





## Risk assessment for : Hydrotec






<b>Risk assessment name</b>	Covid Secure Risk Assessment - Office Spaces	<b>Assessment type</b>	 General
<b>Assessor name</b>	Sylvia Leigh-Quine	<b>Affected site(s)</b>	Hydrotec (UK) Limited (HP13 5RE)
<b>Assessment date</b>	09/03/2021	<b>Review period</b>	Monthly
<b>Approved by</b>	Sylvia Leigh-Quine	<b>Review date</b>	09/04/2021
<b>Approved date</b>	09/03/2021	<b>Reference</b>	Hyd1103541










Workspace(s)	Description
 Office	Office Covid Secure Risk Assessment - Office Spaces






Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
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 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div data-bbox="801 220 891 308"> </div> <p><b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b> Appropriate disinfectant is used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths are used where possible to reduce transmission.</p> <div data-bbox="801 475 891 563"> </div> <p><b>Cleaning Of Premises Before Work Commences</b> Assessment of cleaning requirements has been carried out prior to premises opening and appropriate cleaning takes place.</p> <div data-bbox="801 730 891 818"> </div> <p><b>Workspaces Are Cleared Of Waste Frequently</b> Personal items removed at end of shift and increased waste collection is in place.</p> <div data-bbox="1361 475 1451 563"> </div> <p><b>Increased Cleaning Frequency Of Cleaning Throughout Premises</b> Increased cleaning regime in place throughout premises.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p>	<p>1 x 2</p>  <p>Low</p>
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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> <b>Increased Hand Washing Facilities Provided</b> Increased hand cleaning facilities have been provided throughout the workplace including at entrances, exits, in different parts of the building and common areas.</p> <p> <b>Signs In Use To Remind To Practise Good Hygiene</b> Relevant signs have been displayed in the bathrooms, kitchen area and around the office to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p> <b>Use Of Face Coverings</b> If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p>	<p>1 x 1</p>  <p>1</p> <p>Low</p>








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 <p>3. Attendance And Movement Of People In The Workplace -The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors</p> <p>How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<p> <b>Controlled Movement Of People Throughout Workplace</b> Use of one way systems, separate entrances and exits have been introduced to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings have been put up to indicate the direction of movement and social distances in place where appropriate.</p> <p>We have limited the number of staff in our building, normally holding up to 30 people, to 6 people who are all in separate areas of the building.</p> <p> <b>Emergency Plans Updated And Communicated</b> People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p> <b>Information, Instruction and Training Provided To Employees</b> Employees have been consulted on risks and controls in the work place.</p> <p>Staff are communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p> <b>Pro-active Monitoring In Place</b> Pro-active monitoring is in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p> <b>Remote Workers Adequately Supported</b> Adequate work equipment has been provided to remote workers.</p> <p>Regular contact is made with remote workers to ensure arrangements are adequate to support their physical and mental wellbeing.</p>	<p>1 x 2</p>  <p>2</p> <p>Low</p>








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		<p> <b>Restrict Movement Of People Throughout Site</b>                      Employees are discouraged from carrying out non-essential trips within the premises- use of phones and emails are used to communicate with others elsewhere.</p> <p>Drop off and collection areas designated for exchanging of documents, materials or equipment have been provided.</p> <p> <b>Signage In Place To Remind Employees Of The Controls</b>                      Posters and signs have been put up all around the offices to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p> <b>Staggered Work Patterns</b>                      Working patterns have been organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over.</p> <p> <b>Touch-based Devices Disabled Where Possible</b>                      Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled.</p> <p>For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.</p> <p> <b>Ventilation On Site Increased As Much As Possible.</b>                      Windows and doors opened as much as possible to increase ventilation in all workspace. The Air Conditioning is not currently being used.</p> <p>Fire doors will not be propped open.</p>	

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		<p> <b>Vulnerable Employees Proactively Supported And Protected.</b> Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p> <b>Will Follow Guidance For Test, Trace And Isolation</b> Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test &amp; Trace or due to travel quarantine requirements they will not be permitted to attend the workplace. All staff have been advised to immediately inform the Board and their Line Manager if they have to self-isolate.</p> <p> <b>Working Away From Home Strictly Assessed And Controlled</b> Where it cannot be avoided and working away from home must be carried out it will be ensured that accommodation will meet Government Guidelines and be recorded centrally along with the assessment of any additional risks and controls required.</p> <p> <b>Workstations Will Be Organised To Support Social Distancing</b> Workstations have been arranged so that social distancing can be adhered to. This includes only one person per office is allowed.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking has been prevented by restricting the amount of staff in the office.</p> <p>Use of own peripherals such as mouse, keyboards and headsets is in place.</p>	

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 <p>4. Social Distancing Guidelines Cannot Be Met</p> <p>-Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. Where 2m cannot be maintained 1m+ may be followed with appropriate mitigation measures.</p>	<p>All staff</p> <p>How? Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Activity Assessed To Deem If It Will Proceed</b></p> <p>If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.</p> </div> <div style="width: 45%;">  <p><b>Employees To Avoid Face To Face Work Where Possible</b></p> <p>We have minimised the amount of staff in the office drastically to ensure there is no face to face work.</p> </div> </div> <div style="margin-top: 10px;">  <p><b>Increased Cleaning Carried Out</b></p> <p>Increased cleaning of surfaces where people are operating within the advised social distancing is carried out.</p> </div> <div style="margin-top: 10px;">  <p><b>Increased Handwashing Carried Out</b></p> <p>Provisions have been made in order for people to be able to wash their hands more frequently - including before and immediately after carrying out tasks where social distancing has not been maintained.</p> </div> <div style="margin-top: 10px;">  <p><b>Time Spent Within Advised Social Distance To Be Kept To A Minimum</b></p> <p>The time where persons are within the advised social distance is being kept to as short a time as practicable possible. The use of phones and emails is encouraged to comply with social distancing.</p> </div>	<p>1 x 2</p>  <p>2</p> <p>Low</p>





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 <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p> <b>Cases Recorded and Investigated.</b> Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations will be carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities are reviewed to ensure there are effective controls and highlight if any changes are required.</p> <p> <b>Employee Not To Return To Work And Should Self-Isolate</b> For those displaying symptoms, isolation will be exercised immediately, ensuring Line Management are informed.</p> <p>Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.</p> <p> <b>Employee To Go Home Immediately</b> The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b> Staff are carrying out regular hand washing for at least 20 seconds using soap and water and sanitiser is readily available around the offices. Signage is in the kitchen area and the bathrooms to encourage this.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> <b>Liaison With Local Health Authority With Confirmed Cases</b> Where there are confirmed positive Covid-19 cases in the workplace- the local health authority will be contacted for advice and next steps.</p>	<p>1 x 2</p>  <p>2</p> <p>Low</p>
















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		<p> <b>Waste Disposed Of With Care With Local Guidelines.</b> Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> <b>Will Follow Government Advice On Testing And Tracing</b> Staff will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow. This will be immediately reported to their Line Manager.</p> <p> <b>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.</b> Decontamination-in-non-healthcare-settings</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	










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 <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p> <b>Safer Travel Supported</b> Car sharing with people from different households is discouraged.</p> <p>Use of Public Transport is discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing.</p> <p> <b>Shifts Staggered</b> Where at all possible shifts are staggered to allow employees to travel outside of rush hours.</p>	<p>1 x 1</p>  <p>1</p> <p>Low</p>

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 <p>Common Areas (Including Kitchen and Welfare Facilities)                      - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How?                      Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<p> <b>Access To Toilets Controlled</b>                      Restrictions on the number of people using facilities at any one time to allow for social distancing. Currently offices are under occupied so very little sharing of toilet facilities. Cleaning products have been provided to be used after each use.</p> <p> <b>Increased Frequency Of Cleaning Of Toilets and Kitchens.</b>                      Increased cleaning of the welfare facilities is carried out on site.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use. Posters have been put up to emphasise this. Cleaning products have been put in place.</p> <p> <b>Numbers Of People In Common Areas Managed.</b>                      Individuals using common areas is kept to a minimum at all times and social distancing is strictly adhered to.</p> <p> <b>Regular Cleaning Of Common Area And Touch Points.</b>                      Common areas where people pass through are cleaned frequently but specific attention is paid to areas where people spend more time or have common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>1 x 1</p>  <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.</p>	<p>All staff</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p><b>All Items To Be Cleaned Regularly</b> All commonly used equipment such as printers, copiers are cleaned on a frequent basis.</p> </div> <div style="width: 50%;">  <p><b>Good Hand Washing/Hygiene Procedures Observed Before and After Use</b> All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any pool vehicles.</p> </div> <div style="width: 50%;">  <p><b>Non-Essential Deliveries Not Permitted</b> Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work.</p> </div> <div style="width: 50%;">  <p><b>Non-essential Travel Prevented</b> Journeys will not be made where at all possible and work carried out remotely.</p> </div> <div style="width: 50%;">  <p><b>Vehicles Not Shared Where At All Possible</b> Where the job permits, vehicles will not be occupied by more than one person at any one time.  Where possible the same person will use the same vehicle and not swap with other drivers.  If vehicles are to be used by different people at different times then they will be cleaned before and after each use.  Vehicles taken home by employees will be cleaned before the next person uses it.</p> </div> </div>	<p>1 x 1</p>  <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Managing Customers, Visitors and Contractors Coming To Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<p> <b>Access To Welfare Facilities Controlled</b> Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> <p> <b>All Visitors To Site To Be Pre-Arranged And Times Staggered</b> Non-essential visitors/contractors /customers to be requested or permitted on site.  No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.  Visitors to be allocated specific time slots and staggered to reduce the number of people on site.  Visitors to be required to scan the QR Code on entry to the premises.</p> <p> <b>Documentation Issued Electronically Where Possible</b> To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> <p> <b>Face Coverings Worn Where Required</b> Where required face coverings will be required to be worn on site by customers and visitors. Signs and information will be issued to ensure this happens. People may be refused entry if they refuse to wear an appropriate face covering.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed By Employees</b> Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p> <p> <b>Increased Cleaning Regime In Place For Touch Points And Interfaces.</b> Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p>	<p>1 x 1</p>  <p>1</p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <p> <b>Information Communicated To Visitors</b> Prior communication issued to expected visitors to site through phone, email or website.</p> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> </div> <div style="width: 50%;"> <p> <b>Managed Entry</b> The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> </div> <div style="width: 50%;"> <p> <b>Protective Interface Established</b> Use of signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> </div> <div style="width: 50%;"> <p> <b>Remote Communication Encouraged</b> Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> </div> <div style="width: 50%;"> <p> <b>Revised Pick Up and Drop Off Procedures</b> Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p>Limited people to carry out the collection of deliveries.</p> </div> <div style="width: 50%;"> <p> <b>Sanitiser Available At Visitor Interfaces.</b> Sanitiser available at locations where contractors / visitors will present to employees.</p> </div> <div style="width: 50%;"> <p> <b>Supervision On Site</b> Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p> </div> <div style="width: 50%;"> <p> <b>Visitor Records Maintained</b> Records of those who have attended site to be maintained.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> </div> <div style="width: 50%;"> <p> <b>Waiting Area For Visitors / Contractors Well Managed</b> Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Signs in place to remind any visitors of the requirements.</p> </div> </div>	

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 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Meetings Carried Out Remotely Where Possible</b> Where possible meetings will be carried out remotely to avoid the need for people to come together.</p>  <p><b>Sanitiser To Be Provided</b> As well as handwashing before and after any meeting, hand sanitiser will be provided for use for meeting participants.</p> </div> <div style="width: 45%;">  <p><b>No Sharing Of Equipment Permitted</b> No items are to be shared at any time during a meeting such as pens, computers etc.</p> </div> </div>	<p>1 x 1</p>  <p>1</p> <p>Low</p>
 <p>Shared Workspaces With Other Organisations Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public Visitors How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.</p>		<p>1 x 1</p>  <p>1</p> <p>Low</p>

**Further control measures**

None required

## Operating procedures

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

The most up to date guidance for the UK can be found here:

England: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-returning-to-work/>

Wales: <https://gov.wales/workplace-guidance-employers-and-employees-covid-19>

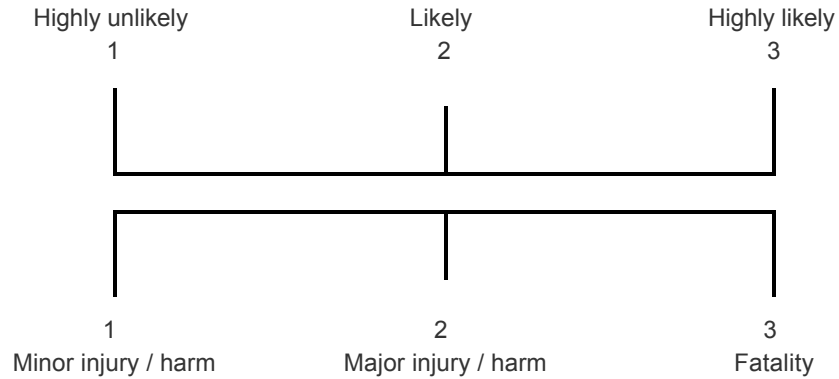
Northern Ireland: <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Republic of Ireland: <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>



**Risk rating explanation**

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



Probability	3	6	9
	2	4	6
	1	2	3
	Severity		

**What do your risk ratings mean?**

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Sylvia Leigh-Quine

Approved by signature: Sylvia Leigh-Quine