

Protean Electric Ltd

Area Specific Risk Assessment

Area: Protean Offices 10b and A2			Assessment No: ASRA 49
Assessment Date: Reviewed by H&S Committee 15 th May 2020			Person Undertaking Assessment: David Bazen
Review Date: To be reviewed monthly as required			
Number of persons at risk (Please check/tick box)			Activity/Process Description: This Risk Assessment (RA) is for the two office buildings (10b and A2) opening and operating post the easing of the government lockdown restrictions. The company is seeking to operate under current government advice and guidance. Most staff are expected to work from home to minimise the risks to staff working in the office. This RA should be read in conjunction with the Pandemic Management Policies and Procedures. This RA will be reviewed Monthly or earlier if required When not in the Office we ask all staff to follow government guidance relating to the Coronavirus such as social distancing to help keep everybody safe.
Numbers	Employees	Others	
1			
2 - 5			
6 - 10		X	
10 +	X		

What are the Hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Covid-19 infection hazards between staff via surfaces at the offices	Any person in the buildings	<p>Mandatory use of Hand Washes/Gels on entering the building.</p> <p>Desk cleaning materials to be available at desk blocks, meeting room tables, canteen, kitchen surfaces. It is the Employee responsibility to clean surfaces before and after use.</p> <p>The use of Hot Desks to be stopped unless there is no appropriate alternative.</p> <p>Alternative door opening systems will be tested and implemented</p> <p>Employees required to follow the Coronavirus Pandemic Policies (Any Company policy in the 46 series)</p> <p>Provision of food should be for your own consumption</p>	<p>Additional Gel stations to be purchased for both buildings</p> <p>More information provided regarding minimising COVID infection (not touching your face, continued hand washing etc)</p> <p>The Company will introduce a “Clean Desk” Policy so adequate cleaning can be carried out</p>	<p>DB/BW</p> <p>Admin</p> <p>HR</p>	<p>Ordered</p> <p>Ongoing but target End of May</p> <p>At volume building occupation</p>	
Covid-19 infection hazards between staff via interpersonal transmission at the offices	Any person in the buildings	Face Masks must be used in enclosed spaces where social distancing isn't possible.				

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		<p>Seating plan ensuring capacity based on meeting optimum social distancing measures</p> <p>Social distancing measures to be applied to all communal areas to include canteen and kitchen areas.</p> <p>Staggering return of staff in to the buildings in line within government guidance on social distancing measures</p> <p>Provision of appropriate PPE. The use of PPE is as per Manufacturers instructions.</p> <p>Staff travelling to work on public transport requested to work from home for longer.</p> <p>Suspended car lift share scheme.</p> <p>Induction training for all staff on new policies and procedures before being permitted to enter the offices</p> <p>Restrictions on access between different areas of a</p> <ul style="list-style-type: none"> • building or site will sign 	<p>Marked to identify 2m minimum social distancing</p>	<p>DB/Admin</p> <p>LS</p>	<p>22nd May</p> <p>At general office re-population</p>	

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		<p>posted. Internal traffic should be kept to a minimum (e.g. use of Zoom calling within the building)</p> <ul style="list-style-type: none"> • Only one person on the stairs or in the lift at any time. <p>No Meeting Rooms to be used for scheduled meetings</p> <p>Paper Towels in Toilets.</p> <p>Any use of company vehicles to be assessed on a case by case basis</p>	<p>Paper towels will be re-installed in the Toilets where currently unavailable.</p>	<p>DB</p>	<p>TBA</p>	
<p>Covid-19 infection hazards between staff via airborne transmission at the offices</p>	<p>Any person in the buildings</p>	<p>Staff required to follow the government advice on coughing and sneezing into elbows and not on to hands</p> <p>Wearing of PPE in line with government guidance or Company policy.</p> <p>Generally social distancing of 2m is possible in the buildings though personally provided PPE (e.g. Facemasks) can be worn through individual choice.</p>				

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The general situation of the UK in respect of Coronavirus and the individual's circumstances may have a detrimental effect on mental health.	Any member of Staff	<p>Recognising the signs of stress</p> <ul style="list-style-type: none"> • Seminar/Literature to make Staff aware <p>Provision of a UK Company Mental Health support package</p> <p>Reminder for Private Health Insurance Scheme Mental Health contacts</p> <p>Mentoring (using volunteers)</p>	Share sources for mental health help and advise	NR/AH	22 nd May 2020	
Covid-19 infection hazards in travel	Any member of Staff	<p>Limiting business travel to all but essential travel.</p> <ul style="list-style-type: none"> • Essential travel is where the work cannot be completed without that travel • It will still be assessed on a case by case basis <p>Staff expected to follow government travel guidance when not at Protean (e.g. use of public transport)</p> <p>Provision of Hand Gel and PPE for Business travel</p>				
Covid-19 infection of government identified high risk individuals. The	Any member of Staff	Working from home to remain the preferred methodology for higher risk individuals with office attendance				

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Government defines two categories, Clinically extremely vulnerable people or Clinically vulnerable people.		only in line with government guidelines. The definition of high risk is explained in the Health and Safety Policy but is extended to include scope of government guidance.				
Covid-19 infection from Partners of Key Workers	Any member of Staff	All staff should follow government health guidelines regarding self-isolation and hygiene. The partner of a key worker is treated as a regular member of staff <ul style="list-style-type: none"> • See Appendix 1 				
Covid-19 infection of Persons of Special risk defined within Health and Safety Policy.	Any member of Staff	Persons of Special risk are required to follow government guidance appropriate to the nature of the specified special risk.				
Covid-19 infection from external factors on the office location.	Any person in the buildings	No visitors are permitted. <ul style="list-style-type: none"> • Where visitors are deemed essential (e.g. building maintenance) a strict visit policy will be agreed with them in advance <p>Electronic methods to conduct meetings are primarily to be used.</p>	Whiteboard at the entrance showing “What you need to know today” Order outside delivery store / box	AH/DB		

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		<p>Deliveries only to Unit 10b are permitted but strict adherence to social distancing is required. Deliveries and post are to be left in a drop location outside</p> <p>No personal deliveries are permitted to Protean.</p>			Proposed by 22 nd May	
Employees falling ill at work	Any person in the buildings	Employees are required to follow the steps within the Coronavirus Pandemic Policy				

Appendix 1

What happens if someone in your family gets sick?



People may be able to pass on coronavirus without showing any symptoms

