

RISK ASSESSMENT COVID-19 – Octopus Energy – All UK Office Sites

*All measures are under constant review and will be adapted to adhere to the government guidelines as per <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Created: May 2020
Review Due: May 2021

	Hazard	Risks	Estimate of Consequences	Estimate of Likelihood	Risk Rating Before Control Measures	Control Measures	Estimate of Likelihood After Control Measure	Risk Rating After Control Measures	Additional Comments
1	Spread of Covid-19 Coronavirus (Office)	<ul style="list-style-type: none"> Staff Delivery Drivers 	5	3	15	<p>1 – On the 7th of April 2020 the Government updated Guidance for employers and businesses; Social distancing: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>HANDWASHING</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place in office. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel sanitisers and anti bacterial wipes on each desk allocated for use. Freestanding gel sanitiser stations at point of entrance and kitchen area. 	2	10	<p><i>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</i></p> <p><i>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</i></p>

Estimated Consequence: 1 = Minor Injury
Estimated Likelihood: 1 = Extremely Unlikely
Risk Rating = Likelihood x Consequence

2 = MTI/LTA
2 = Unlikely
1 – 5 = **LOW RISK**

3 = RI/+7 Days
3 = Likely
6 - 14 = **MEDIUM RISK**

4 = Major Injury
4 = Very Likely
15 - 25 = **HIGH RISK**

5 = Fatal
5 = Certain

CLEANING

- Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as desktops, door handles, light switches, toilet area by the using appropriate cleaning products.
- Entire office to be cleaned by ‘fogging’, long lasting anti-viral.

SOCIAL DISTANCING

- Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#social-distancing-in-the-workplace---principles>

- Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers in the office at any one time.
- Conference calls to be used instead of face to face meetings. Meeting rooms to be closed.
- Door stops to be used to avoid unnecessary contamination with touch points.
- Social distancing also to be adhered to in the breakout area/ entrance area.

Checks will be carried out by the Team Leaders, Office Managers, Operation Managers and SMT to ensure that the necessary procedures are being followed.

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Team Leaders, Office Managers, Operation Managers and SMT, to check to ensure this is adhered to.

They will have requested access to the office via the booking form, applications will be approved on a case by case basis, adhering to social distancing measures within the office.

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- Staff will only be allowed to work if they are well and neither they nor any of their household are self-isolating.
- Staff will be sent home and advised to follow NHS guidance online. If the person is feeling unwell and their Team Leader will be contacted.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#symptoms>

SYMPTOMS OF COVID-19

- If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.
- Team Leaders will maintain regular contact with staff members during this time.

If advised that a member of staff has developed Covid-19 and were recently on our premises, the management team of Octopus Energy will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

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						<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.nhs.uk/using-the-nhs/nhs-services/mental-health-services/</p> <p>This will include the ‘listening ear’ service.</p> <p><u>Returning to work</u></p> <ul style="list-style-type: none"> • Staff will only return to work in accordance with the government guidelines around self-isolation and shielding • Every member of staff returning to the office will be given a guidance sheet on safely working together 		<p><i>OE Internal communication channels and cascading of messages through TLs will be carried out regularly to reassure and support staff in a fast changing situation.</i></p> <p><i>Team Leaders will offer support to staff who are affected by Coronavirus or has a family member affected.</i></p> <p><i>Regular communication of Listening Ear Service and mental health information and (virtual) open door policy for those who need additional support.</i></p> <p><i>Office managers to send out guidance sheet.</i></p> <p><i>Weekly rota to be put in place and staff updated each Friday regarding which day and which desk they are allocated to for the following week</i></p>	
2	Spread/ Contraction of Coronavirus on commute	<ul style="list-style-type: none"> • Staff 	3	4	15	<ul style="list-style-type: none"> • All staff that have been through the approval form will be travelling into the office avoiding public transport where possible, the ability to do so will be part of the approval criteria. 	2	10	<p><i>e.g. Staff will cycle or walk into work where possible</i></p>

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