

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

COVID transmission still provides a risk to the health of employees and the business, the relaxation of the measures should be done in a sensible and controlled manner and people must remain vigilant. There are still many people that are concerned about Covid 19, and you should respect individuals' personal boundaries.

This risk assessment has been prepared and reviewed as a generic template in response to the ongoing 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 safe.

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.

Following the removal of most coronavirus restrictions by the Government and devolved agencies, 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 current 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
Spread and transmission of the virus.	Higher risk group employees Individuals who were previously considered clinically extremely vulnerable (Now High Risk)	<ul style="list-style-type: none"> <li>Higher risk group employees on return to the workplace previously considered clinically vulnerable and extremely clinically vulnerable individuals. We will continue to support these workers by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians. This will involve a high-risk person's workplace assessment.</li> </ul>	Low

	<p>Individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms, tested positive for covid 19.</p>	<ul style="list-style-type: none"> <li>• Locations set up to reduce interaction as much as possible.</li> <li>• Ensure any workers who have been told to self-isolate by NHS Test and Trace do so.</li> <li>• Ensure all workers report symptoms of covid 19 and not to attend the workplace and follow current government guidance on self-isolation periods.</li> <li>• Ensure all workers who report symptoms while at work, leave the workplace immediately and follow current Government Guidance.</li> <li>• H.R dept will ensure all close contacts in the workplace are identified after a positive PCR test and instruct them to follow current Government advice / guidance.</li> <li>• Ensure workers who live in the same household as someone who has symptoms of covid 19 or has tested positive for covid 19 report this to their immediate line manager and ensure current government guidance is communicated and followed.</li> <li>• Enable workers to work from home while self-isolating, if appropriate.</li> <li>• Working from home self-assessment display screen equipment to be completed and returned to H.R. dept</li> <li>• Line managers to keep in regular contact with staff working from home.</li> <li>• Mental health advice and support available through able futures.</li> </ul>	
<p>Aerosol transmission in enclosed spaces Offices, workstations. Workshops.</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Occupied / poorly ventilated areas identified.</li> <li>• Max occupancy signs / restricted occupancy for rooms that cannot be adequately ventilated.</li> <li>• Maintain adequate levels of ventilation throughout the workplace, fully or partially open windows, use mechanical ventilation where installed, avoid setting mechanical ventilation to recirculate ensure fresh air is drawn in.</li> <li>• Physical segregation of workstations both in offices and workshops</li> <li>• Reduce movement by discouraging non-essential trips within buildings and sites.</li> </ul>	<p>Low</p>

		<ul style="list-style-type: none"> <li>• Workstations assigned to individuals as much as possible</li> <li>• Workstations that must be shared must be assigned to the smallest possible number of people. Assign a team and keep them together</li> <li>• Hot desking should be avoided, where this is not possible, i.e., reception, or training facilities, clean workstations between different occupants including shared equipment.</li> <li>• Avoid sharing equipment, tools stationary</li> <li>• Where possible, staff should allow others already on stairs to complete their journey before going onto the stairs.</li> <li>• Reduce the number of people each person has contact with by using 'fixed teams or partnering' or 'cohorting' (so each person works with only a few others).</li> </ul>	
<p>Droplet transmission through touching surfaces</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• If cleaning after a confirmed case of COVID-19 then contact SHEQ department who will refer to the <u>specific guidance</u> and advise accordingly.</li> <li>• 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</li> <li>• Ensure all areas are well ventilated through open windows, air conditioning units and open doorways were possible.</li> <li>• Cleaning guidance / inspection sheets to be displayed in common areas and signed off as completed.</li> <li>• Cleaning arrangements and frequency have been increased in all areas.</li> <li>• 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</li> <li>• Posters are displayed that encourage staying home when sick, cough and sneeze etiquette</li> <li>• Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</li> <li>• Staff have been instructed to clean their hands frequently, to wash their hands with soap</li> </ul>	

		<p>and water for at least 20 seconds</p> <ul style="list-style-type: none"> <li>• Soap and water and alcohol-based hand gel are provided in the workplace in multiple locations and adequate supplies are checked and maintained.</li> </ul>	
<p>Access / egress to site Arriving &amp; departing the workplace</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Restrict access to site and all non-essential visitors and limit the number of visitors when required</li> <li>• Encouraging visits via remote connection or remote working for visitors where this is an option</li> <li>• Controlling of visitors and keeping them separate from the workforce.</li> <li>• Signage to be displayed at site entrances and reception areas providing clear guidance on Hygiene measure and other site requirements</li> <li>• Reception staff to sign visitors in/out</li> <li>• Posters displayed to remind staff, visitors, contractors to wash or clean their hands before entering or leaving the site.</li> </ul>	<p>Low</p>
<p>Aerosol and droplet transmission Common areas Canteens, kitchen, meeting rooms</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• Meeting room &amp; canteen/kitchen (rooms can be configured to sensibly suit the attendees/users, but 1m spacing must remain between any new seating arrangements.</li> <li>• Ensure adequate ventilation.</li> <li>• Cleaning equipment available for use to clean common touch items, kettles, microwave, fridge, tables, and chairs after each use.</li> <li>• Use safe outside areas for breaks where possible</li> <li>• Posters displayed to promote good hygiene practice</li> <li>• Cleaning guidance / inspection sheets to be displayed in common areas and signed off as completed.</li> <li>• Frequency of cleaning arrangement increased across all locations.</li> <li>• Provide paper towels as an alternative to hand dryers</li> <li>• Regular disposal of waste with bin bags provided</li> </ul>	<p>Low</p>

<p>Aerosol and droplet transmission Holding meetings</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>• Using remote working tools to avoid in-person meetings as much as possible.</li> <li>• Always hold meetings via video conferencing (Teams/Skype) where practical</li> <li>• At the end of the meeting the organiser will ensure that all chair backs and tabletops are wiped down with cleaning materials</li> <li>• Provide hand sanitiser and cleaning materials in meeting rooms.</li> <li>• Where face to face meetings need to be undertaken, i.e., toolbox talks, only necessary participants should attend.</li> <li>• Hold meetings outdoors or in well ventilated rooms where possible.</li> <li>• Avoid sharing pens and other objects</li> </ul>	<p>Low</p>
<p>Aerosol and droplet transmission Work related Vehicles</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• Increase ventilation when carrying passengers by opening windows and using the vehicle ventilation system, ensure this is not set to re circulate.</li> <li>• Frequent cleaning of common touch items, doors, switches, steering wheel, gear lever. If vehicles are shared between employees i.e., Forklift trucks. Clean after every use.</li> <li>• Wear gloves provided at service stations when refueling</li> </ul>	<p>Low</p>
<p>Aerosol and droplet transmission. Installation teams / vans</p>	<p>Staff Customers employees Other contractors</p>	<ul style="list-style-type: none"> <li>• Always follow customers site specific covid rules, procedures, and signage.</li> <li>• Installations teams are paired as part of their role, maintain fixed pairing where possible and appropriate to the operation of the business.</li> <li>• Always enquire about each other's health at the start of each day.</li> <li>• Frequent cleaning of common touch items, doors, switches, steering wheel, gear lever. Keys</li> <li>• Fixed hand washing stations to be used more frequently</li> <li>• Hand sanitiser gel to be provided and used before entering vehicles</li> </ul>	<p>Low</p>

<p>Aerosol and droplet transmission.</p> <p>Sales visits and deliveries to customers sites</p>	<p>Staff Customers staff</p>	<ul style="list-style-type: none"> <li>Always follow policy and guidance documents including customers site rules and signage displayed</li> </ul>	<p>Low</p>
<p>Aerosol and droplet transmission</p> <p>Inbound outbound goods Handling equipment, materials, waste, and onsite vehicles.</p>	<p>Staff Delivery drivers</p>	<ul style="list-style-type: none"> <li>Direct driver to the unloading area.</li> <li>Request driver to unsecure load as normal and proceed with the normal unloading process.</li> <li>Limit time spent around the delivery driver as much as possible.</li> <li>Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.</li> <li>Use your own pen for signing any required paperwork, although avoiding if possible is best.</li> <li>Clean goods and merchandise entering the site before handling where possible.</li> <li>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 external drivers to wander off on their own around premises.</li> <li>Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>Regular cleaning of forklift trucks, handles, controls, steering wheel</li> <li>Restricting non-business deliveries, for example, personal deliveries to workers.</li> <li>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> </ul>	<p>Low</p>
<p>Covid 19 Communications and Training - Returning to Work &amp; Ongoing</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>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.</li> <li>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</li> </ul>	<p>Low</p>

		<ul style="list-style-type: none"> <li>E Learning developed and all employees will undertake this</li> <li>Posters and signage displayed in prominent locations throughout all premises</li> <li>Pro active monitoring of control measures in the form of specific COVID-19 inspection form</li> </ul>	
<p>Covid 19 Emergency situations Accidents/incident security</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> <li>Emergency procedures and first aid to be reviewed</li> <li>Ensure adequate amount of first aiders and fire wardens are available.</li> <li>In an emergency, for example, an accident, fire, or break-in, Normal emergency procedures take precedent over any additional Covid-19 measure.</li> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> </ul>	Low

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