

RISK ASSESSMENT

Date Issued: 23/07/2020

Ref. No: AWT RA COVID 19

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Task Description: COVID 19

Site & Location: AWT OFFICES AND WAREHOUSING FACILITIES – Does not apply fully to site and customer facilities – follow their guidelines

Location Description: AWT operates out of 2 Office locations – Warrington is a purpose built 2 storey modern office facility within a business park, Barlborough is a warehouse and Office facility located on a mixed industrial/business park, the offices are spaced over 2 floors. Each building additionally has welfare facilities (toilets and kitchen areas). The normal 'static' staffing levels at each site are Warrington – 6, and Barlborough 3. Those levels will increase as field staff attend the respective offices. Warrington, additionally, has a 'lock-up' Warehouse that is unmanned and attended by field staff as required.

TRAINING REQUIRED

All AWT Staff undergo job specific training of which none covers COVID 19 Activities, however staff have received a Staff Briefing regarding the need for Hand Cleansing and Social Distancing in line with current Government Guideline's that are available from <https://www.gov.uk/coronavirus>

PERSONAL PROTECTIVE EQUIPMENT

All AWT staff are issued with approved PPE that meets the requirements of the Personal Protective Equipment Regulations 2002 (SI 2002/1144). All PPE issued is marked with the appropriate EN standard.

Personal Protective Equipment (PPE) in relation to COVID 19 is available to all staff and consists of: Face Coverings and Nitrile Gloves.

Field staff, have in their vehicles additional PPE: Safety Boots/Hard Hat/Hi Vis/Chemical Resistant Gloves [Nitrile or PVC], Eye protection [glasses or goggles], half or full face mask [RPE]

RISK ASSESSMENT						
HAZARD	PERSONS AT RISK	CONTROL MEASURES	What further action do you need to consider to control the risks?	Who Needs to Carry out the Action	Action to be carried out by when/date	Comment
Getting or spreading coronavirus by not washing hands or not washing them adequately	Advanced Water Technologies Staff, visitors and contractors	Based on the number of workers and the number of people who come into the facilities there are sufficient hand washing stations available but additional Hand Sanitising Stations have been created in reception areas and staff have been provided with individual bottles of sanitiser. AWT Staff have been advised how to conduct themselves when visiting customers sites.	Monitoring and supervision to make sure people are following controls – how much sanitiser is being used. Signs are in place to remind people to wash their hands, which include information about when and where hands are to be washed. Stocks of both soap and hand sanitiser are held in each office location to replenish hand washing/sanitising facilities	All Staff Business Manager (Warrington) Ops Manager Office Manager (Barlborough) MD to oversee	Ongoing	

<p>Getting or spreading coronavirus in common use high traffic areas and communal areas Travelling and working together Using Equipment and tools</p>	<p>Advanced Water Technologies Staff, visitors, and contractors</p>	<p>The pinch points in both facilities are:</p> <ul style="list-style-type: none"> Entrances and exits – common doorways Kitchen and Welfare Areas <p>The aim is to avoid overcrowding and staff gathering in these areas and limit the number of staff in the areas.</p> <p>In high traffic areas maintain good social distancing by:</p> <ul style="list-style-type: none"> Allowing only one person on the stairwells at any time. Waiting for entrances and exits to be clear. Do not gather in doorways or corridors. Limiting and staggering lunch breaks Where doors can be wedged open, they should be BUT fire doors are to be left closed or if open can be closed quickly and easily in the event of a fire outbreak. <p>Communal Areas – Cleaning should be undertaken on a more regular basis and this should include the wiping down of all surfaces including door handles and appliances (kettles/coffee makers etc) with Anti- Bacterial wipes. Additionally, individual workstations are to be cleaned frequently, which includes telephone handsets.</p> <p>Travelling, car or van sharing is not to happen until such time as the outbreak ceases or staff start to feel comfortable about sharing vehicles. Vehicles are to be cleaned on a regular basis; door handles, steering wheels to wiped with anti-bacterial wipes.</p> <p>When working in a team (2 or more individuals) PPE is to be worn and used correctly – wearing of face masks and gloves as a minimum.</p> <p>Field staff are to manage their tools and equipment and when sharing ensure that all equipment is cleaned thoroughly after use.</p>	<p>Workstations have been adjusted to take account of social distance requirements.</p> <p>Limiting the amount of time and frequency field staff attend Offices and the lock up.</p> <p>Staff are provided with hand sanitising gel.</p> <p>Working together does require the wearing of PPE as a routine and staff have been provided with PPE as required.</p>	<p>All Staff</p> <p>Business Manager (Warrington)</p> <p>Ops Manager</p> <p>Office Manager (Barlborough)</p>	<p>Ongoing</p>	
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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Advanced Water Technologies Staff	<p>Have regular discussion and conversations/calls with all staff and encourage staff to talk about any work issues</p> <p>Talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through with</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Monitor working patterns and the issue of fatigue with staff and make sure they take regular breaks, are encouraged to take leave</p>	<p>There are a number of organisations that staff can be directed to for assistance and guidance on welfare/mental health issues. Managers are to direct staff as required but ensure they provide a listening ear to anyone who raises concerns. This applies the same to peer group members, listening and supporting each other as required.</p>	<p>All Staff</p> <p>Business Manager (Warrington)</p> <p>Ops Manager</p> <p>Office Manager (Barlborough)</p>	Ongoing	
Work place ventilation	Advanced Water Technologies Staff, visitors and contractors	<p>Warrington: There are sufficient opening windows to create an airflow through the building as required, open windows are the preferred method of creating fresh air movement in an office during the corona virus period. Should mechanical ventilation be required the systems are to be set to 'fresh air' and not 'recirculate air' modes.</p> <p>Barlborough: There are sufficient opening windows to create an airflow through the building, additionally the main warehouse door can be opened to increase airflow and air changes, there is no mechanical ventilation systems installed.</p>	<p>Where practicable staff are to be encouraged to work with open windows and avoid the use of all mechanical ventilation systems.</p> <p>If mechanical air ventilation is to be used the units are to be serviced and cleaned on a more frequent basis.</p>	<p>All Staff</p> <p>Business Manager (Warrington)</p> <p>Ops Manager</p> <p>Office Manager (Barlborough)</p>	Ongoing	
Increased risk of infection and complications for vulnerable staff, and family members.	Advanced Water Technologies Staff and families	<p>AWT is aware, generally, of the staff who may be included in one of the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable • People self-isolating • People with symptoms of coronavirus <p>Discussions will be had with those concerned about the risks to them and measures that can be put in place to support them on an individual basis.</p> <p>Within this, AWT are conscious of the risk that the work undertaken by staff may put them at risk, that risk is extended vicariously to family members.</p>	<p>AWT have in place good lines of communication so staff know who and when to notify when they fall into one of these categories, eg they start chemotherapy or are pregnant</p>	<p>All Staff</p> <p>Business Manager (Warrington)</p> <p>Ops Manager</p> <p>Office Manager (Barlborough)</p>	Ongoing	

Exposure to workplace hazards because it isn't possible to get normal	Advanced Water Technologies Staff	<p>The provision of PPE is a normal activity for AWT and All staff have ready access to PPE. However, while AWT do hold stocks of PPE potentially as demand rises for certain items, sourcing and precuring items could be challenging. In these periods Staff are to ensure that they take additional precautions to protect themselves:</p> <ul style="list-style-type: none"> • Social Distancing • Hand washing • Engineering Solutions • Undertake a dynamic point of work Risk Assessment to highlight the risks and control measures to be used 	Maintain good levels of PPE stocks	<p>All Staff</p> <p>Business Manager (Warrington)</p> <p>Ops Manager</p> <p>Office Manager (Barlborough)</p>	Ongoing	
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SITE INDUCTIONS and PRE-WORK RISK ASSESSMENT

Site Induction: Upon arrival at site, there will be a requirement to undergo a Site Induction, which will identify any site specific requirements in relation to COVID 19, those requirements may be above any requirements that AWT require, and are therefore to be followed. Additional checks may also be required at sites which may include, but limited to, a temperature check and medical screening questionnaire that must be completed.

SIGNATURES

This is a dynamic COVID 19 Risk Assessment and will be subject to change as and when the Government updates it's advice and guidance. That up to date guidance can be obtained from <https://www.gov.uk/coronavirus>

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