

COVID-19 Risk assessment - The Gables Offices

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	Ecobat Battery Technologies & HJE Metals purchasing staff. Anyone using the building	<ol style="list-style-type: none"> 1. Reduced staff in the building; most are home working (Reduction from 10 staff occupying the office to maximum of 3 in 7 available offices), this means that there are less people touching equipment and reduced risk of contact with any potential COVID-19 virus. 2. Cleaning and disinfecting programmes are 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 >72hours. 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. Copies of this guidance located at each workstation/desk. 4. No contractors or visitors enter the building, only postal/courier services; collecting and dropping off goods. Safe social distancing measure adhered to. 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 & kitchen. 6. Alcohol hand sanitiser gels have been provided in three dispensers (both toilets and kitchen), with an additional portable pump-bottle available. Two more wall-dispensers have been requested, one for inside the reception area for anyone entering via the main entrance and one on the first floor landing by the photocopier/top of stairs. 	N/A	N/A	N/A	N/A
Risk of contracting COVID-19 by person to person contact	Ecobat Battery Technologies & HJE Metals purchasing staff. Anyone using the building.	<ol style="list-style-type: none"> 1. Employees have been told not to come to work if they are suffering any ill health symptoms. 2. Personal Digital Thermometers are provided to HJE every employee so they can test their own temperature before setting off for work and a thermometer is on order for EBT employees at The Gables. Additionally hi-tech contactless temperature testing is available at HJE training room. 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 & kitchen may only be accessed by one person at a time (signs are displayed to state this requirement). 4. Clear instructions to work from home if possible to minimise number of people in the office. 5. Staff have been advised that meetings must be via Skype, Blue Jeans, Microsoft Teams, Zoom or phone. 6. Avoid face to face meetings. No face 2 face meetings permitted. 6. Only one person permitted to work from each office. 7. People using someone elses office should remain in that office and avoid changing offices where possible. 8. Posters and notices are displayed to remind people of social distancing and hygiene standards. 9. Office rules have been created and emailed to all staff, these rules are also displayed on notice boards. 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. 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 but supply available should individuals wish. We will continue to monitor the situation and monitor government guidelines and adjust our policy/office rules as necessary. 	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	Ecobat Battery Technologies & HJE Metals purchasing staff. Anyone using the building.	<ol style="list-style-type: none"> 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. 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. 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. 4. The HJE Metals purchasing team hold weekly VC meetings and constantly interact using the 'chat' function in Microsoft Teams. This dialogue includes social as well as business discussions with any Covid-19 related topics or concerns covered regularly. 5. The Cental BDD team are in regular daily/weekly contact with each other via phone/email/VC. 	None	N/A	N/A	N/A
Raising concerns regarding COVID-19 controls or other HSE matters	Ecobat Battery Technologies & HJE Metals purchasing staff. Anyone using the building.	<ol style="list-style-type: none"> 1. There are many ways in which staff can raise issues or concerns, this can be directly with their Manager, via other Managers, 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. 	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"> 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. 2. Cleaning solutions, gloves, etc are in place to allow office staff to maintain high standards of cleanliness. We are only using domestic cleaning solutions. Door handles, toilets and handrails are cleaned as appropriate. No concerns have been raised. 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 a maximum of 2 or 3 people present in the offices each day, it is felt that we are able to manage the current situation. 	None	N/A	N/A	N/A