



Policy for controlling Coronavirus at Hydro-X

HYDRO-X GROUP LTD

including

Hydro-X Water Treatment Ltd, Hydro-X Air Ltd, Hydro-X
Training Ltd & Hydro-X Engineering Ltd

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Introduction

The spread of Coronavirus has been rapid and unpredictable. This policy has been drawn up to raise awareness of the steps that can be taken to mitigate the spread of the virus throughout our workplace and the locations where we undertake our business activities.

Hydro-X are committed to having a robust process in place to ensure as far as reasonably practicable the health, safety and welfare of all staff, contractors and visitors to our premises and client's sites where we carry out works.

The remit of this policy is to:

- Define Coronavirus and its symptoms
- Make staff aware of precautions they should take in their work and personal life.
- Define procedures that should be followed should staff become ill or suspect they are infected.
- Define measures that the Company is taking to prevent Coronavirus being transmitted via our business activity.
- Outline contingency plans
- Describe how the policy will be managed and monitored during the Coronavirus outbreak.

Definition of Coronavirus

The new virus, now officially known as COVID-19, is also more dangerous than the common cold. So far, around 15 to 20 per cent of hospital cases have been classed as “severe” and the current death rate stands at about two per cent. In most cases the virus causes mild to moderate symptoms.

It is believed that the virus is spread through droplets from infected people coughing and sneezing. Viruses cannot live outside the body for long.

What are the symptoms of the Coronavirus?

According to the NHS and the WHO, main symptoms of the Coronavirus include:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Symptoms are thought to appear between two and 10 days after contracting the virus but may be up to 24 days.

There is also good evidence, as yet unconfirmed, that the virus can be spread by asymptomatic people – that is people who carry the virus but are not yet sick.

Precautions that should be taken in home and work life

Hand hygiene is the first and most important line of defence.

Like cold and flu bugs, the new virus is spread via droplets when a person coughs or sneezes. The droplets land on surfaces and are picked up on the hands of others and spread further. People catch the virus when they touch their infected hands to their mouth, nose or eyes.

It follows that the single most important thing they can do to protect themselves is to keep their hands clean by washing them frequently with soap and water or a hand sanitising gel.

Also try to avoid touching their mouth, nose or eyes with unwashed hands – something we all do unconsciously on average about **15 times an hour**.

Other tips include:

- Carry a hand sanitiser with you to make frequent cleaning of hands easy
- Always wash hands before eating
- Be especially careful in busy airports and other public transport systems about touching things and then touching their face
- Carry disposable tissues, cover the nose and mouth when coughing or sneezing and dispose of the tissue carefully (catch it, bin it, kill it)
- Do not share snacks from packets or bowls that others are dipping their fingers into
- Avoid shaking hands or cheek kissing if they suspect viruses are circulating

- Regularly clean not just their hands but commonly used surfaces and devices they touch or handle
- Minimise face-to-face meetings, conduct essential meetings only when inline with PHE guidelines
- Minimise business and personal travel inline with the current PHE and WHO guidelines

Guidance for employees with a possible or confirmed coronavirus (COVID-19) infection

If you have symptoms of COVID-19 however mild, self-isolate for at least 10 days from when your symptoms started. You should follow Hydro-X absence reporting procedure by contacting your line manager and HR. You should arrange to have a test to see if you have COVID-19 but do not go to a GP surgery, pharmacy or hospital.

If you are not experiencing symptoms but have tested positive for COVID-19, you must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, restart your 10-day isolation from the day you developed symptoms.

You could be fined if you do not stay at home and self-isolate following a positive test result for COVID-19 or if you are contacted by NHS Test and Trace and instructed to self-isolate.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone. See the ending isolation section below for more information.

If you live with others, all other household members must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original isolation period.

The Company's usual sick leave and pay entitlements apply if someone has Coronavirus. The Company procedure for notifying the line manager of staff sickness must be followed.

If employees do not want to come to work

Some people may feel that they do not want to come to work if they are afraid of catching the virus. If there are genuine concerns, the employee should discuss these concerns with their line manager and HR to try resolve them.

If the matter cannot be resolved, they may be able to arrange to take time off as holiday or unpaid leave, but this is at Hydro-X's discretion.

Refusal to attend work could result in disciplinary action.

Self-isolating after returning to the UK

If a employee is returning to the UK and must self-isolate (or 'quarantine') for 10 days, depending on the country they've travelled from. This could include returning from:

- a holiday
- other personal travel, for example a family emergency
- business travel

For more about self-isolation rules when returning to the UK in:

England, see international travel and self-isolation advice on [GOV.UK](https://www.gov.uk)

Scotland, see Scottish government advice on [gov.scot](https://www.gov.scot)

Wales, see Welsh government regulations on [gov.wales](https://www.gov.wales)

Employees who need to self-isolate should not leave their home to go to their workplace.

If the employee can work from home with agreement from their line manager, their work may not be affected by having to self-isolate.

If the employee cannot work from home

If an employee cannot do their job from home, they may need to take extra annual leave or unpaid leave to cover the 10 days of self-isolation. In some cases, this might mean their annual leave request is refused.

Employees are not entitled to Statutory Sick Pay (SSP) if they're self-isolating after returning to the UK.

Closure of the workplace

Closure of the workplace would be an extreme circumstance. Staff would be entitled to be paid. Some staff may be able to work from home. Field-based staff could continue unaffected for a period of time, however, the warehouse would need to open occasionally for collection of equipment and chemicals.

Measures that Hydro-X are taking to prevent Coronavirus being transmitted via our business activity

In general all staff will be issued with guidance based on this policy, Government guidance and NHS information. All staff are encouraged to maintain good hand hygiene through washing of their hands regularly and using hand sanitizer. Maintain social distancing at all times where safe to do so and should an employee develop symptoms to report it and isolate themselves as soon as possible.

Office Staff

Offices have had the following measures put in place to prevent Coronavirus being transmitted:

- Hand Sanitising stations have been located in key areas of the offices
- Additional cleaning services have been implemented
- Social distancing of 2m implemented where reasonably practicable
- Reminder signage for social distancing and good hand hygiene placed around the buildings
- Removal of tables and chairs where social distancing cannot be maintained
- Information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry.

- Visitors are not permitted unless pre-arranged and there is no other way of fulfilling the requirement of visiting.
- Reduced occupancy in the offices at any one time.
- Staggered Start and finish times
- Meetings conducted remotely where possible through the use of technology.
- Designated one-way system where practicable.
- Additional hand sanitiser and face coverings made available on request
- Covid-19 Saliva Tests made available where necessary.

Field-based staff

Staff have been issued with face masks, nitrile gloves and hand sanitiser. Hands must be washed or sanitised on arrival at every site. It is recognised by our clients that welfare facilities should be made available to our staff whilst conducting work on the clients site.

Hand sanitizer, face-coverings and nitrile gloves are available on request from line managers.

Where company vehicles are being shared, the driver is responsible for ensuring that the occupants are seated as far apart as reasonably practicable, windows are open to allow a flow of fresh air and that vehicles are cleaned regularly.

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, Hydro-X have reviewed that activity to determine if it can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.

Further risk mitigating actions will include:

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- 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).

Training Courses at Hydro-X Owned Facilities

Buildings

- Attendees to stand at least 2 metres apart while waiting to enter the building.
- Attendees must have read and accepted the health declaration before the course date.
- Hand washing facilities to be made known to delegates on arrival.
- Hand sanitizer available at points around the building.
- No Attendees to attend any training courses if they are showing symptoms.
- Information poster highlighting the symptoms and the risk of COVID-19 to be received before the course by every attendee.
- More thorough cleaning of all training areas is being carried out.

Course Delivery

- Reduced number on courses to allow for social distancing measures to be effective.
- Room seating is set out to allow for social distancing of approximately 2 metres between delegates
- All delegates to provide their own food provisions to reduce cross contamination.
- Hand sanitizer available in the training rooms.
- Delegates to remain in the designated areas of the training room and use downstairs toilets only.
- Doors & windows to remain open and allow fresh air supply where possible.

Practical Training Areas

- Delegates to remain 2 metres apart where possible in practical areas. If this can't be achieved then other measures are required for e.g. Face masks
- All delegates to provide their own PPE such as gloves, safety footwear, face mask & safety glasses etc.
- Hand sanitizer available in the practical area.
- Delegates to remain in the designated practical areas and use appointed toilets only.
- More thorough cleaning of all training areas is being carried out.
- Doors & windows to remain open and allow fresh air supply where possible.

Training Courses at Other Training Facilities

Buildings

- Attendees to stand at least 2 metres apart while waiting to enter the building.
- Attendees must have read and accepted the health declaration before the course date.
- Hand washing facilities to be made known to delegates on arrival.
- Hand sanitizer available at points around the building.
- No Attendees to attend any training courses if they are showing symptoms.
- Information poster highlighting the symptoms and the risk of COVID-19 to be received before the course by every attendee.
- More thorough cleaning of all training areas is encouraged to be carried out.

Course Delivery

- Reduced number on courses to allow for social distancing measures to be effective.
- Room seating is set out to allow for social distancing of approximately 2 metres between delegates
- All delegates to provide their own food provisions to reduce cross contamination.
- Hand sanitizer available in the training rooms.
- Delegates to remain in the designated areas of the training room and use downstairs toilets only.
- Doors & windows to remain open and allow fresh air supply where possible.

Practical Training Areas

- Delegates to remain 2 metres apart where possible in practical areas. If this can't be achieved then other measures are required for e.g. Face masks
- All delegates to provide their own PPE such as gloves, safety footwear, face mask & safety glasses etc.
- Hand sanitizer available in the practical area.
- Delegates to remain in the designated practical areas and use appointed toilets only.
- More thorough cleaning of all training areas is encouraged to be carried out.
- Doors & windows to remain open and allow fresh air supply where possible.

Training Courses at Customers Own Premises

Buildings

- Attendees to stand at least 2 metres apart while waiting to enter the building.
- Attendees must have read and accepted the health declaration before the course date.
- Hand washing facilities to be made known to delegates on arrival.
- Hand sanitizer available at points around the building.

- No Attendees to attend any training courses if they are showing symptoms.
- Information poster highlighting the symptoms and the risk of COVID-19 to be received before the course by every attendee.
- More thorough cleaning of all training areas is encouraged to be carried out.

Course Delivery

- Reduced number on courses to allow for social distancing measures to be effective.
- Room seating is set out to allow for social distancing of approximately 2 metres between delegates
- All delegates to provide their own food provisions to reduce cross contamination.
- Hand sanitizer available in the training rooms.
- Delegates to remain in the designated areas of the training room and use downstairs toilets only.
- Doors & windows to remain open and allow fresh air supply where possible.

Practical Training Areas

- Delegates to remain 2 metres apart where possible in practical areas. If this can't be achieved then other measures are required for e.g. Face masks
- All delegates to provide their own PPE such as gloves, safety footwear, face mask & safety glasses etc.
- Hand sanitizer available in the practical area.
- Delegates to remain in the designated practical areas and use appointed toilets only.
- More thorough cleaning of all training areas is encouraged to be carried out.
- Doors & windows to remain open and allow fresh air supply where possible

Managing and monitoring this policy during the Coronavirus outbreak

The outbreak of Coronavirus is an ever changing environment.

The Company Directors and Management Team will monitor the situation and follow guidance issued from government agencies, rather than reacting to media sources.

Any change to our policy or working practice will be implemented without delay.

Subject of Assessment	Coronavirus (COVID-19)	RA No.	CVRA-01
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Chris Findon	Location of Assessment	Offices

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	COVID-19 <i>(Someone infected entering the workplace)</i>	Employees <i>(A visitor or employee enters the workplace and passes the virus onto employees)</i>	<ul style="list-style-type: none"> An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point. Symptomatic individuals will not be allowed entry. COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. Visitors are not permitted unless pre-arranged and there is no other way of fulfilling the requirement of visiting. 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
2	COVID-19 (Someone becomes ill in the workplace)	Employees & Visitors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance to be followed Persons showing signs of COVID-19 infection will be removed from the workplace and sent home with support required. The person will be advised to follow NHS Guidance online. If the person is a visitor their organisation will be informed. The workplace will be decontaminated following governmental guidance. Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. This information has been passed onto all employees. 	M	M	M	Yes
3	COVID-19 (Contaminated Workplace)	Employees & visitors (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance is being followed. Hand sanitisers have been placed in the workplace and employees. Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands. Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. 	M	M	M	Yes
4	COVID-19 (proximity, workplace gatherings)	Employees & visitors (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> UK Government guidance to be followed. A social distancing policy has been implemented. <ul style="list-style-type: none"> - All employees have been asked to work from home where possible. - Only business critical face to face meetings to be undertaken on agreement with all involved otherwise the use of technology video meetings can be used. - Customer meetings to be undertaken remotely by phone or video where possible. - No handshaking or attendance at large meetings. This information has been passed onto all employees. 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
5	COVID-19 (Vulnerable employees)	Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> UK Government guidance to be followed Employees have been instructed to self-isolate if they have had either a high temperature (37.8 centigrade or greater) or a continuous dry cough in the last 14 days Any vulnerable employees are required to work from home. Where home working is not possible arrangements are made to isolate employee at work if symptom free. Pregnant workers may be asked to commence maternity leave early if practicable. The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible. 	M	M	M	Yes
6	COVID-19 (Employees who have contracted COVID-19)	Employees, visitors, members of the Public, Family members (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance. The workplace will be decontaminated following governmental guidance. This information has been passed onto all employees. 	M	M	M	Yes
7	COVID-19 (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	Employees, members of the Public, Family members (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> UK Government guidance to be followed Employees are advised to follow NHS Guidance online. Symptomatic employees will be instructed to go home. Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online. As a last resort, if we decide to suspend an employee this will be on full pay unless the employee's specific contract provides a right to suspend without full pay for this reason. Such as suspension will not be considered a medical suspension 	M	M	M	Yes
8	COVID-19 (Self-Isolation and wellbeing)	Employees (Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation)	<ul style="list-style-type: none"> NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice) A homeworkers risk assessment – either general or specific depending on risk levels – will be completed Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers & Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype This information has been passed onto all employees. 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
9	COVID-19 (Travelling abroad)	Employees & visitors (A person catches COVID-19 due to travelling abroad)	<ul style="list-style-type: none"> UK Government guidance to be followed FCO provides Foreign Travel advice for travellers CIPD provides advice for travellers returning to work from affected areas. We do not insist on employees travelling to work to an area with a higher risk of COVID-19 Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations. 	M	M	M	Yes
10	COVID-19 (Information failure)	Employees & visitors (Escalation/de-escalation of Pandemic)	<ul style="list-style-type: none"> The company has a designated COVID-19 Management Team whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets - Weekly meetings held and minuted 	M	M	M	Yes

Risk Assessment References – Notes

HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992
 The Management of Health and Safety at work Regulations 1999
 HSE Managing the Causes of Work Related Stress HSG218 2007
 HSE Books 1998 Lighting at Work HSG38
 HSE INDG244 Workplace health, safety and welfare: A short guide for Managers
 GOV.UK information on Coronavirus (COVID-19):
<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>
 HSE information on Coronavirus:
<https://www.hse.gov.uk/news/coronavirus.htm>

Subject of Assessment	Workplace assessment for the offices, rest room and warehouse. Notes: This assessment includes the provisions required for staff to travel to/from work and work safely within the building during the COVID-19 pandemic in line with Government requirements. The main offices have minimal office staff, where other staff are working from home where possible. Workstation risk assessments have been carried out for home workers and regular communications are held with them.	RA No.	CVRA-02
Task/Activity	Administration type works, chemical blending, despatch of goods		
Assessor	Mentor Assessor	Location of Assessment	Dinnington

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
11	Covid-19 Arrangements	Employees, contractors and visitors	<ul style="list-style-type: none"> Only contractors completing essential work are permitted into the building. Site rules and procedures for contractors have been reviewed and updated for COVID-19. Site rules (i.e. handwashing) are issued and acknowledged by all contractors before entry into the building. An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point and throughout the building. Symptomatic individuals will not be allowed entry. All staff to maintain a two metre distance at all times, workstations adjusted to ensure this. Staff to work side by side or facing away from each other rather than face to face. Staff to be assigned to the same working patterns to reduce social interaction. Posters displayed in prominent positions to remind staff to regularly wash their hands. Ongoing checks completed during the day to ensure hand washing facilities (soap/sanitiser) are available. Additional hand washing facilities/ sanitising stations have been created on entry into the building and throughout the offices. Signage is in place requesting staff use these facilities. 	L	M	M	Yes
	Continued.....						
1Continued COVID-19 Arrangements		<ul style="list-style-type: none"> Staff enter the building maintaining the two metre rule. Staff are reminded daily that they should only come into work if they are well and nobody in the household is self-isolating. Staff are encouraged to highlight any ideas for improvement. COVID-19 arrangements reviewed to ensure latest guidance is followed, found at: https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#manufacturing-and-processing-businesses 	L	M	M	Yes
12	COVID-19 Travel	Employees, contractors and visitors	<ul style="list-style-type: none"> All staff are asked not to travel into work together. 	L	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
13	COVID-19 Cleaning	Employees, contractors and visitors	<ul style="list-style-type: none"> More thorough cleaning of touch points has been requested to the cleaning contractor. If a member of staff with suspected Covid-19 has entered the building government guidance for cleaning. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#what-you-need-to-know 	L	M	M	Yes
14	COVID-19 First Aid	First Aiders	<ul style="list-style-type: none"> First aid needs assessment has been reviewed and updated. With first aiders briefed on recommended First-aid safe working practices during the COVID-19 pandemic. 	L	M	M	Yes
15	Slips, Trips, Falls	Employees and contractors	<ul style="list-style-type: none"> After hours cleaning contract in place. Hand-rails in place on all stairs and cleaned regularly. Clear desk policy, staff clear desks at the end of the day, complete filing and check workstation area is clear for cleaner. Cables connected to prevent trailing over traffic route or between desks, cable covers used where this cannot be avoided. Rest room provided with kitchen, no food policy in warehouse area, clear table policy, cups cleaned daily/dishwasher Spills cleaned up immediately. Transparent (e.g. glass) doors or walls are protected or made of safety material. 	L	M	M	Yes
16	Contact with Electricity	Employees and contractors	<ul style="list-style-type: none"> Fixed electrical installation inspected and tested every 5 years. No personal electrical equipment such as phone chargers are permitted to be used on the premises. All warehouse staff carry out a visual check of portable electrical appliances prior to use. All portable electrical items are routinely tested and records kept. 	L	L	L	Yes
17	Fire	Employees, contractors and visitors	<ul style="list-style-type: none"> Fire risk assessment completed and reviewed for the current working pattern. Evacuation Plan completed. Ongoing fire safety duties reviewed to ensure these are completed with reduced staff numbers. 	L	L	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
18	Inadequate Welfare Facilities - compromising Covid-19 Social Distancing & hygiene measures	Employees	<ul style="list-style-type: none"> Staff provided with a suitable area for rest breaks. Separate male and female toilets, supplied with hot and cold water, soap and paper towels. Clean potable water supplied in the rest area. First Aid Facilities provided. First aid provisions (in particular nitrile disposal gloves) are checked daily to ensure they remain fully stocked. Staff have been trained in the procedures to take if a member of staff is symptomatic. Clean workplace with appropriate waste containers. Breaks are staggered to ensure 2m distancing is maintained. Seating is arranged to maintain 2m metre rule. 	L	M	M	Yes
19	Lack of general workplace ventilation	Employees, contractors and visitors	<ul style="list-style-type: none"> Wherever possible windows should be opened to increase ventilation. 	L	L	L	Yes
20	Low or uncomfortable workplace temperature	Employees, contractors and visitors	<ul style="list-style-type: none"> Reasonable working temperature is maintained by the provision of gas central heating and space heating. 	L	L	L	Yes
21	Inadequate general access and egress lighting.	Employees and contractors	<ul style="list-style-type: none"> Light levels are suitable for general access and egress requirements. Regular maintenance is carried out on lights to ensure they work and are kept clean. 	L	L	L	Yes
22	Poor Access/Egress	Employees and contractors	<ul style="list-style-type: none"> Reasonable standards of housekeeping are maintained of access and egress routes. Daily checks are carried out. Emergency lighting is provided. 	L	L	L	Yes
23	Falling from Height	Employees and contractors	<ul style="list-style-type: none"> All raised walkways have appropriate maintained hand railing and tow boards. 	L	M	M	Yes
24	Aggressive Behaviour	Employees and contractors	<ul style="list-style-type: none"> No visitors are permitted onsite during the COVID-19 outbreak. All unsolicited visits are managed by the intercom system. 	L	L	L	Yes
25	Stress	Employees	<ul style="list-style-type: none"> 1-2-1 meetings held regularly with employees and managers Working hours monitored Performance monitored Health monitoring in place Sickness absence monitored 	M	L	M	Yes
26	Free asbestos dust	Employees and contractors	<ul style="list-style-type: none"> No asbestos on site, building was constructed in 2004. 	L	L	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
27	Exposure to hazardous substances	Employees and contractors	<ul style="list-style-type: none"> COSHH risk assessments have been carried out. Assessments have been reviewed recently to ensure their adequacy in relation to COVID-19. Refresher information, instruction and training carried out to communicate COVID-19 arrangements. COSHH assessments created for new cleaning products. 	L	L	L	Yes
28	Poor storage and transport of equipment and materials	Employees and contractors	<ul style="list-style-type: none"> Warehouse has restricted access. Only trained & competent personnel to operate fork-lift truck Fork-Lift Truck regularly inspected before use and maintained by lease company. 	L	M	M	Yes
29	Manual handling activities	Employees	<ul style="list-style-type: none"> All lifting tasks that require two-man lifts are reviewed and adjusted to ensure social distance is maintained. 	L	M	M	Yes
30	Lack of maintenance and inspection of workplace plant and equipment	Employees and contractors	<ul style="list-style-type: none"> Informal inspections are carried out of all workplace plant and equipment. A planned preventative maintenance program is in place for all workplace plant and equipment and all maintenance is carried out by a competent persons with records kept. 	L	M	M	Yes
31	Display Screen Equipment	Employees	<ul style="list-style-type: none"> Display screen equipment (DSE) assessments have been carried out for all users and recently reviewed in line with COVID-19 requirements. DSE equipment is not shared. All users of DSE equipment have completed the Mentor e-Learning modules. 	L	L	L	Yes
32	Noise	Employees and contractors	<ul style="list-style-type: none"> Hearing Protection is available for use and must not be shared Employees instructed to disinfect the hearing protection before and after use and store in the in the bag provided. Hearing protection is enforced where staff are exposed to the Upper Action Levels. A noise risk assessment has been completed within the last 2 years. Recommendations from the noise assessment have been fully implemented. A review of the noise assessment is planned before the review date. 	L	L	L	Yes

Risk Assessment References – Notes

HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health and Safety at work Regulations 1999

HSE Managing the Causes of Work Related Stress HSG218 2007

HSE Books 1998 Lighting at Work HSG38

HSE INDG244 Workplace health, safety and welfare: A short guide for Managers

GOV.UK information on Coronavirus (COVID-19):

<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>

HSE information on Coronavirus:

<https://www.hse.gov.uk/news/coronavirus.htm>

Subject of Assessment	DRIVING FOR WORK ALL VEHICLES – HEALTH SAFETY AND SECURITY	RA No.	CVRA-03
Task/Activity	Mobile working on customer sites		
Assessor	CHRIS FINDON	Location of Assessment	PUBLIC HIGHWAY AND VARIED PREMISES

Risk Rating Matrix (RR)	Likelihood (L)			
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)		HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)		HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)		MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
33	Incompetent Drivers	Employees, Adjacent Employees, Public	<ul style="list-style-type: none"> Correct licence held by driver for type of vehicle being used Previous employment history checked prior to driver starting Licences checked every 12 months 	L	H	M	Yes
34	Distracted/ fatigued Driver	Employees, Adjacent Employees, Public	<ul style="list-style-type: none"> Alcohol, drugs and substance Misuse Policy in place Company mobile phone policy prohibits use of devices during journeys. Routes planned to take account of required regular breaks Drivers instructed to take breaks where journeys disrupted by traffic problems. Drivers instructed to take regular breaks when driving for long periods. 	M	H	M	Yes
35	Unsafe vehicle	Employees, Adjacent Employees, Public	<ul style="list-style-type: none"> Vehicle subject to servicing in accordance with manufacturer's requirements Daily visual vehicle checks and defect reporting is carried out by the drivers Monthly check undertaken by driver and recorded on vehicle inspection form Vehicle replacement policy established 120,000 miles or 3 years whichever is the soonest Vehicles submitted for MOT as necessary 	L	H	M	Yes
36	Unfamiliar Route	Employees, Public	<ul style="list-style-type: none"> Navigational apps used on electronic device Route planning and reduced stopping where practicable 	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
37	Extreme Weather	Employees, Public	<ul style="list-style-type: none"> Weather reports are checked before making the journey Vehicle pre-prepared for winter driving with appropriate equipment Journeys are planned Advice from the Highways Agency is followed, necessary journeys only. 	L	M	M	Yes
38	Theft/Damage/ Assault	Employees, Public	<ul style="list-style-type: none"> All vehicles fitted with tracking devices Parking only undertaken in secured and well-lit areas All drivers provided with emergency contact details Vehicles to be locked at all times when left unattended. No lifts or unauthorised person on board during working hours. Driver will keep the vehicle keys on his/her person at all times 	L	M	M	Yes
39	Infection with Covid-19	Employees, Adjacent Employees, Public	<ul style="list-style-type: none"> COVID-19 Tool box talk/posters etc. provided to all employees with regards to increased hygiene and requirements Employees to contact management if they feel unwell and not to come to work or other premises. Follow government guidance on self-isolation and symptoms to check for Hand sanitiser supplied within all vehicles and working areas and used prior to and following each journey. Always wash hand with soap and water for 20 seconds where this is available. Utilise welfare facilities where these are available and advised safe to use by client or business owner Wellbeing Policy in place and read by all employees Where two person lifting requirement try to mitigate with mechanical means such as trolleys and pallet trucks etc. Where two employees travelling together, windows should be open, face coverings and nitrile gloves to be worn for the duration of the journey. Occupants to sit as far apart as possible. Occupants to use hand sanitizer before and after entering the vehicle. 	L	H	M	Yes
40	Unfamiliarity with risks at customer sites i.e. traffic management, loading and unloading arrangements, etc.	Drivers may suffer injury or ill health through lack of awareness of risks on site.	<ul style="list-style-type: none"> Drivers regularly visit most sites and are aware of relevant safety issues Order-taking staff ask for information on site rules, Drivers stay in a safe area when lift trucks and other mobile plant, etc. are working 	L	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
41	Slips and trips	Staff may suffer injuries such as fractures or bruising if they slip on spillages or trip over objects.	<ul style="list-style-type: none"> Drivers must wear strong, comfortable footwear with a good grip. Employees to wear suitable PPE as per site requirements or S3 Safety standard footwear when carrying out works. Good housekeeping in yard, offices and on vehicles 	M	H	M	Yes
42	Manual handling, lifting and moving heavy objects or objects that are difficult to grasp	Staff risk injuries or back pain from handling heavy or awkward objects.	<ul style="list-style-type: none"> Drivers trained in safe manual handling technique Manual handling training to be completed by all employees and refreshed annually. 	L	M	M	Yes
43	Load not adequately securing	Drivers and others may suffer serious injury if a load moves unexpectedly whilst in transit or during unloading.	<ul style="list-style-type: none"> Drivers trained in ensuring loads are stored at floor level and secure. 	L	M	L	Yes

Subject of Assessment	TRAINING ROOM RISK ASSESSMENT	RA No.	CVRA-04
Task/Activity	Training of delegates		
Assessor	CHRIS FINDON	Location of Assessment	HYDRO-X PREMISES AND CLIENTS SITES

Risk Rating Matrix (RR)	Likelihood (L)			
	Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)		HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)		HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)		MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	Fire and Emergencies	<ul style="list-style-type: none"> Delegates Trainers Cleaners <p>Burns & Smoke Inhalation</p>	<ol style="list-style-type: none"> Refer to fire risk assessments / local guidance – all delegates must receive relevant information, advice and guidance at the start of training events detailing local first aid arrangements and emergency procedures. Ensure all delegates are aware of emergency exits and rallying points, the location of fire extinguishers and methods of raising an alarm. Check that fire exits are well signed and free from obstruction – report any defects immediately to the venue manager and pending remedial action consider alternative arrangements. Where no satisfactory egress is available an alternative venue must always be sought. In the event of an emergency ensure all delegates exit the building quickly and calmly and undertake roll call. Course trainer must take course register with them to the rallying point. Ensure class size or room layout does not impede exit in the event of an emergency. 	L	H	M	Yes
2	Uneven Floors and Trip Hazards	<ul style="list-style-type: none"> Delegates Trainers Cleaners <ul style="list-style-type: none"> Musculoskeletal / soft tissue injury Concussion 	<ol style="list-style-type: none"> Report defects or uneven or slippery floors or pathways to venue manager (barrier significant hazards immediately until remedial action can be undertaken, taking care to leave escape routes un-impeded). Ensure that all carpet, mats and other floor coverings are even, flat and are not likely to cause slips and trips. Trail cables away from walkways or cover with a suitable cable mat or similar barrier. Keep floors and walkways clear of potential hazards. Leave rooms tidy, remove all clutter following delivery. 	L	M	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
3	Classroom Furniture	<ul style="list-style-type: none"> Delegates Trainers Cleaners <p>Musculoskeletal / soft tissue injury</p>	<ol style="list-style-type: none"> Ensure that all tables and chairs in classrooms are in good condition. Report any defects to the venue manager. Make good, remove or appropriately barrier/sign defective furniture to avoid use by others. 	L	M	L	Yes
4	Electrical Equipment	<ul style="list-style-type: none"> Delegates Trainers Cleaners <p>Electric shock, Burns</p>	<ol style="list-style-type: none"> Check that electrical equipment is in good condition before use. Ensure electrical equipment is PAT tested where appropriate. Trail cables away from walkways or cover with a suitable cable mat or similar barrier Report defective electrical equipment to the venue manager. Clearly mark the equipment and/or barrier it appropriately so as to avoid further use until disposal or repair. 	L	M	L	Yes
5	Substances hazardous to health	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	<ol style="list-style-type: none"> COSHH related substances should kept to a minimum within the classroom (specimens of chemicals used in training must be small amounts, dilute, or simulated and COSHH assessments should be available for any substances used in this way). Minimal amounts of board cleaner etc should be kept in the classroom. Activities likely to cause fumes (e.g. soldering) should not be undertaken in the classroom. 	L	L	L	Yes
6	Waste / Cleanliness	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	<ol style="list-style-type: none"> Ensure that all waste bins are emptied daily and that in general the classroom appears clean and tidy. Reports problems to the venue manager. Excess training materials must be removed and disposed of responsibly by the trainer prior to departure. Separate waste in the classroom by using appropriate recycling facilities. Dispose of waste responsibly. 	L	L	L	Yes
7	Classroom Size /surroundings	<ul style="list-style-type: none"> Delegates Trainers Cleaners 	<ol style="list-style-type: none"> Rooms must accommodate the number of attendees comfortably. There should be adequate heating, lighting and ventilation for the classroom to remain comfortable. Flickering lights or other significant defects should be reported immediately to the venue manager. Classrooms should be conducive to good learning, trainers should challenge unwanted noise or behaviour. There should be adequate access to refreshments and toilet facilities Leave all classrooms clean and tidy after use. 	L	L	L	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
8	COVID-19 Arrangements	<ul style="list-style-type: none"> Delegates Trainers Cleaners Other HX Staff 	<ol style="list-style-type: none"> Room seating set out to allow social distancing of 2 metres between delegates. Health questionnaire to be completed on arrival. Hand washing facilities made known to delegates on arrival. Hand sanitizer available in training room. All delegates to provide own food provisions to reduce cross contamination. No delegates to attend training course if showing symptoms, such as high temperature, dry cough etc. Delegates instructed to remain in designated areas of training room and warehouse training area only. Use of downstairs toilets only. Doors & windows to remain open to reduce touchpoints and allow fresh air supply. Delegates to provide own PPE such as gloves, safety footwear & safety glasses. An information poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point and throughout the building. <p>More thorough cleaning of touch points has been requested to the cleaning contractor.</p>	L	M	L	Yes

Risk Assessment References – Notes
<p>HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>The Management of Health and Safety at work Regulations 1999</p> <p>HSE Managing the Causes of Work Related Stress HSG218 2007</p> <p>HSE Books 1998 Lighting at Work HSG38</p> <p>HSE INDG244 Workplace health, safety and welfare: A short guide for Managers</p> <p>GOV.UK information on Coronavirus (COVID-19):</p> <p>https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</p> <p>HSE information on Coronavirus:</p> <p>https://www.hse.gov.uk/news/coronavirus.htm</p>