeting has been put up to segregate individual desks/users from their neighbours in line with Government social distancing guidelines to ensure the safety of employees. If outside I.T is required that cannot be done remotely the above measures must be followed prior to the external representative turning up. A risk assessment from the I.T company will be required and a dynamic risk assessment carried out to ensure the safety of the I.T representative. Persons working from home are required to clean their equipment at least daily, and `deep cleaned` prior to bringing any equipment back to head office.</p>
	<p><b>No Remedial Actions Entered</b></p> <p>No Remedial Actions have been added to this hazard.</p>




**Ergonomics**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	Sitting at workstations to carry out required tasks at head office. Carrying out tasks working from home.
	<b>Measures Currently in place to prevent risk of injury</b>
	All workstations are socially distanced from the desk next to them (over 1 m +). All employees have been advised how to set up their workstations at home taken from HSE guidelines. Including taking breaks, stress and lone working. On returning back to work all employees are required to clean their own work area prior to any tasks being carried out, this is to give them piece of mind that it has been cleaned to their standard.
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Housekeeping**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	Communal areas in and around the offices Items that have been used as cleaning equipment. Hygiene facilities to enable the cleaning of hands
	<b>Measures Currently in place to prevent risk of injury</b>
	KEE provide cleaning and sanitizing products for employees to use but the emphasis is on the individual to ensure these items are used correctly, and areas they have been in contact with are cleaned by the individual during working hours. Covered bins with plastic bags are available to place items into a refuse sack. All refuse sacks are regularly changed and disposed of away from the building. Personal items must be kept away from others who may come into contact with them. Work spaces must be kept clean and clear of clutter by each individual. The company has an external cleaner who has been briefed on taking added focus on communal areas where touch points could become an issue. Gels and wipes are available for individuals to use prior to and after use in these areas. Anti-bacterial hand gel and wipes are available to all and soap and water are located in all toilet and canteen areas. Good hygiene is required by all employees at all times.
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




## Human Factors

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	<p>General protective measures and control details to protect and limit COVID-19/Coronavirus spread.          Where control measures have been put in place ensuring they are carried out.          Relying on employees to be honest in reporting symptoms of themselves or others they may have come into contact with.</p>
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Information is given to all employees stressing the need for the control measures. Involvement in setting up these control measures has come from employee consultation and representation.          An on-line company health assessment is in place which all employees are required to update every three days, this is checked and monitored every day by the H&amp;S Officer. Any person showing symptoms, are in close contact with persons who show symptoms or have COVID-19 are required to get themselves tested in line with Public Health England (PHE) guidelines. Employees must self isolate until any test results are received. All positive test results will require the person(s) to self isolate in line with Government guidance.          Those that need to self-isolate can receive Statutory Sick Pay (SSP) in line with government guidelines, more information can be found at: <a href="http://www.gov.uk/statutory-sick-pay">www.gov.uk/statutory-sick-pay</a>          All employees are required to regularly wash their hands with soap and water for at least 20 seconds in line with PHE guidelines.          If you are going to cough or sneeze always cover your mouth with a tissue or sleeve (not your hands), put used tissues in the bin straight away and wash your hands afterwards. DO NOT TOUCH YOUR EYES, NOSE OR MOUTH.           CATCH IT, BIN IT, KILL IT.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




## Lone Working

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	<p>Persons working from home may feel isolated.          Persons may contract Coronavirus whilst not having contact with head office.</p>
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Regular contact with head office is required from both sides.          The company has an individual on-line assessment that all employees are required to complete every 72 hours that is monitored by the H&amp;S Officer on a daily basis.</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




## Stress

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b>
	<p>It is recognized that during this testing time persons can become greatly affected by personal and work related issues regarding the COVID-19 pandemic</p>
	<b>Measures Currently in place to prevent risk of injury</b>
	<p>Employees are encouraged to speak to their managers who may be able to help or re-assure them. If this is not the case then the government and NHS have guidance and helplines available at:   <a href="http://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines">www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines</a>           Employees are encouraged to use these means at their disposal</p>
	 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.




**Vehicles**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b> Employees traveling to head office.
	<b>Measures Currently in place to prevent risk of injury</b> All employees are asked where possible to travel alone unless they live with someone who they regularly commute with.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	




**Other (See: Hazard Details)**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b> Meetings at head office and customer sites
	<b>Measures Currently in place to prevent risk of injury</b> All meetings where possible must take place remotely. Only necessary meetings are to take place at head office and only if social distancing can be maintained. As few persons as can be must attend any meetings, others who may need to be there can be communicated to rather than attending. Only limited persons from outside the company can attend meetings at head office. All persons coming into the company must be sent company guidelines and requirements regarding COVID-19. When visitors to the site arrive they must sign a COVID declaration stating their health circumstances. These are kept indefinitely by the H&S Officer in case tracing is required (GDPR has been taken into account). Only necessary meetings with customers at their premises must take place. A copy of the relevant company risk assessment must be sought prior to going. If any employee feels they cannot attend then this must be taken into consideration. A call must be made prior to any meeting taking place to ensure social distancing can be maintained, or if possible held in the open.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	




**Other (See: Hazard Details)**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b> PPE protects users against health and safety risk sat work and is shown not to be beneficial for managing risks against COVID-19.
	<b>Measures Currently in place to prevent risk of injury</b> Workplaces are advised by the government not to encourage the precautionary use of extra PPE to protect against COVID-19. Government advise states; that wearing a face covering (not a face mask), it may be beneficial as a precautionary measure but evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms. The government and PHE guidance should be followed at all times regarding hygiene and social distancing. If face covering is worn, users should avoid touching their face. Face coverings should be changed if it becomes damp or if it's been touched. The face covering should be changed and washed daily in line with manufactures instructions. If the face covering is not washable it must be disposed of on a daily basis.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	

**Food Hygiene**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b> Taking breaks away from the work area can cause social distancing issues.
	<b>Measures Currently in place to prevent risk of injury</b> Staggered breaks will take place enabling employees who use break areas to be able to social distance.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	

**Other (See: Hazard Details)**

<b>Current Rating</b>  <b>Medium</b> 	<b>Description and/or cause of the hazard identified</b> Visitors to site: Visitors to site could be contagious. KEE have a duty of care to employees and visitors alike.
	<b>Measures Currently in place to prevent risk of injury</b> Visitors are required to complete a self-declaration form detailing their health condition. These are kept on file for the potential purpose of track and trace.
 <b>No Remedial Actions Entered</b> No Remedial Actions have been added to this hazard.	


**Overall Current Risk**



**Photo Gallery**

**NOTICE**  
 There are currently no photographs associated with the assessment.

**Record Notes / History**

 This risk assessment is reviewed at least weekly due to things constantly changing with government guidelines. Added by Danny Morgan on 13/05/2020 13:41:20