

## Coronavirus COVID-19 Risk Assessment

Mark Appleton – QUENSH Manager 18<sup>th</sup> May 2020

Reviewed June 2020

Reviewed August 2020

Reviewed October 2020

Reviewed January 2021

Reviewed March 2021

Reviewed Sept 2021

Reviewed Dec 2021

### Introduction

The COVID-19 pandemic has produced the need for Hydrosave to assess the additional risks to staff, workers, customers and visitors when working at or visiting Hydrosave offices and/or our customer's sites. The main risk control will always be through isolation (working from home where possible), social distancing, personal hygiene and the last resort will be personal/respiratory protective equipment. Not only are these controls an existing obligation under health and safety law, it is also a minimum requirement requested by the Government guidance. Hydrosave has a legal and moral duty to meet and go above the benchmarks set.

This Risk Assessment will be read in conjunction with Hydrosave's other significant risk controls, our customers control measures for COVID-19 and any site rules when visiting their premises/sites. However, all Hydrosave employees have the right to refuse to work due to valid safety concerns and they are instructed to stop work and contact their supervisor/manager in such situations.

When drafting our back to work sustainability plan employee representatives and safety representative were consulted and requested to participate in finalising the last revision of the document.

This Risk Assessment will be briefed and made available to all employees of Hydrosave and posted on the website so it can also be accessed by our stakeholders. The arrangements to control risk will always follow the hierarchy of control where possible starting by eliminating the risk in the first instance and personal/respiratory protective equipment being the last resort as long as this does not affect the Company's other significant risk controls.

## Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
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### Procedure

The following procedure meets the requirements of the COVID secure guidance.

Hydrosave UK Ltd have assessed the risks of transmission of the COVID-19 virus that may arise from their work activities, the consequences of which may affect their employees, visitors, contractors, members of the public or other persons. This process also assessed the risk to work equipment, property and premises.

Site Specific Risk Assessments have also been carried out based on individual locations.

The hazard is the potential of transmission of the Covid-19 virus via contact with person and/or objects, the risk is the likelihood and severity that an employee could be infected. Also when producing this risk assessment, the Company considered its vulnerable people, e.g. employees with underlying health conditions, pregnant employees and employees who have not attained the age of 18 (young workers).

The methods used for this risk assessment are Qualitative assessment simply putting the risk rating as Low, Medium or High and Quantitative where there is a simple equation to give the risk a value. This is seen using a scale of 1-25. This equation takes the form of Severity of transmission (1-5) X Probability (1-5) improbable to frequent chance, that somebody could be contaminated by this hazards, together with an indication of how serious the harm could be. We have also colour coded the severity as shown in the below table.



<b>Assessor Name:</b> Mark Appleton	Page 2 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	--------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

The nominated competent person will undertake this risk assessment to ensure that all the significant risks are adequately controlled before commencement of work

If with all measures in place, the work is still considered to be unsafe, the nominated competent person should seek advice from their line manager.

Level of Likelihood	Severity of Hazard	Risk Rating
1. Improbable	1. No Transmission	1-5 Not significant
2. Possible	2. Transmission – low symptoms – self isolation	6-10 Low
3. Occasional	3. Transmission – mid symptoms – self isolation	11-15 Medium
4. Probable	4. Transmission – severe symptoms – admitted to hospital	16-20 High
5. Frequent	5. Fatality from transmission of virus	21-25 Extreme

X	1. Improbable	2. Possible	3. Occasional	4. Probable	5. Frequent
<b>1. No transmission</b>	Not Significant	Not Significant	Not Significant	Not Significant	Not Significant
<b>2. Transmission – low symptoms – self isolation</b>	Not Significant	Not Significant	Low	Low	Low
<b>3. Transmission – mid symptoms – self isolation</b>	Not Significant	Low	Low	Medium	Medium
<b>4. Transmission – severe – admitted to hospital</b>	Not Significant	Low	Medium	High	High
<b>5. Fatality from transmission of virus</b>	Not Significant	Low	Medium	High	Extreme

**Formula:** *Likelihood x Severity = Risk Rating*

e.g. Likelihood of 2 (Possible) x Severity of 3 (3 Transmission-mid symptoms) = Risk rating of 'LOW'

Who is at Risk: E = Employee / C = Contractor / V = Visitor / P = Public / VP = Vulnerable Persons (Tick/State all that are relevant)

<b>Assessor Name:</b> Mark Appleton	Page 3 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	--------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

Persons at risk	Employee / Contractor	Visitor	Public	Vulnerable Persons
	Yes	Yes	Yes	Yes

Task / Activity	Hazards	Risks	Initial risk			Control measures	Risk rating			Safe to work Y/N
			L	S	R		L	S	R	
<b>Returning to Work</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection.</li> </ul>	4	5	20	<p>Where employees can work safely from home then they will continue to do so unless it is unsafe on a more permanent basis due to their working environment and/or their mental wellbeing. DSE risk assessment must be completed by all employees working from home.</p> <p>When managers are deciding who will return to the office or working back on site and at what stage, vulnerable employees should be returned last where possible and placing them in the safest roles after speaking to those individuals to ensure that they are happy with the Company's recommendation and where we are not introducing other risks to them e.g. considering again their mental wellbeing. No employees will be treated differently because of their condition but they must be kept safe.</p> <p>Employees must follow any National and local restrictions measures in line with current guidance (eg: local Tier categories).</p>	2	5	10	Y
<b>Re-induction Training</b>	<b>Significant Health &amp; Safety Hazards</b>	<ul style="list-style-type: none"> <li>Injury to employee(s), incidents and or near misses.</li> </ul>	4	5	20	<p>Managers / Supervisors will re-induct all employees reminding individuals of the Company's significant risks and the control measures to eliminate or reduce the residual risk to an acceptable level. Group Employee Handbook (current versions always available via Mi-Hub) video and site specific RA should be provided.</p> <p>Employees will also be updated on the temporary and/or the permanent changes to the working procedures/processes to control the risk of contracting COVID-19.</p>	1	5	5	Y

<b>Assessor Name:</b> Mark Appleton	Page 4 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	--------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

Personal Hygiene	Coronavirus COVID-19	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>Employees are to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of properly drying them with disposable towels and not the hand dryers where possible. Where possible, hand dryers are to be disabled for the period of risk. Employees to visit: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>. For further guidance on hygiene. Where you are unable to wash your hands with soap and water, hand sanitizer gel should be used.</p> <p>Signage and hand sanitiser stations are set up around the Company premises to remind employees to clean their hands. Also employees are instructed that hand washing / sanitising is mandatory on entry/exit of the Company premises and when attending/leaving our customer's sites.</p> <p>Employees to cover their nose and mouth with tissue and/or their inner arm to catch any coughs and sneezes so to prevent droplets getting airborne, they are to dispose of any contaminated tissues in the correct manner. Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>It is mandatory to wear a face mask/covering when in any communal area of the workplace (in offices / sites) unless you have a medical exemption.</p>	2	5	10	Y
						<p>Employees are requested to avoid public transport where possible. They should consider cycling, walking or car sharing with a colleague. However, they should limit car sharing with one other person and stick with that individual where possible (creating a bubble). They must avoid facing each other as much as possible and ensure good ventilation in the vehicle by having windows down, also utilising seating within the vehicle that helps maintain maximum distancing from one another where appropriate. Where physically distancing cannot be maintained, it is required that a face covering be worn by all parties (see Employee Handbook and Managers Guide).</p> <p>Where public transport must be used, employees are required to use face coverings for the duration of the trip and also try to sit away from other people whenever</p>				
Travelling to and from work	Coronavirus COVID-19	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>Employees are requested to avoid public transport where possible. They should consider cycling, walking or car sharing with a colleague. However, they should limit car sharing with one other person and stick with that individual where possible (creating a bubble). They must avoid facing each other as much as possible and ensure good ventilation in the vehicle by having windows down, also utilising seating within the vehicle that helps maintain maximum distancing from one another where appropriate. Where physically distancing cannot be maintained, it is required that a face covering be worn by all parties (see Employee Handbook and Managers Guide).</p> <p>Where public transport must be used, employees are required to use face coverings for the duration of the trip and also try to sit away from other people whenever</p>	2	5	10	Y

<b>Assessor Name:</b> Mark Appleton	Page 5 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	--------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

						<p>possible. Civilian face masks are available in each site. Refer to TBT Training on the correct donning &amp; doffing of a face covering or mask.</p> <p>Site based employees working in pairs must be kept together as a "bubble" and not swapped around where possible. They must keep as far apart in the vehicle as possible by not using the middle seat (where applicable), open the windows for ventilation and always face forward.</p> <p>It is mandatory that face coverings are worn when sharing a vehicle (refer to Company Handbook).</p> <p>Employees should limit who they see from other households out of work to the reduce risk of contracting the virus from another family member or from a friend, and always following the latest Government guidance.</p> <p>Employees must wash hands for 20 seconds using soap and water or use hand sanitiser/wipes if soap and water are not available after filling up the vehicle with fuel at garages. Disposable gloves must be used when available. At the start of every working day, drivers should clean all the internal and external touch points in the vehicle with an antiseptic wipe or spray including the handles, steering wheel, gearstick, handbrake, fuel cap and all other controls. Cleaning products will be provided by the Company.</p> <p>Employees must avoid touching their face at all times (especially their eyes, nose and mouth).</p> <p>Employees must follow any National &amp; local restrictions measures in line with current guidance (ie: Tier categories) and adhere to Employee Handbook guidance.</p>				
<b>Travelling around site (driving at work)</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>When travelling at work on site or between site locations, employees should travel alone where possible unless you have no option but to share the vehicle due to the distance needed to travel, the risks involved with the work or working in teams. Working teams should be kept in fixed teams as a "bubble" wherever possible and not swapped around with different partners in line with Government guidance.</p>	2	5	10	Y

<b>Assessor Name:</b> Mark Appleton	Page 6 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	--------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

						<p>Wherever possible employees are to maintain a distance of two metres and avoid touching their face (especially your eyes, nose and mouth). Social distancing is a key measure in protecting yourself and others.</p> <p>Maintain good ventilation in the vehicle (e.g. keeping the windows open) and always face away from each other during the journey where possible. It is requested that face coverings are worn when sharing a vehicle where social distancing cannot be achieved (refer to Company Handbook).</p> <p>Employees to wash hands for 20 seconds using soap and water or hand sanitiser/wipes if soap and water are not available before <u>entering/after</u> getting out of the vehicle.</p> <p>Drivers are to regularly clean the vehicle, at least daily, using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during journeys as list above.</p> <p>Employees must follow any National &amp; local restrictions measures in line with current guidance (ie: Tier categories).</p>				
<b>Cleaning</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>The offices will be cleaned regularly throughout each day and the cleaning company will be instructed to concentrate on thoroughly cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as toilet sinks, door handles, printers, the reception area, using any appropriate cleaning products and methods. In addition, It is recommended that a rota for additional cleaning of high touch point areas be put in place locally at each office location for designated individuals to complete regularly throughout the day.</p> <p>Employees must ensure their work area is <u>clean and tidy</u>. <u>C</u>leaning products will be provided so that employees can also clean their work area regularly.</p>	2	5	10	Y
<b>Use of Personal / Respiratory Protective Equipment (PPE / RPE)</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>Employees will be provided with all the Personal Protective Equipment they require to complete their work safely. This will be issued free of charge and replaced on an old for new basis where applicable. Employees must look after their equipment as per the training they have received and this must be stored in a safe and dry location when not in use.</p>	2	5	10	Y

<b>Assessor Name:</b> Mark Appleton	Page 7 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	--------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

<b>Plant &amp; Equipment</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	5	4	20	<p>Task specific PPE/RPE will also be provided as required or upon request and the above requirements are also applicable. All equipment issued will meet any conformity requirements.</p> <p>Civilian disposable face masks / face coverings are available upon request (where supply is available) and washable coverings are available. <b>Wearing a face covering does not negate the need to follow social distancing and personal hygiene guidelines and these must be prioritised.</b></p> <p>Civilian masks and washable masks must not be used as task specific control measures, any breach of this policy will be fully investigated and could invoke the disciplinary procedure.</p> <p>Where applicable, plant operators e.g. fork lift truck operators or employees responsible for using pallet trucks must clean this equipment daily or more often if it is used by more than one employee.</p> <p>Managers must ensure that all statutory requirements must continue and all equipment that requires a thorough inspection, PAT Testing, Calibration or a LOLER inspection must be completed by a competent person on expiry and the Company databases updated. Any equipment expired these inspections must be removed from service and quarantined.</p> <p>Hand tools and equipment that may have been contaminated while working must be wiped down by employees, using alcohol based liquid/wipes or cleaning disinfectant, products will be made available by the relevant supervisor/manager. SDS will be reviewed so no other risk is introduced by the additional substances.</p>	2	5	10	Y			
<b>All activities</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Suspected Transmission of the virus</li> </ul>	4	5	20	<p>Employees must report immediately to their supervisor/manager if they and/or other persons that live with them show any signs of the COVID-19 flu like symptoms e.g. new persistent cough, high temperature, breathlessness, loss of taste or smell. Employees showing symptoms must not come into work or get into a Company vehicle for at least the period of time stipulated in current Government guidance on self isolation.</p>	2	5	10	Y			

<b>Assessor Name:</b> Mark Appleton	Page 8 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	--------------	-----------------------------------



# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

						Testing can be arranged for employees and/or their family that lives with them by visiting <a href="http://www.gov.uk/apply-coronavirus-test">www.gov.uk/apply-coronavirus-test</a> .				
						Further advice on this will be given by the Group's HR team.				
<b>Company Premises</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Signage, markers and barriers re: Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>Signage will be posted and positioned around the Company premises by managers restricting the use of certain access/egress points and stairs for certain departments so that employee numbers can be limited in these areas to reduce risk, however in an emergency standard procedures will be followed and the nearest exit will be used.</p> <p>Where possible signage will also be used to reference any one way routes around the premises including any floor markings that may be required.</p> <p>Office desks and workstations will be changed and/or disabled wherever possible to maintain social distancing. Where the 2m social distancing rule cannot be adhered to in the office when seated, the Company will arrange that the employees are either seated back to back, side by side and/or a protective screen is used to control the risk.</p> <p>Ventilation: where possible (to help reduce the risk of aerosol transmissions) the following should be followed - doors to remain open where possible (Do not prop fire doors open), where available windows should be fully or partially open to help increase air circulation, use air conditioning where provided to help circulate fresh air from outside (air conditioning re circulating air (ie: not drawing fresh air in) should not be used), desk/ceiling fans are not to be used in areas of poor ventilation. Areas where we are unable to increase ventilation MUST have reduced occupancy</p> <p>Employee numbers using the kitchens, toilets, meeting rooms and canteens will be reduced and controlled. Managers will decide locally on the reduced numbers. Employees should wear face coverings in communal areas when not eating or drinking.</p>	2	5	10	Y

<b>Assessor Name:</b> Mark Appleton	Page 9 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	--------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

<b>Staying away from Home</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>Employees/supervisors to be instructed by their line manager to check that any accommodation arranged by them meets the social distancing guidelines and the supplier has enhanced controls in place for cleaning the rooms etc. following guests leaving, ready for new visitors arriving.</p>	2	5	10	Y
<b>Breaks</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>Employees are to wash hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before taking their breaks and/or smoking.</p> <p>Breaks will be arranged between managers at different times so the canteen or restroom etc. will be less congested and/or employees should consider having their breaks in their vehicle or eat their cold food at their desk.</p> <p>Employees should try not to touch door handles/surfaces before/while eating respectively and wash hands for 20 seconds using soap and water or use your hand sanitiser/wipes once leaving the canteen or rest area. However, employees should not put themselves in danger following this requirement e.g. the handrail should still be used when using stairs.</p> <p>Users of the facilities are to maintain their social distance from their colleagues and/or visitors, a distance of 2m. Employees must raise their concerns to others who breach social distancing while you are seated, eating and/or drinking but be polite when doing so.</p> <p>Put all your rubbish straight in the bin and do not leave it for someone else to clear up, especially used tissues.</p> <p>Payments for food and drinks at external premises should be made by contactless wherever possible so employees are not touching money previously handled by others.</p>	2	5	10	Y
<b>Visiting and/or working on customer's sites</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>Once at the workplace employees are to keep 2 metres away from anyone, whenever possible.</p> <p>Employees must refrain from any physical contact with their work colleague(s) or anyone else e.g. don't handshake or touch hands etc. and don't touch your face. Where face to face working is essential to carry out a task when working within 2 metres of each other and another</p>	2	5	10	Y

<b>Assessor Name:</b> Mark Appleton	Page 10 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	---------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

						<p>way of working cannot be adopted, limit this to less than 15 minutes where possible. Employee's must wear a face covering where physical distancing cannot be achieved.</p> <p>Employees must follow the site safety rules including any additional measures put in place to control the risk of contracting the virus unless they feel unsafe. Employees have the right to stop work and raise any valid safety concerns to the management, however they must speak to the person putting them to work first to see if their concerns can be addressed.</p> <p>Employees are advised to take their work clothes off at the door when entering getting home, shower and/or wash hands thoroughly before touching anything in the house to prevent the potential of cross contamination at home to help protect their family or others living with them.</p>				
<b>Meetings / Inductions</b>	<b>Coronavirus COVID-19</b>	<ul style="list-style-type: none"> <li>Contraction of the virus from a person and / or objects causing respiratory infection</li> </ul>	4	5	20	<p>Meetings should be held via telephone / video conferencing where possible to limit physical meetings.</p> <p>If a face to face meeting is required, then social distancing must be adhered to, where this is not possible the following guidance should be applied: Rather than facing each other directly, position side by side or back to back. Limit the meeting to less than 15 minutes and/or face coverings should be worn. Host is to consider (if practical) having the meeting outside in the open air to help reduce risk.</p> <p>Meeting room doors is to be marked up with the maximum occupancy and signage reminding attendees to either wash hands for 20 seconds or use hand sanitiser.</p> <p>Host will carry out a brief induction to attendees on the Company's COVID-19 control measures in place for them as well as the normal safety measures.</p> <p>Host must escort visitors around the building, only meeting rooms should be used where possible, and a record of their visit must be in the signing in/out register.</p>	2	5	10	Y

<b>Assessor Name:</b> Mark Appleton	Page 11 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	---------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

						<p>Visitors must confirm that they or anyone they live with have not had confirmed COVID-19 or that they have been asked to self-isolate in the last 14 days.</p> <p>Ventilation: where possible (to help reduce the risk of aerosol transmissions) the following should be followed - doors to remain open where possible (Do not prop fire doors open), where available windows should be fully or partially open to help increase air circulation, use air conditioning where provided to help circulate fresh air from outside (air conditioning re circulating air (ie: not drawing fresh air in) should not be used), desk/ceiling fans are not to be used in areas of poor ventilation. Areas where we are unable to increase ventilation MUST have reduced occupancy and recommended that CO2 monitors are used to check ventilation is adequate.</p> <p>Employees concerned about social distancing attending inductions on site must raise this with their manager and also consider using face coverings.</p>			
<b>Visitors / Meetings</b>	<b>Coronavirus COVID-19</b>	Contraction of the virus from a person and / or objects causing respiratory infection	4	5	20	<p>Meetings should be via telephone/video conferencing where possible.</p> <p>Visitors including contractors must confirm that they or anyone they live with have not had confirmed COVID-19 within the last 7 days or that they have been asked to self-isolate in the last 14 days. Where possible this should be confirmed in advance of visiting the office location(s). Prior to the visitor attending site, the host will send out a visitor pack via email, containing Group Video, Group Handbook &amp; the site specific Risk Assessment and request confirmation from the visitor that it has been read and understood.</p> <p>If a face to face meeting is required, then social distancing must be adhered to, where this is not possible then the meeting should be limited to less than 15 minutes and/or face coverings should be worn. Host is to consider (where practical) having the meeting outside in the open air to help reduce risk.</p> <p>When entering/leaving the building all employees and visitors must use the hand sanitiser located in the reception area, where this is not available then visitors</p>	2	5	10

<b>Assessor Name:</b> Mark Appleton	Page 12 of 14	<b>Review Date:</b> 10 March 2022
-------------------------------------	---------------	-----------------------------------

# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
-------------------------------	-------------------------	-----------------------------------	---------------------------	--

						<p>must be escorted by the host to the nearest toilet so that they can wash their hands always following the latest government personal hygiene guidance.</p> <p>The visitor's book must be filled out by the visitor using their own pen where possible. Visitor names and contact details will be captured to support the UK test, track and trace programme.</p> <p>Meeting room doors should be marked up with the maximum occupancy and signage reminding attendees to either wash hands for 20 seconds or use hand sanitiser.</p> <p>Host will carry out a brief induction to attendees on the Company's normal safety measures e.g. fire alarm testing times day/times, what to do in an emergency and the location of the nearest emergency assembly point, the nearest toilets to be used and any other relevant information.</p> <p>Host must escort their visitors around the building, Visitors should be limited to the reception area, meeting rooms and toilets where possible, and a record of their visit must be recorded in the signing in/out register for traceability (this will information may be used to support the NHS Track and Trace programme).</p> <p>Visitors concerned about any of the Company's COVID-19 control measures should speak to their host so any issues can be addressed. Employees hosting the meeting(s) concerned about social distancing or anything else while in the meeting(s) should speak to their manager.</p> <p>Visitors must then sign out when leaving the premise with their own pen if possible after cleaning their hands.</p>			
<b>Non-business areas (public spaces / shops / social facilities)</b>	<b>Coronavirus COVID-19</b>	Contraction of the virus from a person and / or objects causing respiratory infection	4	5	20	<p>Where and when appropriate, ensure you are aware of what "Tier" or category the area you are working in falls into and follow local guidelines for that category. (Downloading the relevant Track &amp; Trace Application will assist this process). Always follow government advise.</p> <p>Maintain social distancing of 2 metres wherever possible to do so. Where this is not possible, 1 metre plus and keep</p>	2	5	10

<b>Assessor Name:</b> Mark Appleton	Page 13 of 14	<b>Review Date:</b> 10 March 2022
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# Risk Assessment

<b>Client:</b> All UK wide	<b>Site:</b> UK wide	<b>Job:</b> All scopes of work	<b>Task:</b> All tasks	<b>Risk Assessment Ref:</b> HYD-RA-164_V8.5
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					<p>the duration of the interaction as brief as possible (and not more than 15 minutes).</p> <p>Ensure that you wear a face covering in all areas where it is mandatory to do so and where physical distancing cannot be achieved. Wearing of a face covering in enclosed areas is encouraged and mandatory in some office settings.</p>			
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<b>Assessor Name:</b> Mark Appleton	Page 14 of 14	<b>Review Date:</b> 10 March 2022
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