

Risk Assessment

| | | | | | |
|-------------------------|---|----------------|----------------------------|------------------|---|
| Department | All | Site | 205 Cambridge Science Park | Persons Affected | |
| Assessor | P. Thompson | Contact | Pete Thompson | Staff | ✓ |
| Assessment Date | 17/09/2020 | | | Visitors | ✓ |
| Next Review Date | 16/12/2020 | | | Contractors | ✓ |
| Task Assessed: | Operation of business under COVID safe guidelines | | | Other | ✓ |



| Task Location or Area: | Staff working from home; and Offices, workshops and laboratory occupied by Origami Energy, the access to and from the those areas and use of communal facilities such as toilets and shower room | Risk Score and Rating | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|---|----------------|------------|------------|-------------|-------------|----------|---------------|------------|----------------|------------|--------------|----------------|--------------------|----------|-------------|---------------|-----------------|---------------|------------|--|------------|---------------|-----------|--|--|
| | | <table border="0" style="font-size: small;"> <tr> <th>Consequence</th> <th>Likelihood</th> <th>Risk Score</th> <th>Risk Rating</th> </tr> <tr> <td>1 No Injury</td> <td>1 Remote</td> <td>5 10 15 20 25</td> <td>1 to 8 Low</td> </tr> <tr> <td>2 Minor Injury</td> <td>2 Unlikely</td> <td>4 8 12 16 20</td> <td>9 to 15 Medium</td> </tr> <tr> <td>3 Lost Time Injury</td> <td>3 Likely</td> <td>3 6 9 12 15</td> <td>16 to 25 High</td> </tr> <tr> <td>4 Severe Injury</td> <td>4 Very Likely</td> <td>2 4 6 8 10</td> <td></td> </tr> <tr> <td>5 Fatality</td> <td>5 Certain/Imm</td> <td>1 2 3 4 5</td> <td></td> </tr> </table> | Consequence | Likelihood | Risk Score | Risk Rating | 1 No Injury | 1 Remote | 5 10 15 20 25 | 1 to 8 Low | 2 Minor Injury | 2 Unlikely | 4 8 12 16 20 | 9 to 15 Medium | 3 Lost Time Injury | 3 Likely | 3 6 9 12 15 | 16 to 25 High | 4 Severe Injury | 4 Very Likely | 2 4 6 8 10 | | 5 Fatality | 5 Certain/Imm | 1 2 3 4 5 | | |
| Consequence | Likelihood | Risk Score | Risk Rating | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 No Injury | 1 Remote | 5 10 15 20 25 | 1 to 8 Low | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Minor Injury | 2 Unlikely | 4 8 12 16 20 | 9 to 15 Medium | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Lost Time Injury | 3 Likely | 3 6 9 12 15 | 16 to 25 High | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 Severe Injury | 4 Very Likely | 2 4 6 8 10 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 Fatality | 5 Certain/Imm | 1 2 3 4 5 | | | | | | | | | | | | | | | | | | | | | | | | | |

| Hazards Identified | Initial Risk | | | | Control Measures Applied | Residual Risk | | | |
|---|--------------|------------|-------|--------|---|---------------|------------|-------|--------|
| | Consequence | Likelihood | Score | Rating | | Consequence | Likelihood | Score | Rating |
| Contraction of COVID-19 while working within the office premises - general precautions. | 5 | 3 | 15 | Med | Origami instructed all staff to work from home since 18:17 Monday 16th March 2020, and continue to support this as the priority until UK government guidelines dictate otherwise. | 5 | 1 | 5 | Low |
| | | | | | Origami's Business Continuity team continue to meet regularly to review the current risks to employees and productivity and update all staff on a regular basis with the precautions to be taken and any applicable guidelines. | | | | |
| | | | | | Precautions always include the UK government's recommendations and guidelines as a minimum standard. | | | | |
| | | | | | All staff have been offered and have completed Coronavirus Awareness training through our training provider, Ihasco. 73/74 active users as of 17/09/2020. | | | | |
| Contraction of COVID-19 while travelling to/for work. | 5 | 2 | 10 | Med | Origami requested that all staff stop external meetings from 13th March 2020, reducing the need to travel for work. | 5 | 1 | 5 | Low |
| | | | | | Staff have been surveyed to ascertain whether they can safely travel to work using a COVID safe method, e.g. without using public or shared transport outside of their household or bubble. | | | | |
| | | | | | Origami took the decision to let the lease on the London office expire in July 2020, temporarily extending the period that those employees work from home, but removing the risk of having to use mass transit to access the workplace. | | | | |

Risk Assessment

| Hazards Identified | Initial Risk | | | | Control Measures Applied | Residual Risk | | | |
|---|--------------|------------|-------|--------|--|---------------|------------|-------|--------|
| | Consequence | Likelihood | Score | Rating | | Consequence | Likelihood | Score | Rating |
| Employee's mental well-being suffers while working from home as a precaution during COVID-19 outbreak | 5 | 3 | 15 | Med | Origami's mental health first aiders, and other confidential support channels and guidance are available for any staff who need help with their mental well-being during the COVID-19 outbreak. | 5 | 1 | 5 | Low |
| | | | | | Employees are surveyed periodically, including questions related to their mental well-being, the results of which are shared with the BC team to action if required. | | | | |
| | | | | | Line managers meet at regular intervals to discuss methods to encourage inclusion while working remotely from each other, including but not limited to, regular team meetings, comm's channels via Slack, regular calls to staff identified as requiring support, periodic "check-in" calls with mental health first aiders for all staff. | | | | |
| Employee's physical well-being suffers while working from home as a precaution during COVID-19 outbreak | 4 | 2 | 8 | Med | Where applicable, staff have requested and been issued with office equipment in order to make temporarily working from home arrangements as comfortable as practicable. | 4 | 1 | 4 | Low |
| | | | | | Employees are surveyed periodically, including questions related to their physical well-being, the results of which are shared with the BC team to action if required. | | | | |
| | | | | | All staff have been provided with display screen equipment (DSE) training, including the ability to self assess, and accompanying stretches to ensure that they are aware of the dangers of using DSE and can take steps to mitigate the risk of injury or harm while temporarily working from home. | | | | |
| Contraction of COVID-19 while working within the office premises | 5 | 2 | 10 | Med | Employees will return to work from the office in a phases, prioritising those employees who would benefit physically or mentally from the facility, more interaction with others, or to increase productivity. Initially the office will be opened to a small group of people for one day per week to begin with, rising to five days per week if safe to do so, who have requested to use the space due to one of the aforementioned factors. | 5 | 1 | 5 | Low |
| | | | | | Grouping employees in phases, using the office on designated days of the week, ensures there is no cross infection between groups. If an employee, or someone who lives with an employee, shows symptoms of COVID-19, all of that group are requested to work from home for 14 days, and follow government guidelines with regard to testing and track and trace. | | | | |
| | | | | | Employees who have identified as clinically extremely, or clinically, vulnerable, according to latest NHS guidance, or those who live, or have close contact with, someone who is, are not expected to return to the office currently unless they choose to do so of their own choosing, and may be subject to an individual risk assessment. | | | | |
| | | | | | Safety signage has been deployed around the building advising of one way systems and processes implemented to reduce face to face contact with other employees using the workplace and to minimise infection risk. | | | | |
| | | | | | Hand sanitiser has been provided for staff use, and safety signage has been deployed around the building advising staff when and where to sanitise their hands to prevent transmission on hand contact points. | | | | |
| | | | | | "The Nest" staff break area and kitchen has been made one way, and dining space moved to the corporate wing to ensure that a safe distance can be maintained between individuals using the kitchen one person at a time, bypassing the kitchen on the one way system, and using the dining space. | | | | |
| | | | | | Yellow waste bins have been provided for staff to dispose of any material that may contain biological hazards, such as nasal excretions, to separate them from general waste. | | | | |

Risk Assessment

| Hazards Identified | Initial Risk | | | | Control Measures Applied | Residual Risk | | | |
|---|--------------|------------|-------|--------|--|---------------|------------|-------|--------|
| | Consequence | Likelihood | Score | Rating | | Consequence | Likelihood | Score | Rating |
| Contraction of COVID-19 while working within the office premises | 5 | 2 | 10 | Med | Hand contacts points have been reduced by - organising with the landlord to override the lobby entrance door during work hours to reduce the use of a keypad - the use of appliances, such as microwave, is sanitised with a dettol wipe before and after use, -the coffee machine can be operated by an app, - restrict the use of kitchenware, limiting users to one glass and cup per day - removed and installed light switches and installing ceiling sensors in meeting rooms | 5 | 1 | 5 | Low |
| | | | | | Toilets, shower and rooms are limited to one person, or persons from the same household, at a time. | | | | |
| | | | | | Safety signage has been deployed around the building reminding users of their duty to follow the precautions implemented, not to enter if they have any symptoms, to maintain safe distances, desks which are out of use to maintain safe working distances, the use of the lift by one person at a time, to close toilet lids before flushing, to open windows to increase ventilation, to remind staff not to share equipment and stationary and maximum occupancy of meeting rooms. | | | | |
| | | | | | Staff are instructed not to enter laboratory or workshop spaces, unless specifically authorised to do so by the Health and Safety Representative, Pete Thompson, as staff operate in those areas alone without contact with other employees, subject to the Lone Working Policy. | | | | |
| | | | | | Cleaning of the offices and meeting rooms is enhanced, with deep cleans between office hours to ensure the office space is clean upon the arrival of the next employee group. | | | | |
| | | | | | Cleaning of the communal areas by managing agent is enhanced, with twice daily deep-cleaning rota (early morning before occupation and at lunchtimes). | | | | |
| | | | | | Staff are provided with anti-bacterial wipes to clean equipment they use regularly, such as keyboards, desk spaces and mice. | | | | |
| | | | | | Employees arrival on the first day using the office is staggered to allow individual inductions regarding the precautions to be taken while using the office space. Induction records are saved for reference. | | | | |
| | | | | | Walkways to and from the car park and cycle storage are marked to remind staff to maintain a safe distance in either direction. Floor markings outside office remain users of the building to keep a minimum of 2m distance from other users accessing the building. | | | | |
| | | | | | Employees are instructed to use lockers to store any personal belongings, and not to hang any clothing in the changing room | | | | |
| Workstation layouts allow people to work further apart from each other to maintain safe working distance. | | | | | | | | | |
| | | | | | Where it is not possible to move workstations further apart, use screens to separate people from each other. | | | | |
| | | | | | Maximum occupancy levels are managed to ensure that safe working distances can be maintained. | | | | |

Risk Assessment

| Hazards Identified | Initial Risk | | | | Control Measures Applied | Residual Risk | | | |
|--|--------------|------------|-------|--------|--|---------------|------------|-------|--------|
| | Consequence | Likelihood | Score | Rating | | Consequence | Likelihood | Score | Rating |
| Contraction of COVID-19 while working within the office premises | 5 | 2 | 10 | Med | Any workstations that are used by more than one persons are deep cleaned between uses. | 5 | 1 | 5 | Low |
| | | | | | Staff are required to bring their own pre-prepared food and drink wherever possible to reduce hand touch points in kitchen areas | | | | |
| | | | | | The security of the staff using the building has been considered and assessed, the internal electronic door locks are sufficient to permit only authorised users to enter our occupied areas, staff MUST NOT permit unknown persons entry behind them. | | | | |
| | | | | | No customer visits to our offices are permitted. Only reactive or preventative services contractors, or suppliers critical to the operation of the business are permitted entry, and should be planned to reduce interaction and overlap between people, for example, carrying out services outside of normal working hours. A record of ALL visitors in maintained. | | | | |
| | | | | | Protective gloves and face shields are provided for first aiders to use in the event that an employee requires urgent attention. | | | | |
| | | | | | Meeting room (Hamilton) has been designated for employees to use if they feel unwell while in the workplace, from there they can arrange for advice from the NHS while other staff are evacuated to ensure the affected person can exit the building safely. A deep clean would be undertaken before allowing any persons to re-enter. | | | | |
| | | | | | Origami is collaborating closely with Vectura, the occupier of the majority of the ground floor of the building, to ensure that their use of and access to the building is consistent with and minimises interaction with Origami staff to minimise infection risk. In particular, Origami will only use the upstairs welfare facilities and Vectura staff will use the ground floor welfare facilities. | | | | |
| | | | | | Hand driers have been isolated and paper towels provided in toilets. | | | | |
| | | | | | The inward delivery of non-essential items is restricted. All incoming goods are thoroughly wiped down to minimise infection risk, with staff wiping down goods using appropriate protective equipment. | | | | |
| | | | | | To minimise infection risk staff are informed that no personal items should be delivered to the office. | | | | |
| | | | | | Employees are not provided with additional Personal Protective Equipment related to the transmission of COVID-19, as the office space is not a high transmission risk area, and the provision of PPE itself adds risk due to the nature of using, removing and disposing of it. | | | | |
| | | | | | Face coverings are provided for visitors not in the employ of Origami to the office as they would normally be accessing multiple sites/persons per day and are a higher transmission risk. | | | | |