



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below
RR = residual risk

Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice. This assessment is designed to make working life secure and as less stressful for everyone at Aquam Water Services

Coronavirus (COVID-19) risk assessment

Assessment date: 11th May 2021

Review date: 11th November 2021

Version: 2.0

Office safety

Hazard	Risk	Control measures	RR	Persons at risk
Working in an office with the risk of contracting the COVID – 19 virus	4 x 3 = 12	<ul style="list-style-type: none"> Twice daily cleaning using of site using anti-bacterial cleaning products on all hard services Personal cleaning of all desk equipment using anti- bacterial wipes Desks positioned 6 feet from each other for personal space and social distancing No more than 1 person on shared kitchen facilities at any one time Disposable Gloves available to be worn when handling any items from off hire-on hire customers Doors to remain closed to customers to prevent contamination within site-transacting outside the depot Masks available to meet customers externally All staff with any symptoms to remain away from site- do not come to work if feeling any Covid 19 symptoms dial 	4 x 1 = 4	All aquam water services office staff

		<p>NHS health line and gain advice directly</p> <ul style="list-style-type: none"> • If symptoms than 10-day quarantine at home • Home working for those who can do so- prioritising those with any vulnerable status and/or childcare requirements • Temperature check at Depot entrance daily for adverse readings- if above normal readings than unable to work on site- Manager- staff to self-check on arrival • Where possible create a one-way system to avoid bumping into other people in the area • If using any stairs people going up the stairs have priority the person coming down must retreat into the office and wait. • If any personnel have an underlying health problem, they must make this know to his/her branch manager. • All staff have washing facilities with anti-bacterial hand wash facilities available. 		
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Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 10 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs