WORKDRY INTERNATIONAL

COVID-19 Risk Assessment

The purpose of this risk assessments is to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures.

This risk assessment has been prepared as a generic template in response to the emerging risks associated with the Coronavirus (COVID-19) pandemic. It is intended as a guide to assess common risks associated with COVID-19 and ensure the workplace is Covid secure.

Each of Workdry International's branch locations will have specific risks associated with the nature of the business undertaken at that location; for example, the risks associated with a large open plan office with minimal staff will be very different to an office with a public facing area associated within it.

At each location, a separate individual risk assessment has been carried out and it is vital that a record of these risk assessments is maintained.

Of course, as we learn more about the virus and working practices change, we need to reassess risks, review procedures, and update recorded assessments, as necessary. Any such reassessment and subsequent review should include all relevant employees, who should also be informed of resulting changes.
The government's guidelines and Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.

Hazard / Risk areas	Persons at risk	Implemented Control measures to mitigate risk	Remaining Risk Level
Higher risk group employees	Clinically extremely vulnerable & clinically vulnerable employees Clinically extremely vulnerable individuals s who live with employees. Individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.	• Clinically extremely vulnerable individuals have been strongly advised not to work outside the home, this is the shielding category and will continue to shield until government advice is update. • Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see government guidance), have been asked to take extra care in observing social distancing and should be helped to work from home where possible. • If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, then you must discuss what options are available with the HR department, this will involve a clinically vulnerable workplace assessment. • Enabling workers to work from home while self-isolating if appropriate. • Locations set up to reduce interaction and enable social distancing as much as possible.	Low

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Number of employees required	Staff Visitors Contractors	- An assessment undertaken to identify staffing levels required to attend work premises in order for the business to operate safely with regards to space restrictions and social distancing measures. - Where required staff will be requested to work remotely from home for the foreseeable future (provided it does not interfere with workload commitments). - Working from home self-assessment display screen equipment to be completed and returned to H.R. dept - Line managers to keep in regular contact with staff working from home - Mental health advice and support available through able futures.	Low
Access / egress to site Arriving & departing the workplace	Staff Visitors Contractors	- Restrict access to site and all non-essential visitors and limit the number of visitors at any one time - Encouraging visits via remote connection or remote working for visitors where this is an option - Signage to be displayed at site entrances and reception areas providing clear guidance on social distancing and hygiene measures - Reception staff to sign visitors in/out - Social distancing to be maintained by continuing to limit social interactions by staggering start/finish times and lunchtime where appropriate - Monitor site access points to enable social distancing – to change the number of access points, either increase to reduce congestion or decrease to enable monitoring - Remove or disable entry systems that require skin contact e.g. fingerprint scanners - Require all staff, visitors, contractors to wash or clean their hands before entering or leaving the site - Allow plenty of space (two metres) between people waiting to enter site	Low
People Moving around buildings or worksites.	Staff Visitors	- Reducing movement by discouraging non-essential trips within buildings and sites - Work has been arranged where practical so that staff are able to maintain the government	Low

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	Contractors	guidelines for social distancing based on our industry • Staff activities are segregated where practical to promote 2 meters distance • A one-way pedestrian flow system will be implemented where practical and visual aids, such as floor strips, signage are used for maintaining two meters distance. • Where possible, staff should allow others already on stairs to complete their journey before going onto the stairs • Social gathering amongst employees have been discouraged whilst at work.	
Activities where close proximity cannot be avoided, or work cannot be redesigned	Staff Visitors Contractors	• All individual work activities will be assessed to consider whether that activity needs to continue for the business to operate and if so, we will Implement mitigating actions to reduce the risk of transmission between staff such as: • Increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. 15 minutes when practical • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). • Consider PPE as a last resort. Further information in Workdry guidance, states use of PPE not required for COVID-19 in workplace that is not a clinical setting	Low
Static workstations.	Staff	• Managed occupancy levels to enable social distancing. • Workstations arranged to be 2 metres apart where possible • Where it is not possible to move workstations further apart, install Perspex screens to separate people from one another and arranging people to work side by side or facing away from each other rather than face-to-face. • Workstations assigned to individuals as much as possible • Workstations that have to be shared must be assigned to the smallest possible number of	Low

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		people. Assign a team and keep them together • Hot desking should be avoided, where this is not possible, i.e. reception, or training facilities, clean workstations between different occupants including shared equipment. • Avoid sharing equipment, tools stationary	
Common areas canteens toilet facilities	Staff	• Canteen with limited seating options in place with staggered entry to maintain social distancing rules. • Staggered breaks to aid social distancing • Cleaning equipment available for use to clean common touch items, kettles, microwave, fridge, tables, and chairs after each use and staggered break • Use safe outside areas for breaks • Signage/markings displayed in common areas to aid social distancing and hygiene • Cleaning guidance / inspection sheets to be displayed in common areas and signed off as completed. • Frequency of cleaning arrangement increased across all locations. • Provide paper towels as an alternative to hand dryers • Regular disposal of waste with bin bags provided	Low
Holding meetings	Staff Visitors Contractors	• Using remote working tools to avoid in-person meetings as much as possible. • Always hold meetings via video conferencing (Teams/Skype) where practical • For areas where regular face to face meetings need to take place, the organiser must ensure that the designated number of people in any room is not exceeded. Use floor signage to help people maintain social distancing. • At the end of the meeting the organiser will ensure that all chair backs and tabletops are wiped down with cleaning materials • Staff must not hand shake or engage in generally close personal greetings • Provide hand sanitiser and cleaning materials in meeting rooms.	Low

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		- Where face to face meetings need to be undertaken, i.e. toolbox talks, only necessary participants should attend. All face to face meeting participants should maintain 2m separation throughout. - Hold meetings outdoors or in well ventilated rooms with adequate floor space to accommodate social distancing where practical - Avoid sharing pens and other objects	
Personal Hygiene Cleaning Requirements	Staff Visitors Contractors	- If cleaning after a confirmed case of COVID-19 then contact SHEQ department who will refer to the specific guidance and advise accordingly. - Regularly clean common contact surfaces in reception, offices, kitchens, canteens access control and delivery areas e.g. printers, scanners, screens, telephone handsets, desks, door handles, light switches, handrails particularly during peak flow times - Ensure all areas are well ventilated through open windows, air conditioning units and open doorways were possible. - Cleaning guidance / inspection sheets to be displayed in common areas and signed off as completed. - Cleaning arrangements and frequency have been increased in all areas. - Hygiene guidance is displayed such as avoiding touching face, eyes, nose, mouth, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands. Alternatively, the inside of the elbow joint - Posters are displayed that encourage staying home when sick, cough and sneeze etiquette - Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen. - Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds - Soap and water and alcohol-based hand gel are provided in the workplace in multiple locations and adequate supplies are checked and maintained. - Staff prohibited from shaking hands and general close personal greetings	Low

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		• Employees are educated on preventative care.	
Work related travel Company cars accommodation and visits	Staff	• Company car business related travel is reduced and must be authorised by immediate line managers • Minimise non- essential travel, consider remote options first • No passengers are permitted unless considered essential for business requirements. • Where not possible only individuals from the same work group can be passengers (partnering) • Only 1 passenger allowed in any one vehicle, for company cars the passenger must sit in the rear seats and to the left-hand side of the driver. • Increase ventilation when possible. • Frequent cleaning of common touch items, doors, switches, steering wheel, gear lever. • Nitrile gloves to be worn when cleaning • Wear gloves provided at service stations when refueling • Use remote payment app if available • Ensure overnight accommodation meets social distancing guidelines and the stay is centrally logged and approved at director level.	Low
Work related travel Fitters Vans & LGV Lorry	Staff	• Frequent cleaning of common touch items, doors, switches, steering wheel, gear lever. Keys • Nitrile gloves to be worn when cleaning • Wear gloves provided at service stations when refueling, • Use remote payment app if available • Hand wipes and paper towel to be used more frequently • Fixed hand washing stations to be used more frequently • Hand sanitiser gel to be provided and used before entering vehicles	Low

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Installation team vans	Staff	• Installations teams are paired as part of their role, maintain fixed pairing for two-person travel and minimise physical contact. • If fixed pairs are broken up due to holiday or sickness no other passengers can be carried outside of this pairing unless authorised by management. • Always enquire about each other's health at the start of each day • Frequent cleaning of common touch items, doors, switches, steering wheel, gear lever. Keys • Nitrile gloves to be worn when cleaning • Fixed hand washing stations to be used more frequently • Hand sanitiser gel to be provided and used before entering vehicles	Low
Sales visits and deliveries to customers sites	Staff Customers staff	• Policy procedures and guidance documents have been produced and made available for all job roles that are required to visit customers sites, to minimise person-to-person contact during deliveries to other sites. • Always follow policy and guidance documents including customers site rules and signage displayed	Low
Inbound outbound goods Handling equipment, materials, waste, and onsite vehicles.	Staff	• Direct driver from a minimum distance of 2m, to the unloading area. • Request driver to unsecure load as normal and proceed with the normal unloading process. • Always maintain social distancing throughout the delivery process and limit time spent around the delivery driver as much as possible. • Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice. • Use your own pen for signing any required paperwork, although avoiding if possible is best. • Clean goods and merchandise entering the site before handling where possible. • Enable drivers to access welfare facilities when required, always direct external drivers to welfare facilities ensuring they use hand gel before entering the premises. Do not allow	Low

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		external drivers to wander off on their own around premises. • Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. • Regular cleaning of forklift trucks, handles, controls, steering wheel • Restricting non-business deliveries, for example, personal deliveries to workers. • Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	
Communications and Training - Returning to Work & Ongoing	Staff	• Return to work policy developed and communicated, this involves a return to work assessment / induction for all employees, even those returning from working from home. • Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures. • E Learning developed and all employees will undertake this • Posters and signage displayed in prominent locations throughout all premises • Pro active monitoring of control measures in the form of specific COVID-19 inspection form	Low
Emergency situations Accidents/incident security	Staff Visitors Contractors	• Emergency procedures and first aid to be reviewed • Ensure adequate amount of first aiders and fire wardens are available. • In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe. • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	Low