

**COVID-19 Risk assessment - Cowley Lodge Offices - Completed 14/05/2020 - Last updated 05/06/2020**

What are the hazards / risks?	Who might be affected and how?	What risk controls are in place?	What further action is required?	Who needs to complete the action?	When by?	Action completed
Risk of contracting COVID-19 from contact with doors, desks, handrails, equipment and other surfaces	All Ecobat HQ Office staff. Anyone using the building	<ol style="list-style-type: none"> <li>1. Reduced staff in the building; most are home working (approx. reduction from 18 staff occupying the office to 3 or 4 people), this means that there are less people touching equipment and reduced risk of contact with any potential COVID-19 virus.</li> <li>2. Additional cleaning and disinfecting programmes in place around the office, thus reducing the likelihood of COVID-19 being present on a surface. Rubber gloves are available for this task. Note: Evidence suggests that COVID-19 does not stay active on any surface for &gt;72hours.</li> <li>3. Guidance on using the offices issued to all staff - this guidance includes self cleaning processes (cleaning your own keyboard, cups, plates and other kitchen items) and general hygiene standards.</li> <li>4. No contractors or visitors enter the building, only postal/courier services; collecting and dropping off goods. Safe social distancing measure adhered to.</li> <li>5. Guidance on hygiene standards have been issued to all staff, requiring staff to cough and sneeze into a tissue, disposing of safely; or in the corner of their elbow and to wash hands regularly. Ecobat signs on how to wash your hands are displayed in toilets.</li> <li>6. Alcohol hand sanitiser gels have been provided in two dispensers (top and bottom of the stairs), spare refill bottles are available for the dispensers in the downstairs store room (the same store where coffee sachets are stored) and the special shaped key to open the dispenser can be obtained from the HSE Director.</li> </ol>	None	N/A	N/A	N/A
Risk of contracting COVID-19 by person to person contact	All Ecobat HQ Office staff. Anyone using the building	<ol style="list-style-type: none"> <li>1. Employees have been told not to come to work if they are suffering any ill health symptoms.</li> <li>2. Personal Digital Thermometers provided to every employee so they can test their own temperature before setting off for work. Additionally hi-tech contactless temperature testing available at HJE training room.</li> <li>3. Social distancing measures have been implemented and prescribed in the office rules, with no shared offices permitted. All staff must work from a private/single office; toilets may only be accessed by one person at a time (signs are displayed to state this requirement). Clear instructions to work from home if possible to minimise number of people in the office.</li> <li>4. Staff have been advised that meetings must be via Skype, Blue Jeans or phone.</li> <li>5. Avoid face to face meetings. If a face to face meeting is considered absolutely essential then a maximum of 3 people in the board room, maximum of 4 in MD's Office, ensuring that all people sit 2m apart.</li> <li>6. Only one person permitted to work from each office.</li> <li>7. People using someone else's office should remain in that office and avoid changing offices where possible.</li> <li>8. Posters and notices are displayed to remind people of social distancing and hygiene standards.</li> <li>9. Office rules have been created and emailed to all HQ staff, these rules are also displayed on notice boards and on the board room table.</li> <li>10. Travel (to other sites, conferences, overseas, etc) has been stopped for the foreseeable future. All future travel must be approved by the MD and HSE Director.</li> <li>11. We have considered the mandatory or optional use of face coverings for office staff, however with existing controls and limited staff we deem that these are not required. We will continue to monitor the situation and monitor government guidelines and adjust our policy/office rules as necessary.</li> </ol>	None	N/A	N/A	N/A
Risk of contracting COVID-19 by person to person contact	All Ecobat HQ Office staff. Anyone using the building	<p><b>Updated 05/06/2020</b></p> <ol style="list-style-type: none"> <li>12. We have now provided anti-bacterial wipes, desktop hand sanitiser gels and optional face masks to every desk/each individual, these provisions are for office use only and should not be taken home</li> <li>13. A meeting is being held every 2 weeks between EU Division MD, HR Director and HSE Director to consider the latest government guidance and consider whether to resume office working, to continue home working or to consider a mixture of both.</li> <li>14. Currently (@05/06/2020) we have only 4 staff (from 20) who are office working, they have considered their home working environment unsuitable/inappropriate. Extra people who wish to come into the office must first contact the Executive PA and the HSE Director before they are permitted to return, this allows us to modify our controls if necessary (i.e. extra cleaning, stating the offices where people can work to maintain good distancing measures, etc)</li> </ol>	None	N/A	N/A	N/A
Effects from working from home i.e. mental health, stresses and strains associated with poor posture and inappropriate home office equipment	All Ecobat HQ who are home working	<ol style="list-style-type: none"> <li>1. Guidance for working from home has been issued to all staff, this highlights both VDU related issues but also, physical and mental health matters.</li> <li>2. All staff working from home have completed a home working VDU assessment. The assessment included the need to submit a photo of their work station. Those who had work stations that were not up to a suitable standard were informed and rectified. Staff were also offered the opportunity to take home any of their work office equipment whilst they are working from home. People have taken home office chairs, monitors, keyboards, wrist rests, etc</li> <li>3. A guidance document has been forwarded to the staff outlining contact details to help those suffering with mental health including our own employee assistance programme and various phone Apps to help with mental health.</li> <li>4. A daily social Skype call is held with all members of the HQ team allowing them to socially interact, tell each other stories of what is happening in their lives, talk about key business issues, have some fun/downtime and raise concerns if necessary.</li> </ol>	None	N/A	N/A	N/A
Raising concerns regarding COVID-19 controls or other HSE matters	All Ecobat Staff	<ol style="list-style-type: none"> <li>1. There are many ways in which staff can raise issues or concerns, this can be directly with their Manager, via other Managers, via the HSE Director or confidentially via the SafeCall system that has been implemented throughout the Ecobat Group. Business style cards with SafeCall contact details have been issued to all staff and posters have been created to advertise the SafeCall system.</li> </ol>	None	N/A	N/A	N/A
Other hazards and risks associated with limited office occupancy	Office based staff only	<ol style="list-style-type: none"> <li>1. In an attempt to restrict contractors to the offices we have postponed the return of our part time cleaning staff. Office staff have therefore been asked to maintain the cleanliness and hygiene standards of the offices themselves. Food wastes should be taken from site by staff and any other waste is taken to the HJE general waste area for safe disposal.</li> <li>2. Cleaning solutions, gloves, etc have been provided to allow office staff to maintain high standards of cleanliness. We are only using domestic cleaning solutions. Doorplates, toilets and handrails are cleaned daily and floors in common areas mopped weekly. No concerns have been raised.</li> <li>3. It has been considered that our contract cleaning staff may be another potential source for bringing COVID-19 into the offices as they have cleaning contracts elsewhere and therefore have contact with other people via their work. We are constantly reviewing the cleaning situation and having regular dialogue with office staff to agree the best time to resume contract cleaning activities. With only 3 or 4 people present in the offices each day, it is felt that we are able to manage the current situation.</li> </ol>	None	N/A	N/A	N/A