

## MRE COVID-19 Risk Assessment

(Effective from 1<sup>st</sup> April 2022 in England, and 18<sup>th</sup> April 2022 in Scotland)

This risk assessment supersedes the following risk assessments: -

- AET RA Return to office – revision 11 – 220222
- Ely Fuel Office RA return to office – revision 12 – 230222
- Fibrophos RA working during outbreak - revision 12 – 230222
- PS Sites RA working during outbreak – revision 15 – 230222
- Woodbridge RA return to office – revision 14 - 230222
- CLP RA Bolton return to office February 2022 Revision 11
- CLP RA Generic sites working during outbreak February 2022 Revision 12

Assessment of Risks	Who might be harmed	Controls Required	Additional Controls	Risk Rating: High / Medium / Low
Potential risk to employees whilst in the workplace  (All employees are expected to attend the workplace as per their contract of employment unless working remotely under the hybrid working policy in agreement with their Line Manager).	Employees	Information to be circulated to staff relating to this risk assessment.  Any future changes in guidance or communications from the UK Government regarding COVID-19 to be circulated within MRE by the Senior Management Team as necessary.	RA to be available on the group Intranet	Low
	Employees / Contractors / Visitors	If an employee presents symptoms of a respiratory infection (including COVID-19), such as a high temperature or they generally feel unwell, they should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and no longer have a high temperature.	The MRE sickness absence policy applies in all cases of illness and employees should notify their line manager in all cases where they do not feel well enough to attend work  There is no longer a requirement to notify MRE if you have taken a COVID-19 Test and received a positive result.	Low

	Employees / Contractors / Visitors	Promotion of good Hand hygiene via handwashing or the use of hand sanitiser in the workplace.	Sanitiser to continue to be available in key locations at all sites and offices within MRE.	Low
Risk to employees who are at a higher risk e.g. vulnerable individuals or who have any special needs e.g. due to disabilities	Employees	Any staff member who has previously been classed as vulnerable or has any specific health concerns should discuss this with their Line Manager and HR Team.	HR Team to discuss risk mitigations with employees who raise concerns as appropriate.	Medium
Transmission of virus through lack of ventilation in working areas.	Employees / Contractors / Visitors	Ventilation into offices and buildings to be optimised where possible to ensure the maximum flow of fresh air supply to all areas is provided wherever possible.	Desk and ceiling fans can also be used to improve circulation where there is good ventilation.	Low
Transmission of virus through incorrect cleaning / hygiene measures	Employees	Regular cleaning to be carried out, with frequency to be agreed locally with cleaning staff/contractors to reduce transmission of general virus' / germs, with special attention given to frequency of cleaning in high touch point areas.	RA for general cleaning operations (either internal or external) to be agreed locally.	Low
Transmission during staff to staff contact e.g. meetings	Employees	All meeting rooms are available to be used and there are no restrictions on numbers able to attend face to face meetings.  Windows should be opened to maximise fresh air into meeting rooms where possible, as an alternative, meetings can be conducted outside in good weather if space is available.  Microsoft Teams meetings will remain an option and will continue to be available for use reducing the need for travel in some circumstances.	MRE shall continue to support employees if they wish to wear face coverings in enclosed or crowded areas such as meeting rooms, however it should be noted that only approved PPE face masks are permitted for use in designated PPE areas at sites.	Low
Transmission during face-to-face contact with contractors or visitors	Employees / Contractors / Visitors	Site permit offices should continue to use the screens fitted to provide a barrier between individuals or continue to use the floor markings implemented to allow for distancing during issue of work permits.	There is no longer a requirement to consider COVID-19 within task specific risk assessments.	Low

		A record of all contractors and visitors to be maintained using the signing in and out books in the usual way.	Inductions should continue to be completed remotely by contractors where possible as per existing arrangements.	
Transmission of virus through contact with delivery drivers	Employees / Drivers	Fuel delivery drivers to remain in their cabs as much as possible in line with Health & Safety requirements.  Fuel delivery drivers to have access to toilet and hand washing facilities on site.	Site teams to ensure that these provisions continue to be in place at their site.	Low
Transmission of virus whilst undertaking training	Employees	Face-to-face training courses can be undertaken by employees on or offsite. Online training is also able to be utilised where required for employees to ensure maintenance of core skills and to meet training requirements	To be managed locally as per site needs.	Low
Transmission of virus to all employees whilst travelling for business purposes (e.g. between sites)	Employees	Travelling between sites or for business purposes is permitted although remote options should also be considered depending on the nature/requirement for the trip.  If any requirements for face coverings are in place for public transport (e.g. air travel) or in certain areas (e.g. Scotland until 18/04/22) then employees are expected to comply with these requirements as necessary.	Travel requirements are to be managed between individual employees and their line managers.	Low