

## COVID-19 Risk Assessment Record



<b>Activity Assessed:</b> Hydroscand Ltd Comprising 9 branches Mobile hose technicians Central warehouse Head office	<b>Assessor's Name:</b> Rebecca Galley	<b>Date:</b> 12th May 2020	<b>Review Date:</b> 12 <sup>th</sup> June 2020*
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### Introduction

This risk assessment has been carried out to ensure compliance with the Government's guidance for employers, employees and the self-employed on working safely during COVID-19 in different work environments. The Health and Safety Executive's website was consulted along with the following documents:

Working safely during COVID-19 in offices and contact centres	<a href="#">Link to document online</a>
Working safely during COVID-19 in factories, plants and warehouses	<a href="#">Link to document online</a>
Working safely during COVID-19 in shops and branches	<a href="#">Link to document online</a>
Working safely during COVID-19 in or from a vehicle	<a href="#">Link to document online</a>

This document is in addition to, and intended to complement our existing risk assessments, which are carried out regularly to ensure compliance with the Health & Safety at Work Etc. Act 1974, the Management of Health & Safety at Work Regulations 1999 and other associated legislation.

### Scope of the Assessment

Hydroscand Ltd operates from 9 locations in the UK. There are 53 team members in total. Currently none of them is "shielding" based on government advice.

The Sandiacre site encompasses a trade counter, our central warehouse operation and offices for the 7 head office team members. In total there are 15 people based here, 2 of whom are mobile hose technicians. There are 8 branches, all of which operate with between 2 and 4 people in the branch and between 1 and 4 mobile hose technicians.

The purpose of this document is to provide an assessment of the ways Hydroscand can control the risk of the spread of coronavirus in the workplace. It should be noted that Hydroscand Ltd cannot completely eliminate Covid-19. The format for the assessment is the HSE's qualitative five step approach to risk assessment. This approach has been adopted to enable clear understanding of the general risks present and any additional controls that may be required by the company.

*\*the assessment should be reviewed at regular intervals, in particular in the event of changes to government advice and guidelines.*

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What is the hazard?	Who might be harmed?	Controls in Place	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus in the workplace	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to site</li> <li>Cleaners</li> <li>Contractors</li> <li>Delivery Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with staff in relation business/work.</li> </ul>	<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>Managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff of another company or a visitor to site has developed Covid-19 and were recently on site (including where a member of staff has visited other workplace premises), the management team will identify people who have been in contact with them and will take advice on any actions or precautions that should be taken (Call NHS 111).</p> <p>A report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) will be made when:</p> <ul style="list-style-type: none"> <li>An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This will be reported as a dangerous occurrence.</li> </ul>	<p>Posters, leaflets and other materials are available for display.  <a href="https://coronavirusresources.phe.gov.uk/">https://coronavirusresources.phe.gov.uk/</a></p> <p>Rigorous checks must be carried out by managers to ensure that the procedures detailed in the assessment are being followed.</p>			

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		<ul style="list-style-type: none"> <li>A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This will be reported as a case of disease.</li> <li>worker dies as a result of occupational exposure to coronavirus.</li> </ul>				
		<p><b>Hand Washing</b></p> <p>Suitable quantities of hand washing facilities with soap and water will be in place, with hand washing guidance clearly indicated.</p> <p>Stringent and regular hand washing taking place. See hand washing guidance.</p> <p><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></p> <p>Drying of hands with disposable paper towels instead of air dryers.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly.</p> <p>Gel sanitisers are in place in any area where washing facilities are not readily available eg meeting rooms, remote locations.</p>	Ensure the continuous supply of soap, paper towels, emollient cream and hand sanitiser			

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		<p><b><u>Hand Washing – Mobile Technicians</u></b></p> <p>Used signs in vehicles to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Provided sufficient hand sanitiser where handwashing is not possible.</p> <p>Provided more waste facilities and more frequent waste collection if required.</p>				
		<p><b><u>Workplace Cleaning</u></b></p> <p>Frequently cleaning objects and surfaces that are touched regularly. Particularly high use items such as door handles, light switches, office equipment, etc, using appropriate cleaning products and methods.</p> <p>Waste and belongings will be removed from work areas at the end of a shift/workday.</p> <p>There will be adequate disposal arrangements for used cleaning materials and other wastes.</p>	<p>Ensure continuous supply of necessary cleaning materials and products</p>			

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		<p>Introduced enhanced cleaning of all facilities regularly during the day and at the end of the day.</p> <p><b><u>Workplace Cleaning – Mobile Technicians</u></b> Frequent cleaning and sanitisation of objects and surfaces and contact points that are touched regularly is in place. Particularly high use items such as door handles, fuel pumps and vehicle keys cleaned using appropriate cleaning products and methods.</p> <p>Encouraged staff to wash hands before boarding vehicles.</p> <p>Retained sufficient quantities of hand sanitiser / wipes within vehicles to enable workers to clean hands after each delivery / drop-off.</p> <p>Ensured waste and personal belongings removed from the vehicle at the end of a shift.</p>				
		<p><b><u>Social Distancing</u></b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap.</p>				

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		<p>Moved workstations 2m apart where possible and eliminated hot-desking.</p> <p>Used social distance floor marking / signage / barriers for trade counters, and in any other areas where queues typically form.</p> <p>Reduced maximum occupancy for trade counter areas by publishing guidelines for customers and use of signage.</p> <p>Used back-to-back or side-to-side working (rather than face to- face) whenever necessary.</p> <p>Reduced the number of people each person has contact with.</p> <p>Limited the number of visitors to site at any one time and maintained a record of all visitors to site.</p> <p>Work schedules reviewed including start &amp; finish times/shift patterns, working from home etc. to reduce number of staff on site at any one time.</p> <p>Where staff are working from home, provided suitable equipment for people to work at home safely and effectively, for example, adequate office equipment and access to work systems.</p>				
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		<p>Reconfigured seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Conference calls will be used instead of face to face meetings. Only necessary participants will attend meetings and will maintain 2m separation throughout.</p> <p>Limited, restricted where possible, use of high-touch items and equipment, for example, printers or whiteboards.</p> <p>Avoided transmission during meetings, for example, avoid sharing pens, phones, computers, or other objects.</p> <p>Social distancing implemented and adhered to in canteens, rest rooms, smoking areas, exits and entrances. Safe outside areas will be used where possible.</p> <p>In an emergency, for example, an accident or fire people do not have to stay 2m apart if it would be unsafe.</p>				
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		<p><b><u>Social Distancing – Mobile Technicians</u></b></p> <p>Mobile Hose Technicians will be based from home as much as possible and only visit branches where necessary, e.g. to collect stock.</p> <p>Avoided multiple occupancy vehicles where safe to do so. Vehicles will not be shared if possible. If it is not possible to keep a 2m distance in a vehicle, additional safety measures to be implemented.</p> <p>Implemented back-to-back or side-to-side working (rather than face to- face) whenever possible.</p> <p>Reduced the number of people each person has contact with.</p> <p>Single person or contactless refuelling will be considered where possible.</p> <p>Ensured regular cleaning of vehicles, in particular, between different users.</p>				
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		<p><b><u>PPE - Wearing of Gloves</u></b></p> <p>Where risk assessment identifies wearing of protective gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>The precautionary wearing of gloves to protect against Covid-19 is not recommended. Good hand hygiene as described above is preferred.</p> <p><b><u>PPE - Face Masks/Coverings</u></b></p> <p>The evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk. However, a face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible.</p> <p>Where wearing a face covering is optional, eg not a PPE requirement, the company will support their workers in using face coverings safely. This information will be provided:</p>				
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		<ul style="list-style-type: none"> <li>• Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change the face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash hands regularly.</li> <li>• Change and wash face coverings daily. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in the usual waste.</li> <li>• Practise social distancing wherever possible.</li> </ul>				
		<p><b><u>Heating Cooling &amp; Ventilation</u></b></p> <p>Checks in place on whether there is a need to service or adjust heating, cooling or ventilation systems so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p> <p>Opening windows and doors frequently to encourage ventilation, where possible.</p>				

		<p><b><u>Goods Deliveries</u></b></p> <p>Considered methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Minimised unnecessary contact at delivery points, for example, non-contact deliveries where the nature of the product allows for use of electronic receipts.</p> <p>Where it's possible and safe, single workers will load or unload vehicles.</p> <p>Enabled drivers to access welfare facilities when required, consistent with other guidance.</p> <p>Contact free delivery procedures in place.</p> <p>Encouraged drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.</p>				
		<p><b><u>General Travel Including Foreign Travel</u></b></p> <p>All staff will limit their use of public transport where possible. Where travel is essential, use private single occupancy vehicles where possible.</p>				

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		<p>Team members advised to enter and leave separately and maintain social distance at all times.</p> <p>Provided of handwashing facilities.</p> <p>Provided alternatives to touch-based security devices such as keypads.</p> <p>Where meetings can take place via phone or teleconferencing this will be done instead of face to face meetings.</p> <p>Where work related travel is necessary the following will be implemented.</p> <p>Minimised the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.</p> <p>Ensured the cleaning shared vehicles between shifts or on handover.</p> <p>Where staff are required to stay away from their home, ensured any overnight accommodation meets social distancing guidelines.</p> <p>Foreign travel is prohibited at this time.</p>				
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		<p><b>Accidents, Incidents &amp; First Aiders</b></p> <p>In an emergency, for example, an accident or fire people do not have to stay 2m apart if it would be unsafe.</p> <p>First Aiders will:</p> <ul style="list-style-type: none"> <li>• Wear gloves or cover hands when dealing with open wounds</li> <li>• Cover cuts and grazes on hands with waterproof dressing</li> <li>• Dispose of all waste safely</li> <li>• Not touch a wound with a bare hand</li> <li>• Not touch any part of a dressing that will come in contact with a wound.</li> </ul> <p>First aiders will also make sure they wash their hands or use an alcohol gel, before and after treating a casualty also ensure they don't cough or sneeze over a casualty when they are treating them.</p> <p>There is also updated Covid-19 advice on providing first aid, this advice will be communicated to first aiders.</p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></p>				
		<p><b>Communications and Training</b></p> <p>Ongoing engagement with staff will take place to monitor the controls in place and</p>				

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		<p>any problem areas or areas for improvement.</p> <p>Used visual communications, for example signage, to explain distancing, hygiene, and other controls to be implemented.</p> <p>Provided signage at entrances to the site to remind the public and workers to maintain social distancing.</p>				
		<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Managers have an open door policy for those who need additional support.</p> <p>Managers will monitor the wellbeing of people who are working from home</p>				

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		<p>and help them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.</p> <p>Hydroscand offers an employee assistance programme, which is <a href="#">available here</a>.</p>				
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