

Health and Safety Risk Assessment

The People's Energy Company Ltd.

1 Quality Control

HEALTH AND SAFETY ADVISOR

VERSION

DATE

Armour Risk Consulting Ltd.

V02

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THE PEOPLE'S ENERGY COMPANY LTD.

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3 Introduction

3.1 Legal Requirements

The Management of Health and Safety at Work Regulations 1999 (MHSWR) state that every employer and/or controller of a premises must make a suitable and sufficient assessment of the risks to both their employees and non-employees. The assessment must be reviewed and amended as necessary if there is a reason to suspect that it is no longer valid or if there has been a significant change.

3.2 The 5 Steps to Risk Assessment

Risk assessment is the formalised process of identifying hazards, evaluating the risk that they generate and then either eliminating or controlling the risk to an acceptable level.

The People's Energy complies with the Health and Safety Executive's methodology and advises employees to follow five steps when carrying out a workplace risk assessment:

1. Identify the hazards
2. Identify the people who might be harmed and how
3. Evaluate the risk and decide on precautions
4. Record the significant findings and implement them
5. Review and update as necessary

3.3 Risk Control Measures

The Risk Assessor is required to evaluate the initial risks and decide whether the existing precautions are adequate, marking the '*initial risk value column*': Low – Medium – High. The Assessor is then required to list the control measures that he/she feels should be implemented and evaluate the residual risk value: Low – Medium – High. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further, more permanent, action may be required to achieve long-term levels of low risk.

3.4 Recording a Risk Assessment

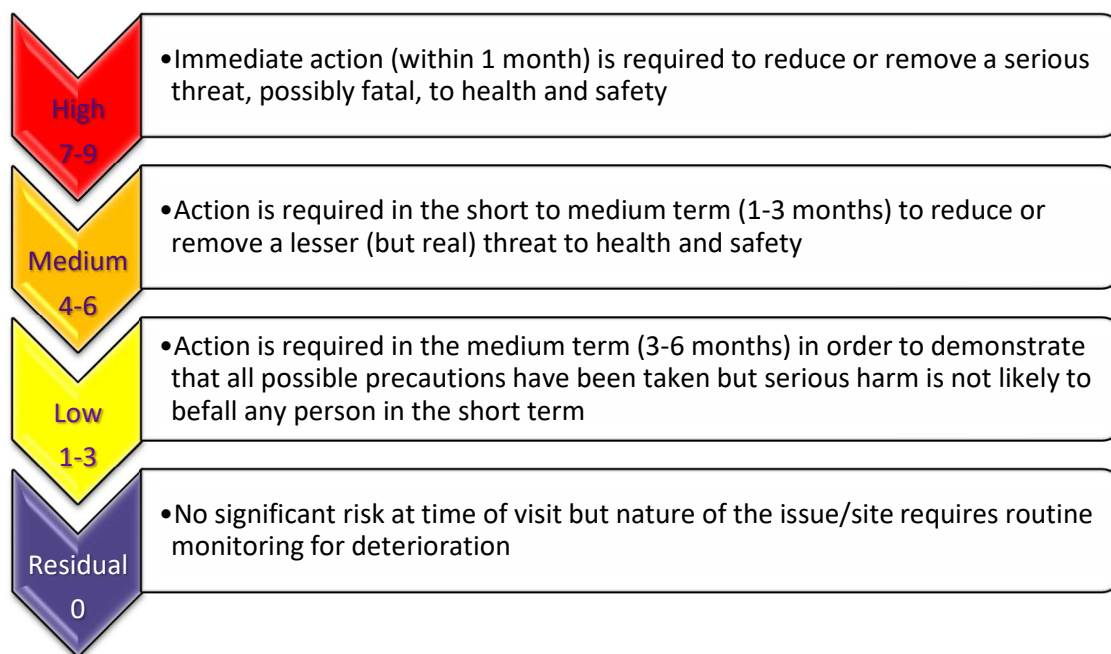
The recorded assessment should be an effective statement of hazards and risks in the workplace/premises, the extent of the risks that they present and the action taken to control those risks. Typically, this should include the identification of the activity/area assessed and the significant hazards, identification of groups at risk, evaluation of the risks and the adequacy of existing control measures, action plans for further control measures and review dates.

3.5 Reviewing a Risk Assessment

A risk assessment recorded under the Management of Health and Safety at Work Regulations 1999 (MHSWR) must be reviewed and amended as necessary if there is reason to suspect that it is no longer valid or if there has been a significant change in activities or areas within the workplace.

3.6 Risk Rating Assessment

In order to calculate if a risk is High, Medium or Low priority, a simple numerical calculation is made by the risk assessor. This numerical assessment quantifies the 'Severity' of the hazard and the 'Likelihood' of the hazard occurring. The product of the severity multiplied by likelihood produces the 'Risk Rating'. These risk rating calculations are shown against each hazard identified in the main report sections. The following list converts the risk rating into the Priority Rating of High, Medium or Low.



4 Risk Assessment Register

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
COVID-19	<p>Exposure to COVID-19 as a result of uncontrolled access to the workplace.</p> <p>Exposure to COVID-19 as a result of poor personal hygiene.</p> <p>Exposure to COVID-19 as a result of potentially infected persons congregating and eating and drinking in communal kitchen/tea points.</p> <p>Exposure to COVID-19 through use of shared crockery, glassware, and cutlery.</p> <p>Exposure to COVID-19 as a result of direct contact with other persons.</p> <p>Exposure to COVID-19 as a result of indirect contact with other persons, through contact with surfaces and shared equipment.</p>	Employees, visitors, contractors, public.	<p>Building is currently closed to all visitors.</p> <p>Most employees are required to work from home, with the exception of a small number of 'essential employees' required to work on-site.</p> <p>Any employees accessing the workplace are subject to temperature checking and temperatures are logged. Any employees demonstrating increased temperatures are prevented from accessing the workplace.</p> <p>New employees attend on-site training for 1-2 days and all other training and induction conducted remotely.</p> <p>Government and local guidelines and advice reviewed regularly, and updates are briefed to all employees at least weekly or daily where required.</p> <p>Hand sanitizer is available within main foyer areas of both buildings and on each desk within training rooms. A supply of face masks is available for use in the entrance foyers of each building.</p> <p>All employees are instructed that if they show any recognised signs or symptoms of COVID-19 they must undertake a test and self-isolate unless a negative result is</p>	Med (6)	<p>Install signage at elevator doors on ground and first floors to indicate appropriate social distancing, to restrict use of elevator to 1 person at any time and to encourage employees to use stairs wherever possible.</p> <p>Prop open any non-essential doors (fire doors must be kept closed when not in use).</p> <p>Ensure that all personal items are removed from shower rooms after use.</p> <p>Install clear signage in all kitchen areas to indicate that each kitchen must only be used by 1 person at a time.</p> <p>Remove fabric dish towels from communal kitchens.</p> <p>Ensure only one person can access the Comms rooms at any time – install instructional signage. If two people are required, provide them with suitable PPE (i.e. masks).</p> <p>Obtain updated Risk Assessment and Method Statement from any contractors required to access the workplaces that reflect their own controls to reduce the chance of spread.</p> <p>Ensure any visitors/contractors notified of the enhanced controls put in place and a record of all visitors should be kept.</p>	Low (3)

			<p>obtained. Any employees that receive a positive test must self-isolate and not return to work within 10 days.</p> <p>Employees that have come into contact with someone who has tested positive must isolate for 14 days.</p> <p>All employees are instructed that where they have recently arrived back in Scotland from anywhere outside of the Common Travel Area or list of exempt countries, they must self-isolate and not come into the workplace for at least 14 days.</p> <p>Regular/increased cleaning of workplace implemented, with focus on common contact surfaces in main foyer, elevator keypads, stairwell handrails, door handles, entrance access system, desks, meeting room tables and kitchen equipment.</p> <p>Employees are encouraged to clean and disinfect their workstations during the day and disinfectant wipes are available throughout the workplace to be used by employees.</p> <p>Sufficient supply of cleaning materials available in each area of the workplace.</p> <p>Seating arrangements planned to increase space between colleagues to minimum 2m., with floor markings installed to encourage maintenance of appropriate distances.</p>		<p>Ensure that all employees and visitors wear face coverings in all communal areas, including entrances, hallways, stairwells, toilets and kitchen areas when moving around these areas; install appropriate signage to remind employees at entrances and throughout communal areas of the building.</p>	
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			<p>Employees assigned into small teams/cohorts and schedule of staggered breaks/lunches implemented to reduce number of persons requiring access to kitchens, toilets and common areas at any one time.</p> <p>A one-way system has been installed on both buildings, with employees using the main stairs to travel up to the 1st floors and the rear emergency stairwells to travel down from the 1st floors; floor markings and signage installed on main stairwell of each building, restricting use of stairwells to one person at a time.</p> <p>Floor markings and one-way system installed in all kitchen areas to promote appropriate social distancing.</p> <p>All toilets throughout both buildings are limited to use by one person at a time.</p> <p>Clear signage installed throughout access areas, offices and meeting rooms to remind employees of social distancing requirements.</p> <p>Employees are instructed to replace all face-to-face meetings with remote/video meetings wherever possible.</p> <p>Designated delivery area at front door (external) of each building assigned where driver can place deliveries to reduce contact with external couriers.</p> <p>Windows on all levels can be opened to allow for sufficient ventilation.</p>		
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			<p>Each employee is issued with their own coffee/tea cup and each kitchen contains supply of individual sachets of tea and coffee.</p> <p>Shared/collaborative equipment (e.g. whiteboard markers, conference telephones etc.) removed from meeting rooms.</p> <p>Employees encouraged to bring pre-prepared meals, utensils and refillable drinking bottles from home and to take these away at the end of each shift.</p> <p>Sufficient parking spaces available for both cars and bikes in main car park to allow employees to travel to the workplace using their own vehicles where possible.</p>		
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Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Electrical	<p>Electrical shocks or burns from use of faulty or poorly maintained electrical equipment</p> <p>Electric shocks or burns from misuse of electrical equipment</p> <p>Electrical shocks or burns from access to fixed wiring installation</p>	Employees, visitors, contractors, public.	<p>All electrical cupboard and equipment contain appropriate electrical hazard warning signage.</p> <p>Electric shock safety posters displayed within ground floor electrical cupboard (WS2).</p> <p>Electrical installation cupboard on ground floor of WS2 and WS3 fitted with rubber insulated matting.</p> <p>Portable Appliance Testing (PAT) is performed annually for all electrical equipment. Last test performed December 2019.</p> <p>All electrical maintenance performed by qualified and competent contractor.</p> <p>Control of Contractors policy in place to instruct contractors to produce risk assessment and method statement (RAMS) for acceptance by Cashfac Solutions. All works with high voltage electricity supplies are subject to a Permit to Work.</p>	Med (6)	<p>Ensure all electrical cupboards are secured against unauthorised access.</p> <p>Ensure that an Electrical Installation Condition Report (EICR) is obtained for the fixed electrical system for both buildings and this is repeated every 5 years minimum.</p> <p>Remove all combustible materials (e.g. toilet rolls) from electrical cupboards.</p> <p>Ensure all fixed electrical equipment (e.g. water heaters and DB boards) is properly inspected and tested by a competent person.</p> <p>Ensure contractors produce risk assessment and method statement (RAMS) for acceptance by the People's Energy. All works with high voltage electricity supplies will be subject to a Permit to Work.</p>	Low (3)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Hazardous Substances & Diseases	<p>Contact with cleaning fluids and bleach</p> <p>Use of pesticides</p> <p>Exposures to Asbestos-containing materials (ACMs)</p> <p>Gas heating systems and exposure to Carbon Monoxide</p>	Employees, visitors, contractors, public.	<p>An external cleaning contractor is in place to perform office cleaning, including handling of hazardous substances, in all offices.</p> <p>Pesticides and pest control are not currently used on-site.</p> <p>Gas boilers subject to annual servicing and maintenance and gas safety checks, completed 27Aug2020.</p> <p>Building constructed after 1999 and assumed absence of any ACMs in the property.</p>	Med (6)	<p>Ensure that a specialist contractor has been employed to undertake a water risk assessment for both buildings and draw up an appropriate action plan for the monitoring, inspection and maintenance of the system.</p> <p>Ensure doors to boiler cupboards are secured at all times to prevent unauthorised access.</p> <p>Ensure COSHH assessments are available for all hazardous substances stored in steel cupboards within electrical cupboards in both buildings; where possible, replace hazardous substances with non-hazardous alternatives.</p> <p>Repair damaged gas supply valve cabinet adjacent to WS2.</p>	Low (3)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Slips, Trips and Falls	<p>Slippery surfaces due to spillages of water or contaminant (e.g. oil) or frost and ice</p> <p>Poor lighting</p> <p>Unsecure or uneven floor surfaces i.e. loose carpets/tiles</p> <p>Trailing cables/loose objects i.e. boxes, paper, trailing cables</p> <p>Carrying objects on stairs</p>	Employees, visitors, contractors, public.	<p>Internal flooring is in good condition throughout. Matting and umbrellas are available at the front doors of both buildings to keep employees dry when moving between buildings and to dry feet before entering reception.</p> <p>Kitchens available on each floor of both buildings to reduce distances over which liquids may be carried.</p> <p>Employees/contractors report any spillages to cleaner/office management, who are responsible for cleaning and drying the floor.</p> <p>‘Wet floor’ warning signs available to warn employees of any spillages.</p> <p>Stairs in the building are in good condition and all internal lighting appears sufficient.</p> <p>Car park surface generally in good condition and good overhead lighting throughout. All landscaping is clear and tidy, and all drains appear clear.</p>	Med (4)	<p>Remove additional materials stored in common and office areas, including insulation stored adjacent to the front door of the ground floor office, boxes and furniture in kitchens in WS2.</p> <p>Remove trailing cables to the rear of the ground floor office of WS3.</p> <p>Carry out regular housekeeping inspections of all internal areas.</p> <p>Where possible, remove trailing cables in Comms rooms; alternatively, clearly mark any cables that pass across pedestrian areas with clear hazard warning tape and/or cable runners.</p> <p>Repair damaged curbs to the front of WS3 building.</p> <p>Ensure there is a contract in place with a local contractor for the removal of snow and ice in external areas.</p> <p>Employees undergo training on best practices for slips, trips and falls as part of their initial Health and Safety induction plan.</p>	Low (2)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Lone Working and Security	<p>Employees suffer injury or ill health whilst out of the office (e.g. working remotely)</p> <p>Employees subject to violent behaviour whilst out of the office or working alone in the office</p> <p>Cleaners working alone outside of normal hours suffering injury or ill health</p>	Employees, visitors, contractors, public.	<p>Lone working in the office is avoided wherever possible.</p> <p>Travel policy in place so that any travel to high risk areas must be approved by a director and a travel plan implemented.</p> <p>Buildings are fitted with secure code access entrances and main entrances are secured at all times.</p> <p>Intruder alarms installed in the property. Alarm is activated by last employee to leave building in the evening (based on secure card swipe).</p> <p>CCTV is installed in WS2.</p> <p>External building lights installed around the perimeter of the building and overhead street lighting in place in the car park areas.</p>	Low (3)	<p>Ensure server rooms and plant rooms secured at all times.</p> <p>Implement visitor sign-in system and ensure all visitors are escorted at all times.</p> <p>Implement schedule/process to regularly 'check-in' with employees working remotely/from home.</p>	Low (3)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Working at Height	<p>Serious or fatal injury resulting from fall from height during maintenance or cleaning activities (e.g. window cleaning) or storage of materials at height (e.g. paper, boxes etc.)</p> <p>Materials falling from height resulting in serious injury during maintenance activities or archiving</p>	Employees, visitors, contractors, public.	<p>Contractors are responsible for performing all maintenance and office cleaning – employees are not required to perform any works at height.</p> <p>There are no materials stored at height that present a hazard to those working in both buildings.</p> <p>Stairs in the building are in suitable condition, with floor coverings, nosings, handrails and structure in good condition and balustrading gaps kept to an appropriate size.</p> <p>Access to roof areas restricted at all times.</p>	Low (3)	<p>Repair/replace loose or damaged ceiling tiles in ground floor offices and Comms room and 1st floor boiler cupboard in WS2, and Comms room in WS3.</p> <p>Implement pre-use and 6-month formal inspection of stepladders and ladders.</p> <p>Contractors to produce risk assessment and method statement (RAMS) for acceptance by the People's Energy which includes appropriate risk assessments for works at height.</p> <p>Where employees are required to perform any works at height (e.g. changing lightbulbs), ensure all employees receive instruction on best practices for working at height as part of their initial Health and Safety induction plan.</p>	Low (3)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Welfare	<p>Inadequate provision of first-aid treatment, expertise and supplies/facilities</p> <p>Lack of assigned and trained first aiders</p> <p>Lack of drinking water available</p> <p>Lack of appropriate sanitary conveniences with separate facilities for men and women</p> <p>Lack of appropriate washing facilities with hot and cold (or warm) running water, soap and means of drying</p> <p>No access to suitable rest areas with sufficient seating and the means to prepare hot food and drinks</p> <p>Lack of adequate space to allow employees to perform tasks safely</p> <p>Lack of adequate ventilation and lighting and heating/cooling for indoor workspaces</p>	Employees, visitors, contractors, public.	<p>There is suitable drinking water available in employee kitchens in all offices. Hot water is also provided via water heaters/boiler supply and kettles. There are sufficient sanitary conveniences for both men and women, based on the number of employees working in the offices. All sanitary conveniences are fitted with suitable washing facilities with hot and cold water, soap and a means of drying. All offices have suitable space, lighting, ventilation and temperature is controlled at a moderate and comfortable level.</p> <p>Kitchen/break-out area available in each office area where employees can prepare hot and cold food and drinks.</p> <p>Trained first aiders are assigned across the 2 buildings, with first aid certificates displayed in the entrance to the offices to indicate who the trained first aid contacts are; there is a list of first aid contacts displayed in the kitchen areas; there is a first aid box located in each kitchen and in the 1st floor offices, which have been recently purchased.</p> <p>Plans in place to convert ground floor storage room (old Comms room) in WS2 into first aid/recovery room.</p> <p>Incident log in place for both buildings.</p>	Low (3)	<p>Ensure that locations of first aid equipment are clearly communicated to all employees and contractors.</p> <p>Ensure first aid requirements assessment performed for both offices and appropriate first aid personnel trained and assigned to each office and appropriate first aid equipment is in place.</p> <p>Ensure first aid kits are checked and restocked on a regular basis (e.g. annually).</p> <p>Ensure all employees are appropriately briefed in the process for reporting accidents/incidents and that these are recorded in the office incident log as required.</p>	Low (3)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Display Screen Equipment	<p>Pain and discomfort from overuse and poorly designed workstations</p> <p>Headaches/eyesight issues from poor lighting</p>	Employees	<p>Employees/contractors appear to have been provided with DSE workstation equipment that meets minimum standards in terms of good ergonomic design.</p> <p>Desks appear to be laid out to minimise the need for twisting or over-reaching.</p> <p>There appeared to be sufficient space beneath desks to move legs.</p> <p>Employees are provided with additional equipment where a need has been identified by the employee.</p> <p>Workstation self-assessment (DSE) carried out for all employees to ensure that the equipment and environment meet minimum standards and that the workstation can be adjusted to suit the user; additional 'home-working' self-assessment carried out for all employees required to work from home.</p> <p>Information and training provided to users on the potential health risks of DSE use and the preventive measures during DSE assessments.</p>	Low (2)	Encourage employees to take short, frequent breaks from screen and keyboard use.	Low (2)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Stress	<p>Employees subject to excessive demands (e.g. workload, deadlines, working hours and patterns)</p> <p>Employees lack of control of work to be done and environment in which it is to be done</p> <p>Lack of support to employees</p> <p>Poor work relationships, bullying and harassment</p> <p>Lack of clarity over employee role/job requirements</p> <p>Change or uncertainty in job role, requirements, strategy and availability of role.</p>	Employees	<p>Management team regularly communicate company performance to employees and address any concerns regarding performance of the company.</p> <p>Employees feel comfortable that they can approach management with any concerns relating to workload, deadlines etc.</p> <p>There appears to be no specific concerns relating to bullying and/or harassment.</p> <p>Most employees are required to work from home, with the exception of a small number of 'essential employees' required to work on-site.</p> <p>Government and local COVID-19 guidelines and advice reviewed regularly, and updates are briefed to all employees at least weekly or daily where required.</p>	Low (2)	<p>Implement a process or forum for employee feedback relating to workload, stress and morale. Consider rolling out a staff survey and determining actions based on feedback.</p> <p>Monitor absences for patterns that could be caused by work-related stress.</p> <p>Provide training to managers in how to support staff suffering from work-related stress.</p>	Low (2)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Plant and Equipment	<p>Uncontrolled movement of plant/equipment (e.g. photocopiers, shredders) whilst under repair</p> <p>Uncontrolled release of hot, hazardous or pressurised liquids (e.g. toner from photocopier)</p> <p>Pinching/trapping/crushing injuries from use of office equipment (e.g. photocopier, shredder)</p> <p>Burns from exposure to hot surfaces of office equipment (e.g. photocopier)</p> <p>Hair or clothing caught in moving parts of office equipment</p> <p>Failure of lifting equipment resulting in injury to passengers or passengers becoming trapped within lifts.</p>	Employees, visitors, contractors, public.	<p>Employees are not required to operate any hazardous plant or equipment.</p> <p>Noise in server room from servers and air conditioning is not sufficiently high to require noise protection/reduction measures.</p> <p>Photocopier/printers located in open area of offices that is well ventilated and is fitted with fixed and interlocked guards.</p> <p>Passenger lifts are subject to 6-monthly inspection, servicing and maintenance. Lift is fitted with panic alarm button which is monitored externally.</p>	Low (2)	N/A	Low (2)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Manual Handling	<p>Handling of heavy/bulky office equipment (e.g. monitors) across long or high distances, in restricted spaces or on uneven/sloping surfaces</p> <p>Cuts and abrasions</p> <p>Dropping of loads causing injury or damage</p>	Employees, visitors, contractors, public.	<p>Most lifting is restricted to smaller loads, easily lifted by a single person.</p> <p>All heavy and/or bulky items are stored appropriately in all offices.</p> <p>Cleaning contractors are required to empty office bins and transfer waste into external waste bins. Cleaners are subject to cleaning contractors' risk assessments.</p> <p>Some trolleys located within both buildings to aid in manual handling activities.</p>	Low (2)	<p>Ensure trolleys are subject to pre-use checks and a formal inspection every 6 months.</p> <p>Provide information and instruction to all employees with respect to good manual handling practices.</p> <p>Contractors to produce risk assessment and method statement (RAMS) for acceptance by the People's Energy which includes appropriate risk assessments for manual handling processes.</p>	Low (2)

Area / Activity	Hazards / Issues	Groups at Risk	Existing Control Measures	Initial Risk Value	Controls Measures Required	Residual Risk Value
Fire	<p>Ignition of combustible materials by smoking on premises by employees or visitors/contractors</p> <p>Fire caused by deliberate arson attack</p> <p>Use of portable heaters close to combustible materials</p> <p>Fires resulting from the buildup of combustible materials</p> <p>Fires resulting from the storage of combustible materials close to sources of ignition</p> <p>Hazardous (flammable) materials not stored appropriately</p> <p>In the event of fire, occupants may not have sufficient means of escape from the property to a place of relative and/or ultimate safety</p>	Employees, visitors, contractors, public.	See separate Fire Risk Assessment report for office.			

5 Action Plan

Area / Activity	Action	Priority	Assigned To	Required Completion Date	Actual Completion Date
COVID-19	Ensure that all employees and visitors wear face coverings in all communal areas, including entrances, hallways, stairwells, toilets and kitchen areas when moving around these areas; install appropriate signage to remind employees at entrances and throughout communal areas of the building.	Med	JS	16-Oct-2020	
COVID- 19	Install signage at elevator doors on ground and first floors to indicate appropriate social distancing, to restrict use of elevator to 1 person at any time and to encourage employees to use stairs wherever possible.	Med	JS	31-Oct-2020	
COVID- 19	Prop open any non-essential doors (fire doors must be kept closed when not in use).	Med	JS	31-Oct-2020	
COVID- 19	Ensure that all personal items are removed from shower rooms after use.	Med	JS	31-Oct-2020	
COVID- 19	Install clear signage in all kitchen areas to indicate that each kitchen must only be used by 1 person at a time.	Med	JS	31-Oct-2020	
COVID- 19	Remove fabric dish towels from communal kitchens.	Med	JS	31-Oct-2020	
COVID- 19	Ensure only one person can access the Comms rooms at any time – install instructional signage. If two people are required, provide them with suitable PPE (i.e. masks).	Med	JS	31-Oct-2020	
COVID- 19	Obtain updated Risk Assessment and Method Statement from any contractors required to access the workplaces that reflect their own controls to reduce the chance of spread.	Med	JS	31-Oct-2020	
COVID- 19	Ensure any visitors/contractors notified of the enhanced controls put in place and a record of all visitors should be kept.	Med	JS	31-Oct-2020	
Electrical	Ensure all electrical cupboards are secured against unauthorised access.	Med	JS	31-Dec-2020	
Electrical	Ensure all electrical cupboards are secured against unauthorised access.	Med	JS	31-Dec-2020	

Electrical	Remove all combustible materials (e.g. toilet rolls) from electrical cupboards.	Med	JS	31-Dec-2020	
Electrical	Ensure all fixed electrical equipment (e.g. water heaters and DB boards) is properly inspected and tested by a competent person.	Med	JS	31-Dec-2020	

Electrical	Ensure contractors produce risk assessment and method statement (RAMS) for acceptance by the People's Energy. All works with high voltage electricity supplies will be subject to a Permit to Work.	Med	JS	31-Dec-2020	
Hazardous Substances & Diseases	Ensure that a specialist contractor has been employed to undertake a water risk assessment for both buildings and draw up an appropriate action plan for the monitoring, inspection and maintenance of the system.	Med	JS	31-Dec-2020	
Hazardous Substances & Diseases	Ensure doors to boiler cupboards are secured at all times to prevent unauthorised access.	Med	JS	31-Dec-2020	
Hazardous Substances & Diseases	Ensure COSHH assessments are available for all hazardous substances stored in steel cupboards within electrical cupboards in both buildings; where possible, replace hazardous substances with non-hazardous alternatives.	Med	JS	31-Dec-2020	
Hazardous Substances & Diseases	Repair damaged gas supply valve cabinet adjacent to WS2.	Med	JS	31-Dec-2020	
Slips, Trips and Falls	Remove additional materials stored in common and office areas, including insulation stored adjacent to the front door of the ground floor office, boxes and furniture in kitchens in WS2.	Med	JS	31-Dec-2020	
Slips, Trips and Falls	Remove trailing cables to the rear of the ground floor office of WS3.	Med	JS	31-Dec-2020	
Slips, Trips and Falls	Carry out regular housekeeping inspections of all internal areas.	Med	JS	31-Dec-2020	
Slips, Trips and Falls	Ensure there is a contract in place with a local contractor for the removal of snow and ice in external areas.	Med	JS	31-Dec-2020	
Slips, Trips and Falls	Where possible, remove trailing cables in Comms rooms; alternatively, clearly mark any cables that pass across pedestrian areas with clear hazard warning tape and/or cable runners.	Low	JS	31-Mar-2020	
Slips, Trips and Falls	Repair damaged curbs to the front of WS3 building.	Low	JS	31-Mar-2020	
Slips, Trips and Falls	Employees undergo training on best practices for slips, trips and falls as part of their initial Health and Safety induction plan.	Low	JS	31-Mar-2020	
Lone Working & Security	Ensure server rooms and plant rooms secured at all times.	Low	JS	31-Mar-2020	

Lone Working & Security	Implement visitor sign-in system and ensure all visitors are escorted at all times.	Low	JS	31-Mar-2020	
Lone Working & Security	Implement schedule/process to regularly 'check-in' with employees working remotely/from home.	Low	JS	31-Mar-2020	
Working at Height	Repair/replace loose or damaged ceiling tiles in ground floor offices and Comms room and 1st floor boiler cupboard in WS2, and Comms room in WS3.	Low	JS	31-Mar-2020	
Working at Height	Implement pre-use and 6-month formal inspection of stepladders and ladders.	Low	JS	31-Mar-2020	
Working at Height	Contractors to produce risk assessment and method statement (RAMS) for acceptance by the People's Energy which includes appropriate risk assessments for works at height.	Low	JS	31-Mar-2020	
Working at Height	Where employees are required to perform any works at height (e.g. changing lightbulbs), ensure all employees receive instruction on best practices for working at height as part of their initial Health and Safety induction plan.	Low	JS	31-Mar-2020	
Display Screen Equipment	Encourage employees to take short, frequent breaks from screen and keyboard use.	Low	JS	31-Mar-2020	
Stress	Implement a process or forum for employee feedback relating to workload, stress and morale. Consider rolling out a staff survey and determining actions based on feedback.	Low	JS	31-Mar-2020	
Stress	Monitor absences for patterns that could be caused by work-related stress.	Low	JS	31-Mar-2020	
Stress	Provide training to managers in how to support staff suffering from work-related stress.	Low	JS	31-Mar-2020	
Manual Handling	Ensure trolleys are subject to pre-use checks and a formal inspection every 6 months.	Low	JS	31-Mar-2020	
Manual Handling	Provide information and instruction to all employees with respect to good manual handling practices.	Low	JS	31-Mar-2020	
Manual Handling	Contractors to produce risk assessment and method statement (RAMS) for acceptance by the People's Energy which includes appropriate risk assessments for manual handling processes.	Low	JS	31-Mar-2020	
Welfare	Ensure that locations of first aid equipment are clearly communicated to all employees and contractors.	Low	JS	31-Mar-2020	

Welfare	Ensure first aid requirements assessment performed for both offices and appropriate first aid personnel trained and assigned to each office and appropriate first aid equipment is in place.	Low	DM	31-Mar-2020	
Welfare	Ensure first aid kits are checked and restocked on a regular basis (e.g. annually).	Low	JS	31-Mar-2020	
Welfare	Ensure all employees are appropriately briefed in the process for reporting accidents/incidents and that these are recorded in the office incident log as required.	Low	JS	31-Mar-2020	