

Covid-19 Risk Assessment on Return to Office Plan

Petroineos Trading Limited & PetroChina International (London) Co., Ltd

Address: The Adelphi, 1-11 John Adam Street, London
WC2N 6HT

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Reviewed by Petroineos Crisis Response Team

Approved By Gong Wang



Pre Assessment	Y/N	Notes
Planning and implementing new measures based on latest Return to Office Schedule:	Y	All measures are discussed and completed by The Crisis Response Team (CRT).
Established COVID-19 response team comprising: <ul style="list-style-type: none"> • Human Resources • Occupational Health • Facilities/Buildings Management • Health and Safety • Communications • Staff Reps/Unions 		
Encouraging behavioural change:		
<ul style="list-style-type: none"> • Communicating new behavioural rules • Monitoring behaviour 	Y	All staff have been sent new operational rules.
Having steps in place for challenging rule breaking behaviours?	Y	Breach of rules will be managed under the Company's Disciplinary process

Hazard/Objective	Action	Done N/A	Further control
<p>Hazard: Staff unaware of new protocols.</p>	<p>Engage with business leaders and staff to agree new procedures.</p>	<p>Y</p>	<p>Communications sent to all staff when significant changes are made to company policies and procedures.</p>
<p>Objective: Training/staff briefing in preparation for return to work.</p>	<p>Allow opportunity for staff to ask questions prior to return.</p>	<p>Y</p>	<p>Summary of Office rules and reminders of policies sent out prior to anyone coming into the office.</p>
<p>Hazard: Transmission through insufficient hand hygiene protocols.</p>	<p>Inform all staff of new procedures. Circulating "COVID secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave Pass information to staff with language barrier or communication difficulties.</p>	<p>Y</p>	<p>Video has been recorded for temperature check procedure.</p>
<p>Hazard: Transmission through insufficient hand hygiene protocols.</p>	<p><i>Visual information not written is preferable.</i> Provide paper towels, soap, sanitiser. Order increased amount of products.</p>	<p>Y Y</p>	<p>Paper towels, soap, sanitiser provided throughout floor and sanitiser available on entry to building.</p>
<p>Objective: To facilitate good hand hygiene.</p>	<p>Provide adequate number of bins for disposing paper towel and increase waste disposals.</p>	<p>Y</p>	<p>Facial mask bins are provided</p>



	<p>Use signs and posters to increase awareness of good handwashing technique.</p>	<p>Signs and posters are placed around the office to increase awareness of good handwashing technique</p>
<p>Managers to reinforce Government health messages: <i>Catch it, Bin it, Kill it.</i></p>	<p>Y</p>	
<p>Increase cleaning in the workplace.</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Y</p>	
<p>Hazard: Transmission through touching contaminated surfaces.</p>	<p>Ensure access to suitable cleaning materials and PPE.</p> <p>Y</p>	
	<p>Put in place rigorous checks carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Y</p>	
	<p>Clean desk policy – instruct staff desks must be cleared at end of working day to facilitate cleaning.</p> <p>Y</p>	
	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Y</p>	<p>Line Managers should be aware of where their team members are working (home or office) and a daily and weekly list is maintained by the CRT.</p>



		<p>2m distancing policy in place where possible. facemasks must be worn when not at workstation and when talking directly to someone within 2m distance. Office capacity limited to 50%. Screen barriers used where 2m workstation distancing cannot be met. No workstations less than 1.5m apart. No direct face to face seating permitted. Staff encouraged to stagger arrival and departure times. Floor markers in place to remind of social distancing.</p>
<p>Hazard: Transmission through exhaled droplets or cough by infected person.</p>	<p>Take steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p>	<p>Liner managers and Operational Risk are now keeping a record of each day attendees.</p>
<p>Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites</p>	<p>Establish maximum safe occupancy for offices and working areas.</p>	<p>2m distancing policy in place where possible. Facemasks must be worn when not at workstation and when talking directly to someone within 2m distance. Office capacity limited to 50%. Screen barriers used where 2m workstation distancing cannot be met. No workstations less than 1.5m apart. No direct face to face seating permitted. Staff encouraged to stagger arrival and departure times. Floor markers in place to remind of social distancing.</p> <p>Priority area is the trading floor for Trading, Chartering, Operations and Analysis teams. Approaches to seating by other teams will vary but</p>

will involve rotation of fixed teams. Currently we have staff on voluntary basis.

Hazard:
Work areas

Reduce the need for staff to move around where possible. **Y**

Move workstations 2m apart or use every other desk (tape off desks not in use). **Y**

If it's not possible, use screens to separate workstations. **Y**

Use floor markings to denote safe distancing where appropriate. **Y**

System to record who has used desk for tracking purposes. **Y**

Make adjustments to rotas /work patterns to facilitate social distancing. **Y**

Reduce the number of people each person has contact with through changes in work patterns. **Y**
For instance, fixed teams, 'bubbles', partnering.

Hazard:
Working hours

New seating plan on the central trading floor is arranged and protective measures are in place

To be used on request by Department Head only



<p>Hazard: Working with others</p>	<p>If possible, cancel face to face training or move to virtual training.</p>	<p>Y</p>	<p>Virtual meetings where possible.</p>
<p>Hazard: Training</p>	<p>Avoid the use of hot desks.</p>	<p>Y</p>	<p>Avoided where practicable to do so.</p>
<p>Hazard: Hot-desking</p>	<p>If not possible to avoid hot desking, can you consider providing all staff with own mouse and keyboard.</p>	<p>N</p>	<p>Cleaning will be arranged after each user.</p>
	<p>Provide cleaning materials on desk to be cleaning between users.</p>	<p>Y</p>	<p>Cleaning will be arranged after each user.</p>
	<p>System to record who has used hot desk for tracking purposes.</p>	<p>Y</p>	
	<p>Replace face to face meeting with virtual meetings where possible.</p>	<p>Y</p>	<p>Use of virtual meetings encouraged, in particular for cross department meetings</p>
<p>Hazard: Meeting rooms</p>	<p>Are plans in place if a face to face meeting is necessary?</p>	<p>Y</p>	<p>Meeting rooms limited to business critical use only. Limited number of uses per day, with regular cleaning scheduled. Facemasks to be worn in meeting rooms at all times. Limited capacity per room enforced. Short meetings encouraged. No shared food or beverages allowed.</p>
	<ul style="list-style-type: none"> ● Equipment should not be shared between staff ● Limit use of high-touch equipment in the workplace, e.g. whiteboards, pens, etc. ● Provide plenty of pens. <p>Keep meeting as short as possible. Keep room well-ventilated.</p>		
	<ul style="list-style-type: none"> ● Notices up to remind occupants of above. 	<p>Y</p>	<p>Signage in the meeting rooms.</p>



	System in place to record who has used room for tracking purposes.	Y	Reception will keep this record and manage the bookings. After each meeting rooms will be cleaned.
Hazard: Doors	Prop open doors* where possible to minimise risk of handles. *Not fire doors. Plexiglas screen on reception.	Y	Screens are provided
Hazard: Reception	Encourage meetings by audio-visual/phone/outdoors where possible. Notices to inform of arrangements for visitors. Arrange deliveries to allow social distancing.	Y	External visitors and meetings need to be approved by CRT.
Hazard: Visitors/deliveries	Notices to inform of arrangements for deliveries. Notice to remind people with symptoms or possible exposure to virus not to enter. Restrict use of kitchen facilities. Signage as a reminder of restrictions.	Y	Max 2 people at one time in the kitchen
Hazard: Kitchen	Provide spray cleaners and hand sanitisers in kitchen area. Provide bottled water. Advise staff to bring own food/drinks. Remove kettles and coffee machines if possible.	Y	Staff to be instructed on sanitising before and after use. Signs are in place.



	Signage to remind staff to wipe down kettle handle/coffee machine/fridge door handle/ taps etc. in kitchen before and after use.	Y	
	Where people congregate, mark out 2m on floors i.e. by water cooler.	N	No seating/No eating permitted
Hazard:	Hand cleaning suppliers in eating areas.	N	
Canteen	Rearrange tables to allow 2m distance between users.	N	No seating/No eating permitted
	Clean and disinfect tables in line with guidance.	N	No seating/No eating permitted
	Restrict number of users of toilet facilities.	Y	
Hazard:	Waiting area outside toilets to have 2m distance marked out with floor markings.	Y	
Toilets/changing areas	Hand soap and disposable towels in toilet area.	Y	
	Showers/changing facilities:	Y	Gym on 5 th floor is closed to all staff members.
	Rearrange lockers to allow social distancing.		Showers are open and everyone should follow building management guidelines and social distance markers.
	Shower rooms – floor markings to allow social distancing queueing.		
	Notices to remind/reinforce new measures.	Y	
	Limit number of users.	Y	
Hazard:	Prioritise use of lifts for people with disabilities.	Y	
Lifts	Reduce the maximum number of people in a lift so distance can be maintained.		

Establish safe queuing system.		
Mark out safe distances on floor.		
Encourage occupants to stand back to back.		
Notices to remind/reinforce new measures.		
Reduce congestion.		
Removal of reception furniture.		
Use one-way system through doorways.		
Use stairwell and not lifts where possible.		
Hazard:		
Arriving and leaving work		
Hand sanitiser by entrance.	Y	
Instruct everyone to use one entering building/office.		
Temperature checks on arrival:	Y	Procedure in place if staff member fails first test.
If using temperature checks, has medical advice been given from doctor e.g. on what temperature is acceptable?		Guidance provided in the isolation room. No PPE required to supply because this is automatic temperature checking machine.
Consent form staff to take temperature. – We gathered opinions on this but didn't formalise as consent.	Y	
Stagger work hours.	Y	
Signs by bike racks reminding people to respect social distancing.	Y	Building Management



<p>Hazard: Shared office space</p>	<p>Water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease.</p>	<p>Y</p>	<p>Water systems have a routine flushing regime.</p>
<p>Hazard: Water systems/legionella</p>	<p>Does client have air conditioning units?</p>	<p>Y</p>	
<p>Hazard: Ventilation systems</p>	<p>If so, has advice been sought regarding restarting them again safely? First aiders should be instructed to identify at-risk situations and in any non-emergency situation, the potential for symptoms should be assessed prior to giving advice/administering first aid and where possible, should be delivered while maintaining a distance of more than 2m.</p>	<p>N/A</p>	<p>PPE supplied to first aiders when they return to the office. First Aiders to receive Covid-19 training.</p>
<p>Hazard: Administering first aid</p>	<p>Adequate PPE supplied for first aiders? <ul style="list-style-type: none"> • Disposable gloves • FFP2 face masks • Disposable plastic apron Eye protection Alcohol hand sanitiser and masks available for patient.</p>	<p>Y</p>	<p>PPE has been ordered and in office.</p>
<p>Objective: Facilitate safe procedures when social distancing not possible when administering first aid.</p>	<p>First aiders trained in safe resuscitation methods: <ul style="list-style-type: none"> • Do not put face close to patient's face (i.e. to check breathing). • Do not give mouth to mouth. </p>	<p>Y</p>	<p>First aiders to be debriefed on arrival back to the office.</p>



	<ul style="list-style-type: none"> Put mask over patient's mouth/nose before starting chest compressions. A defib can be deployed without risk. Correct donning and doffing of PPE advised. 	Y	
	Disposal methods for used PPE in place.	Y	
	Are all key staff aware Fire Regulations are unchanged?	Y	Email sent to Fire Wardens.
Hazard: Fire	Fire doors must not be propped open	Y	
	Cleaning regime of door handles/buttons fire doors are in use.	Y	
Objective: Facilitate safe procedures when social distancing not possible in emergency situation.	If emergency plans to gather in assembly area/muster point require close contact, review processes to incorporate distancing.	Y	Alternative fire evacuation rules in place. No muster point in place so that staff disperse.
	Do any of workforce require a PEEP (personal emergency evacuation plan?)	N	Personal Emergency Evacuation Plans will be devised if required.
	Evac chair part of evacuation plan?	N	Building management do not supply.
	Arrange to contact staff by mobile. Ensure all staff contact details are up to date.	Y	Line managers to contact their teams.
	Plan for the minimum number of people needed on site to operate safely and effectively.	Y	Numbers to be reviewed on a regular basis. Priority offered to Trading, Chartering, Operations and Analysis roles.
Hazard: Too many people on site.	Ensure people who can work from home continue to do so.	Y	Homeworking still in place as a temporary arrangement in order to support reduced office attendance and social distancing.



<p>Objective: That everyone should work from home, unless they cannot work from home. Homeworking reduces the spread of the virus.</p>	<p>Review staff job roles in order to facilitate home working.</p> <p>Methods in place to monitor the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce.</p> <p>Establish communication method to keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</p> <p>Provide equipment for people to work at home safely and effectively, for example, remote access to work systems.</p> <p>Does any staff member have condition putting them at enhanced risk?</p> <p>Key staff (managers, HR, Occupational Health, should be aware of staff who fall into vulnerable and extremely vulnerable category.</p> <p>Staff in vulnerable category Assess case by case. Staff in this category who cannot work from home and wish to return to work offered additional protection at work.</p> <p>Staff categorised as extremely vulnerable No extremely vulnerable staff should be expected to come to work during the pandemic crisis. Ensure extremely vulnerable staff are helped to work from home, either in their current role or in an alternative role.</p> <p>Systems in place for Managers to stay in touch with vulnerable or extremely vulnerable staff to ensure they are not feeling isolated</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Line Managers to ensure regular contact with all homeworkers, MS Teams groups and coffee catch ups.</p> <p>Procedures in place.</p> <p>Any staff member at enhanced risk to be assessed on an individual basis.</p>
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	<p>Ensure all staff understand rules on self-isolation and agree to adhere to them.</p>	<p>Y</p>
<p>Hazard: People who need to self-isolate</p>	<p>Arrangements planned for workers: Who have symptoms and must self-isolate for 7 days. Who share a household with others where one has symptoms and must self-isolate for 14 days.</p>	<p>Y</p> <p>Responsible person to be kept updated with government guidance.</p>
<p>Objective: To make sure individuals who are advised to stay at home under <u>existing government guidance</u> do</p>	<p>Systems in place for Managers to stay in touch with vulnerable or extremely vulnerable staff to ensure they are not feeling isolated.</p>	<p>Y</p>
<p>not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms and those who are advised to self-isolate as part of the <u>government's test and trace program</u>.</p>	<p>If anyone becomes unwell with, they will be sent home and advised to follow the stay at home guidance. Are clear guidelines provided for all staff and for line managers on actions to take if unwell?</p>	<p>Y</p> <p>Line managers will maintain regular contact with staff members during this time.</p>
	<p>Actions if someone shows the signs of COVID-19:</p> <ul style="list-style-type: none"> • Keep person 2m away unless wearing PPE. • Provide them with a mask and keep others away. • Line manager to make arrangements for them to go home and keep them isolated in the agreed site isolation area until they leave site. • (Have isolation area in place). 	
	<p>If the patient is significantly unwell, e.g. extremely short of breath, contact the site emergency response team and/or 999 and advise them of the potential of COVID-19.</p>	

<p>Hazard: Equality: Employers should be mindful of the particular needs of different groups of workers or individuals. And seek to accommodate workforce demographics - age, BAME vulnerability, mental health, health, pregnancy.</p>	<p>Involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any measures you are considering implementing inappropriate or challenging for them. Make reasonable adjustments to avoid disabled workers being put at a disadvantage. Make sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</p>	<p>Y Y Y</p>
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