

## Risk Assessment and Safe System of Work (RAMS)

**Ref:** IMS 029-09

**Title:** Talbot Green Office RAMS – Covid 19 specific

**Date:** 09/06/20

**Version:** 1.1

**Notes:**

1. This risk assessment is formatted following the risk assessment guidance provided on the HSE website [www.hse.gov.uk/risk/casestudies/index.htm](http://www.hse.gov.uk/risk/casestudies/index.htm)\*\*
2. Next Review of document is when identified as no longer valid or three years from release date.

<b>Persons involved in conducting the original risk assessment:</b>	Jeff Wherlock		
<b>Risk assessment/SSW reviewed by:</b>	Jeff Wherlock	<b>Position:</b>	
<b>Signature:</b>	JW	<b>Date:</b>	18/5/20

### How to use:

This document (RAMS) contains a detailed **risk assessment** and the **safe systems of work** for task identified in the title and has identified all foreseeable hazards and control measures in order to reduce the risks to an acceptable level.

The document should be understood by the members of staff undertaking the task and followed accordingly. If the task changes and the RAMS is no longer applicable, then the staff member should abandon task and consult with line manager immediately.

The document is split into four sections, namely:

**Section 1:** Activity description and other relevant information to this risk assessment

**Section 2:** A list of the significant hazards associated with the task with the following information:

- Who may be harmed and how? Employees, other contractors and general public
- What are the existing control measure? Minimum requirements to reduce risk to an acceptable level
- Are there any further control measures advised? Additional in order to further reduce or eliminate risk
- Who is responsible? Identify who is responsible

**Section 3:** Risk assessment summary sheet including training and equipment requirements

**Section 4:** A safe system of work for carrying out the activity including:

- Equipment requirements – task and health and safety related
- PPE – mandatory and additional
- Who to contact
- Do's and don'ts for relevant hazard

**IF IN DOUBT ASK YOUR LINE MANAGER**

Section 1: Activity description and other relevant information to this risk assessment

**Activity description and other relevant information to this risk assessment:**

This is a **Covid 19 specific** RAMS details the hazards and safe systems of work associated with employees, visitors and other at the Talbot Green offices in South Wales. This RAMS is additional to IMS 029-06 Talbot Green Office RAMS which are currently in place.

This RAMS is in place until **further notice** and will only be removed when advised by compliance manager and following government guidelines.

Aqualogic will follow **government guidance** (maybe different across the UK) when assessing the safe systems of work. This will be reviewed on a regular basis and any updates to processes will be sent to all the relevant staff.

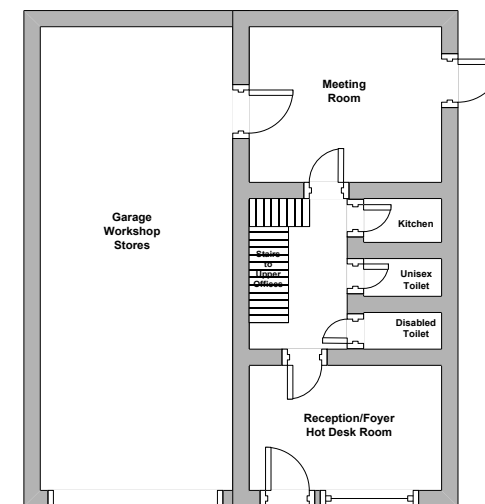
Currently only staff who **cannot reasonably do their normal work from home** will need to be in the office. Some employees may need to visit the office occasionally to carry out certain tasks, however once these are complete, they should continue the remainder of their work from home. Employees who are classed as **vulnerable** will need to self-isolate.

Employees encouraged to walk, cycle or only one per vehicle **to and from the office**.

If a larger number of employees need to be in the office on the same day, then Aqualogic will consider **staggered start and end times** to enable social distancing measures to be followed.

Aqualogic will provide **information** on Covid 19 at strategic points in the building as well as **handwashing facilities** at convenient points including entry/exit and toilet areas.

All **used PPE** (mask, gloves, cleaning wipes) to be disposed of in suitable bag and following government guidelines.



For interpretation purposes, the following definitions are included below with further details in the relevant section of the Safe System of Work:

- **Clinically extremely vulnerable persons:** Expert doctors in the UK have identified specific medical conditions that, based on what is known about the virus so far, place someone at greatest risk of severe illness from COVID-19. An extremely clinically vulnerable person will generally have been notified by the NHS/Government that they are in this category and will have been requested to shield themselves.
- **Clinically vulnerable:** Clinically vulnerable people include anyone aged 70 or over, as well as those under 70 with an underlying health condition as listed in the Safe System of Work.
- **Shielded person:** A clinically extremely vulnerable person, who is strongly advised to stay at home at all times and avoid any face-to-face contact to protect themselves, this is called 'shielding'.
- **Social distancing:** A separation distance of 2 metres or greater.



Section 2: Significant hazards associated with the task



What are the significant hazards?		Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
1	<p><b>Vulnerable staff</b></p> <p>Vulnerable staff (as defined by government scientific advice) attending carrying out domestic audits.</p>	<p>Aqualogic vulnerable staff.</p> <p>Harm could include exposure to and spread of the COVID-19 virus.</p>	<p>- All staff that meet the Government definition of '<i>clinically extremely vulnerable</i>' or '<i>clinically vulnerable</i>' are to assess their personal vulnerability to establish whether it is safe for them to attend work. They must also consider if their personal vulnerability may affect others who may be in a domestic audit household. If their assessment raises any doubts regarding the safety of themselves or others, they <b>MUST NOT</b> return to the office.</p>	<p>- None identified at this point but will be kept under continuous review.</p>	<p>Vulnerable staff</p>

Section 2: Significant hazards associated with the task

What are the significant hazards?	Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
<p><b>2</b></p> <p><b>Sharing your home with vulnerable persons</b></p> <p>Increased risk to vulnerable persons (as defined by government scientific advice) who share a staff member’s home.</p>	<p>Aqualogic staff member transferring virus to a vulnerable person that shares their home.</p> <p>Harm could include exposure to and spread of the COVID-19 virus.</p>	<p>- All staff that share a home with <i>‘clinically extremely vulnerable’</i> or <i>‘clinically vulnerable’</i> person(s) are to assess the personal vulnerability of those that they share their home with to establish whether it is safe for the staff member to attend work. If their assessment raises any doubts regarding the safety of themselves or the person(s) they share their home with, they <b>MUST NOT</b> return to the office.</p>	<p>- None identified at this point but will be kept under continuous review.</p>	<p>All relevant staff</p>
<p><b>3</b></p> <p><b>Travelling to and from work</b></p> <p>Vehicle share that breaches social distancing</p>	<p>Aqualogic staff would be subject to breaking social distancing rules should they share a vehicle</p> <p>Harm could include exposure to and spread of Covid 19 virus</p>	<p>- Single vehicle travel unless from same household</p>	<p>- None identified at this point but will be kept under constant review</p>	<p>All relevant staff</p>

Section 2: Significant hazards associated with the task

What are the significant hazards?	Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
<p><b>4</b></p> <p><b>COVID-19</b> - Someone infected entering the workplace</p> <p>A visitor or employee enters the workplace and passes the virus onto employees</p>	<p>Staff, contractors, and visitors</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- 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</li> <li>- COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>- 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</li> </ul>	<ul style="list-style-type: none"> <li>- All employees returning to work to undertake the Coronavirus specific induction</li> </ul>	<p>Relevant Aqualogic staff</p>

Section 2: Significant hazards associated with the task



What are the significant hazards?	Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
<p><b>5</b></p> <p><b>COVID-19</b> - Contaminated Workplace</p> <p>Contract COVID-19 in workplace</p>	<p>Staff and contractors</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- UK Government guidance is being followed.</li> <li>- Hand sanitisers have been placed in the workplace and employees will be provided with sanitary wipes.</li> <li>- Extra hygiene requirement (handwashing etc.) in place. Multi-use handtowels are not used to dry hands.</li> <li>- Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned. Suitable cleaning products being supplied.</li> <li>- Where internal doors can be propped open, they shall be to prevent touching door handles. (Fire compartmentation and personal security will be evaluated in this decision).</li> </ul>	<p>This information has been passed onto all employees.</p>	<p>Relevant Aqualogic staff</p>



Section 2: Significant hazards associated with the task

What are the significant hazards?	Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
<p><b>6</b></p> <p><b>COVID-19</b> - Someone becomes ill in the workplace</p> <p>Contract COVID-19 in workplace</p>	<p>Staff and contractors</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- UK Government guidance to be followed</li> <li>- A designated safe area has been identified away from other staff. Persons showing signs of COVID-19 infection will be removed from the workplace to the designated area, away from other staff and then sent home with support required. The person will be advised to follow NHS Guidance online.</li> <li>- If the person is a visitor their organisation will be informed.</li> <li>- The workplace will be decontaminated following governmental guidance.</li> <li>- 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.</li> </ul>	<p>This information has been passed onto all employees.</p>	<p>Relevant Aqualogic Staff</p>

Section 2: Significant hazards associated with the task



What are the significant hazards?	Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
<p><b>7</b></p> <p><b>COVID-19</b> - proximity, workplace gatherings</p> <p>A person catches COVID-19 due to working closely with an infected person</p>	<p>Staff and contractors</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- UK Government guidance to be followed.</li> <li>- A social distancing policy has been implemented.                             <ul style="list-style-type: none"> <li>• All employees have been asked to work from home where possible.</li> <li>• Only business critical face to face meetings to be undertaken on agreement with all involved.</li> <li>• Customer meetings to be undertaken remotely by phone or video where possible.</li> <li>• No handshaking or attendance at large meetings.</li> </ul> </li> </ul>	<p>This information has been passed onto all employees.</p>	<p>Relevant Aqualogic Staff</p>

Section 2: Significant hazards associated with the task

What are the significant hazards?	Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
<p><b>8</b></p> <p><b>COVID-19</b> - Vulnerable employees</p> <p>Staff with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</p> <p>Contract COVID-19 in workplace</p>	<p>Staff</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- UK Government guidance to be followed</li> <li>- 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.</li> <li>- Any vulnerable employees are required to work from home.</li> <li>- Where home working is not possible arrangements are made to isolate employee at work if symptom free.</li> <li>- Pregnant workers may be asked to commence maternity leave early if practicable.</li> </ul>	<p>The company will arrange for meetings with clients/customers to be completed by video or audio conferencing where possible.</p>	<p>Relevant Aqualogic Staff</p>
<p><b>9</b></p> <p><b>COVID-19</b> - Employees who have contracted COVID-19</p> <p>Contract COVID-19 in workplace</p>	<p>Staff and contractors</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance.</li> <li>- The workplace will be decontaminated following governmental guidance.</li> </ul>	<p>This information has been passed onto all employees.</p>	<p>Relevant Aqualogic Staff</p>

Section 2: Significant hazards associated with the task

What are the significant hazards?	Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
<p><b>10</b> <b>COVID-19</b> - Presenteeism. Symptomatic or exposed employees remaining in workplace</p> <p>Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell</p>	<p>Staff and contractors</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- UK Government guidance to be followed</li> <li>- Employees are advised to follow NHS Guidance online.</li> <li>- Symptomatic employees will be instructed to go home.</li> <li>- Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to contact NHS Guidance online.</li> </ul>	<p>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</p>	<p>Relevant Aqualogic Staff</p>
<p><b>11</b> <b>COVID-19</b> - Self-Isolation and wellbeing</p> <p>Employees not aware of the need to or how self-isolate. Wellbeing/Loneliness issues from self-isolation</p>	<p>Staff</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice)</li> <li>- A homeworkers risk assessment – either general or specific depending on risk levels – will be completed</li> <li>- Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>- Managers &amp; Colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by video</li> </ul>	<p>This information has been passed onto all employees.</p>	<p>Relevant Aqualogic Staff</p>

Section 2: Significant hazards associated with the task

What are the significant hazards?		Who may be harmed and how?	What are the existing control measures?	Are there any further control measures advised?	Who is responsible?
12	<p><b>COVID-19</b> - Travelling abroad</p> <p>A person catches COVID-19 due to travelling abroad for work purposes</p>	<p>Staff</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<p>No traveling abroad is permitted for work purposes</p>	<p>None identified</p>	<p>Relevant Aqualogic Staff</p>
13	<p><b>COVID-19</b> - Information failure</p> <p>Escalation/de-escalation of Pandemic</p>	<p>Staff and contractors</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<p>The company has a designated COVID-19 Appointed Person whose responsibilities include:</p> <ul style="list-style-type: none"> <li>• Signing up to relevant websites to receive timely updates</li> <li>• Monitoring relevant websites &amp; news outlets</li> </ul>	<p>None identified</p>	<p>TBC</p>
14	<p><b>COVID-19</b> – First Aid Provision</p> <p>First aider unable to adhere to social distancing rules whilst administering first aid</p>	<p>Staff and contractors</p> <ul style="list-style-type: none"> <li>- Minor illness</li> <li>- Flu like conditions</li> <li>- Pneumonia</li> <li>- Death</li> </ul>	<ul style="list-style-type: none"> <li>- First aider to discuss and show injured person how to carry out/apply first aid from a social distance</li> <li>- First aider to use face mask &amp; gloves if they cannot adhere to social distancing whilst carrying out first aid (provided in the workplace)</li> </ul>	<p>For serious injuries use emergency services to administer treatment</p>	<p>Relevant Aqualogic Staff</p>

### Risk Assessment Summary Sheet

Equipment that will be or may be used and the training received to use such equipment:	
Equipment	Training, information, or instruction
Face masks and gloves for first aiders	Safe systems of work for task to be distributed to staff
Suitable hand hygiene facilities – soap, disposable towels, water, sanitisers	Suitable signage in office to reinforce the messages and rules
Cleaning fluids for hygiene cleaning of surfaces and equipment	Seating plan for the office

**IF IN DOUBT ASK YOUR LINE MANAGER**

**Safe Systems of Work**

**4.1 Activity/Task/Area**

Talbot Green Office RAMS – Covid 19 specific

**4.2 This Safe System of work (SSW) applies to the following persons**

Aqualogic Staff and contractors

**4.3 Equipment/tools required**

Hand cleaning facilities

**4.4 Specific safety equipment required**

None

**4.5 Mandatory and Additional Personal Protective Equipment**

Aqualogic staff will use the following PPE as required by the SSW and RA

**Mandatory:**

None

**Additional:**

Face masks  
Protective gloves  
(Where 2 metre distancing cannot be maintained)

**4.6 Emergency situations**

Contact line manager or compliance manager

**4.7 Person(s) to contact for advice**

Compliance Manager

**4.8 Associated procedures**

IMS 029-06 Talbot Green Office RAMS

#### 4.9 Safe systems of work for identified hazards in risk assessment

The following are the do's and don'ts for the hazards identified in section 2 of this document:

##### 1. Vulnerable staff

- a) Staff that meet the Government definition of 'clinically extremely vulnerable' or 'clinically vulnerable' (see definitions below - section d & e) are to assess their personal vulnerability to establish whether it is safe for them to attend work based on the job they are employed to fulfil.
- b) They must also consider if their personal vulnerability may affect others who they may come in contact with during their workday. If their assessments raise any doubts regarding the safety of themselves or others, they **MUST NOT** attend work.
- c) If any staff member is unclear about any points regarding COVID-19 and they wish to discuss vulnerability concerns, they may contact the compliance manager or HR manager to seek guidance to assist in their vulnerability self-assessment.
- d) **Clinically extremely vulnerable** people are at High Risk from COVID-19, and include those who:
  - Have had an organ transplant.
  - Are having chemotherapy or antibody treatment for cancer, including immunotherapy.
  - Are having an intense course of radiotherapy (radical radiotherapy) for lung cancer.
  - Are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors).
  - Have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma).
  - Have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine.
  - Have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD).
  - Have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell).
  - Are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
  - Have a serious heart condition and are pregnant

These people are likely to have received a letter from the NHS telling them to 'shield' and not leave home.



e) **Clinically vulnerable** people are at Moderate Risk from COVID-19 and include those who:

- Are 70 or older.
- Are pregnant.
- Have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis).
- Have heart disease (such as heart failure).
- Have diabetes.
- Have chronic kidney disease.
- Have liver disease (such as hepatitis).
- Have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy).
- Have a condition that means they have a high risk of getting infections.
- Are taking medicine that can affect the immune system (such as low doses of steroids).
- Are very obese (a BMI of 40 or above).

## 2. Sharing your home with vulnerable persons

- a) All staff who share a home with 'clinically extremely vulnerable' or 'clinically vulnerable' persons (see definitions in previous section) are to assess the personal vulnerability of those that they share their home with to establish whether it is safe for them to attend work.
- b) If their assessments raise any doubts regarding the safety of themselves or the persons, they share their home with, they **MUST NOT** attend work.
- c) Any staff member may discuss vulnerability concerns with any may contact the compliance manager or HR manager to seek guidance to assist in the vulnerability assessment of those they share a home with.

## 3. Travelling to and from work

- a) Staff attending site for work purposes to ensure, where possible, that they do not share their vehicles with any person who is not a member of their household.
- b) If sharing of a vehicle with a person who is not a member of their own household cannot be avoided, suitable face covering, hand protection and ventilation within the vehicle must be ensured.

#### **4. COVID-19 - Someone infected entering the workplace**

- a) Ensure that there are always suitable and sufficient hand hygiene facilities available in the office in suitable locations
- b) All contractors and staff should thoroughly clean their hands on entering the building either using soap and water or suitable hand sanitizer following best practice guidelines.
- c) Staff to continue to regularly clean hands throughout the day especially after using toilets, before eating and after handling equipment/items that have been introduced into the office – including data loggers, letters, parcels etc.
- d) Staff to regularly clean work surfaces and equipment being used with suitable disinfectant at the start and end of each day and at regular times during the day.
- e) No physical contact between persons within the office including handshaking and adhering to 2 metre distancing where practicable.
- f) Isolate and remove anyone from the office who displays symptoms of COVID 19

#### **5. COVID-19 - Contaminated Workplace**

- f) If it is known that the workplace has been contaminated by COVID 19 then the office needs to be suitably de-contaminated using appropriate disinfectant before employees can be allowed back in.
- g) If the known contamination occurs whilst the building is being occupied, then all employees to be removed to a safe area, whilst it is being de-contaminated, where they can observe social distancing and not come into contact with the virus. In most cases this would be outside in the carpark. Employees to only re-occupy the building when instructed to do so by relevant Aqualogic manager.
- h) Staff to continue to regularly clean hands throughout the day especially after using toilets, before eating and after handling equipment/items that have been introduced into the office – including data loggers, letters, parcels etc.
- i) Staff to regularly clean work surfaces and equipment being used with suitable disinfectant at the start and end of each day and at regular times during the day.
- j) No physical contact between persons within the office including handshaking and adhering to 2-metre distancing where practicable.

## 6. COVID-19 - Someone becomes ill in the workplace

- a) Isolate and remove anyone from the office who displays symptoms of COVID 19. Inform appropriate person of the incident – line manager and compliance manager.
- b) If the contamination occurs whilst the building is being occupied, then all employees to be removed to a safe area, whilst it is being de-contaminated, where they can observe social distancing and not come into contact with the virus. In most cases this would be outside in the carpark. Employees to only re-occupy the building when instructed to do so by relevant Aqualogic manager.
- c) Staff to continue to regularly clean hands throughout the day especially after using toilets, before eating and after handling equipment/items that have been introduced into the office – including data loggers, letters, parcels etc.
- d) Staff to regularly clean work surfaces and equipment being used with suitable disinfectant at the start and end of each day and at regular times during the day.
- e) No physical contact between persons within the office including handshaking and adhering to 2-metre distancing where practicable.

## 7. COVID-19 - proximity, workplace gatherings

- a) Staff to continue to regularly clean hands throughout the day especially after using toilets, before eating and after handling equipment/items that have been introduced into the office – including data loggers, letters, parcels etc.
- b) Staff to regularly clean work surfaces and equipment being used with suitable disinfectant at the start and end of each day and at regular times during the day.
- c) No physical contact between persons within the office including handshaking and adhering to 2-metre distancing where practicable. Examples below will be implemented:
  - Seating/desk areas arranged to be 2 -metres apart – may need to make some desks 'out of bounds'
  - Kitchen area to only be used by one person at a time
  - Eating food at desk, outside or in vehicle.
  - No passing in the corridors
  - No queuing in the corridors to use toilets or kitchen
  - Face to face discussions to be made at least 2 meters apart.
- d) All internal business meetings need to be undertaken by phone or video call, where possible, only critical face to face meetings to be undertaken on agreement with all involved and if social distancing can be adhered to. If this is not possible then the

meeting needs to be cancelled or re-arrange in a different format to comply with government guidance.

- e) Managers to arrange that all customer meetings to be undertaken remotely by phone or video

#### **8. COVID-19 - Vulnerable employees**

- f) Aqualogic to identify which employees are classed as vulnerable.
- g) Clinically extremely vulnerable employees will not be permitted to work outside of their home.
- h) If vulnerable employees need to work in the office, then manager needs to ensure that they carry out the safest roles and can self-isolate in the office.

#### **9. COVID-19 - Employees who have contracted COVID-19**

- a) An employee who feels that they have COVID 19 symptoms should follow contact 111 or their GP to establish infection.
- b) Employees who are confirmed to have COVID 19 should immediately inform their manager and not come in to work. They will be treated as off sick as normal and will need to follow NHS guidelines for self-isolation and duration. Documentary evidence will need to be submitted to HR at the earliest possible time.
- c) Any employees who have been in contact with the infected employee will be informed of potential contamination and be advised to follow NHS guidelines.
- d) If it is known that the workplace has been contaminated by COVID 19 then the office needs to be suitably de-contaminated using appropriate disinfectant before employees can be allowed back in.
- e) If the contamination occurs whilst the building is being occupied, then all employees to be removed to a safe area, whilst it is being de-contaminated, where they can observe social distancing and not come into contact with the virus. In most cases this would be outside in the carpark. Employees to only re-occupy the building when instructed to do so by relevant Aqualogic manager.

#### **10. COVID-19 - Presenteeism. Symptomatic or exposed employees remaining in workplace**

- a) An employee who feels that they have COVID 19 symptoms will be advised to follow NHS guidelines and will be asked to go home.

- b) Any employees who have been in contact with the infected employee will be informed of potential contamination and be advised to follow NHS guidelines.
- c) If it is known that the workplace has been contaminated by COVID 19 then the office needs to be suitably de-contaminated using appropriate disinfectant before employees can be allowed back in.
- d) If the contamination occurs whilst the building is being occupied, then all employees to be removed to a safe area, whilst it is being de-contaminated, where they can observe social distancing and not come into contact with the virus. In most cases this would be outside in the carpark. Employees to only re-occupy the building when instructed to do so by relevant Aqualogic manager.

#### **11. COVID-19 - Self-Isolation and wellbeing**

- a) Employees advised to refer to NHS 111 online which provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice)
- b) Aqualogic to carry out a homeworkers risk assessment – either general or specific depending on risk levels – will be completed
- c) Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.
- d) Managers to arrange regular contact with home workers with regular individual, team calls or by video

#### **12. COVID-19 - Travelling abroad**

- a) No Aqualogic staff will be permitted to travel outside the UK for work related activities
- b) Any employees who travel abroad outside work should report this to manager and follow current government advise.

#### **13. COVID-19 - Information failure**

- a) Aqualogic to assign someone to monitor and assess all the government advise concerning COVID 19 and implement within Aqualogic as required.
- b) Any updates to processes or procedures will be distributed and discussed with relevant staff

#### 14. COVID-19 – First Aid Provision

- a) Employees to be made aware of who and how first aid will be conducted
- b) First aider to carry out first aid remotely where possible to adhere to social distancing measures.
- c) First aider to wear face masks and gloves if they need to treat the employee and they are not able to adhere to social distancing measures.
- d) Suitably dispose of gloves, used materials and masks after use – do not reuse mask or gloves.
- e) Disinfect first aid box after use.

### **IF IN DOUBT ASK YOUR LINE MANAGER**

**You will be asked to sign-off a training record to verify that you have read and understand this risk assessment and associated safe system of work.**