

## RISK ASSESSMENT – SOUTH STAFFS WATER & CAMBRIDGE WATER.

|                               |  |                                |   |
|-------------------------------|--|--------------------------------|---|
| <b>Subject of Assessment.</b> | Coronavirus (COVID-19) Offices.  |                                |   |
| <b>Task/Activity.</b>         | Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities. |                                |   |
| <b>Assessor.</b>              | Marcella Nash – Director of HR<br>Ian Woods – HSEQ Manager.                                  | <b>Location of Assessment.</b> | Green Lane, Fulbourn Road and smaller satellite sites.<br>Assessment includes summary for field and production staff. |

| Risk Rating Matrix (RR)   | Likelihood (L)                          |                                     |                         |
|---|---|-------------------------------------|-------------------------|
| Consequence (C)   | 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) | <b>HIGH (H)</b>                         | <b>HIGH (H)</b>                     | <b>MEDIUM (M)</b>       |
| Injury or illness causing short term disability (Medium)              | <b>HIGH (H)</b>                         | <b>MEDIUM (M)</b>                   | <b>LOW (L)</b>          |
| Other injury or illness (Low).  | <b>MEDIUM (M)</b>                       | <b>LOW (L)</b>                      | <b>LOW (L)</b>          |

| Ref | Hazards<br>(Unsafe Condition)                                | Who is at risk?<br>(and how)  | Controls in place   | L | C | RR | Adequately controlled? |
|-----|--|---|---|---|---|----|------------------------|
| 1   | <b>COVID-19</b><br>(Someone infected entering the workplace) | <b>Employees &amp; Visitors</b><br>(A visitor or employee enters the workplace and passes the virus to employees) | <ul style="list-style-type: none"> <li>Individual showing symptoms are not permitted to enter sites. Support provided for testing as necessary. Follow government guidelines on self-isolation.</li> <li>Home working is in place and continues to be primary where it is working effectively. (All have a risk assessment, IT support, Teams enabled where required, special equipment taken home as per individual assessment).</li> <li>Home working guidance issued through internal communications in line with UK Government guidelines.</li> <li>SSW Training Centre is closed during any lockdown. All non-urgent training postponed. Statutory training continues through on-line learning or significantly reduced sized external venue training, following social distancing and UK Government guidance.</li> <li>COVID-19 signage and posters placed in designated locations within the workplace (toilets, notice boards, floors, entry and exit points etc.) for all employees &amp; visitors to follow.</li> <li>The wearing of face covering is strongly encouraged within, and when moving around, communal areas in our buildings and premises. Communal areas include walkways, stairs and lifts, kitchen and break areas, toilet facilities and meeting rooms. There is no need to wear a face covering whilst sat at your own desk.</li> <li>Re-inductions for all staff before returning to the office – Includes a Video and a site Handbook with site rules.</li> <li>Best practice Hygiene requirements (hand washing etc.) are being enforced and included in all pre-return inductions. Employees are instructed to wash their hands frequently for at least 20 seconds duration. No handshaking. External workers/contractors are restricted to those deemed an essential service provision.</li> </ul> | M | M | M  | Yes                    |

| Ref | Hazards<br>(Unsafe Condition)                             | Who is at risk?<br>(and how)  | Controls in place   | L | C | RR | Adequately controlled? |
|-----|---|---|---|---|---|----|------------------------|
| 2   | <b>COVID-19</b><br>(Someone becomes ill in the workplace) | <b>Employees &amp; Visitors</b><br>(Contract COVID-19 in workplace) | <ul style="list-style-type: none"> <li>UK Government guidance to be followed</li> <li>Anyone on site showing signs of COVID-19 infection will be sent home and advised to follow NHS Guidance online. Support for testing will be provided.</li> <li>If the person is a contractor, their organisation will be informed.</li> <li>The workplace will be deep cleaned following government guidance.</li> <li>Best practice Hygiene requirements (hand washing etc.) are being enforced. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>Occupational Health Support is available for all staff as needed.</li> </ul> | M | M | M  | Yes                    |

| Ref | Hazards<br>(Unsafe Condition)               | Who is at risk?<br>(and how)  | Controls in place  | L | C | RR | Adequately controlled? |
|-----|---|---|--|---|---|----|------------------------|
| 3   | <b>COVID-19</b><br>(Contaminated Workplace) | <b>Employees &amp; visitors</b><br>(Contract COVID-19 in workplace) | <ul style="list-style-type: none"> <li>UK Government guidance is being followed.</li> <li>Social distancing signage indicated throughout workspaces.</li> <li>Vehicle sanitation prior to and during use protocols in place.</li> <li>Visitors inducted before entering site as well as staff.</li> <li>Additional hand sanitisers have been provided in the workplace and entry/exit points and by work pods.</li> <li>Cleaning products and tissues/hand gel available for staff throughout the office and for field operations.</li> <li>One-way routing and revised building entry and exits with relevant signage is in place.</li> <li>Extra hygiene requirement (hand washing etc.) in place on building entry points. Disposable hand towels to be used to dry hands, limited use of hand dryers where possible.</li> <li>Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned.</li> <li>The wearing of face covering is strongly encouraged within, and when moving around, communal areas in our buildings and premises. Communal areas include walkways, stairs and lifts, kitchen and break areas, toilet facilities and meeting rooms. There is no need to wear a face covering whilst sat at your own desk.</li> <li>Touch point items such as door handles, kitchen equipment etc. has frequent cleaning regime</li> <li>Provision for essential 'hands free' deliveries, with designated drop off points to stores.</li> <li>Multi use equipment, including stationery/pens, cleaned after every use.</li> <li>Lift use restricted to single occupancy.</li> <li>Reception and Stores desks fitted with protective screening.</li> </ul> | M | M | M  | Yes                    |

| Ref | Hazards<br>(Unsafe Condition)                        | Who is at risk?<br>(and how)  | Controls in place  | L | C | RR | Adequately controlled? |
|-----|--|---|--|---|---|----|------------------------|
| 4   | <b>COVID-19</b><br>(proximity, workplace gatherings) | <b>Employees &amp; visitors</b><br>(A person catches COVID-19 due to working too closely and unbeknown with an infected person) | <ul style="list-style-type: none"> <li>UK Government guidance to be followed</li> <li>Social distancing rules have been implemented.</li> <li>Office employees will continue to work from home where possible.</li> <li>Only business critical face-to-face meetings to be undertaken on agreement with all involved. Following government guidelines on social distancing.</li> <li>Commercial and business meetings to be undertaken remotely by phone or video where possible.</li> <li>No handshaking or attendance at large meetings.</li> <li>Multi-use computers to be avoided – clean and sanitise before and after use for any shared desks. Own kit to be used.</li> <li>Welfare facility usage controlled to ‘one in one out’ where possible. Government social distancing guidelines to be followed.</li> <li>The staff restaurant has closed. New food vending machines installed. Existing hot and cold drinks vending machines remain. Additional facilities for warming food etc.</li> <li>Open plan kitchen has opened. One person only permitted to enter. Floor signage installed to ensure social distancing.</li> </ul> | M | M | M  | Yes                    |

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|---|---|--|--|---|---|---|------------|
| 5 | <p><b>COVID-19</b><br/>(Vulnerable employees)</p> | <p><b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b><br/>(Contract COVID-19 in workplace)</p> | <ul style="list-style-type: none"> <li>• UK Government guidance to be followed</li> <li>• Any vulnerable employees will work from home where possible.</li> <li>• Where home working is not possible, arrangements are made to protect employee at work if symptom free. Robust risk assessment and task restrictions apply.</li> <li>• The company will arrange for meetings to be completed by video or audio conferencing where possible.</li> <li>• Shielded staff will continue working at home, unless GP or evidence enables otherwise, same robust risk assessment and some work place isolation will apply to protect at work.</li> </ul> | M | M | M | <p>Yes</p> |
|---|---|--|--|---|---|---|------------|

| Ref | Hazards<br>(Unsafe Condition)                               | Who is at risk?<br>(and how)   | Controls in place  | L | C | RR | Adequately controlled? |
|-----|---|--|--|---|---|----|------------------------|
| 6   | <b>COVID-19</b><br>(Employees who have contracted COVID-19) | <b>Employees, visitors, members of the Public, Family members</b><br>(Contract COVID-19 in workplace)                            | <ul style="list-style-type: none"> <li>If NHS 111/online or a GP determines an employee has contracted COVID-19, self-isolation will apply.</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>In all cases, support for testing will be provided where any symptoms for staff or families follow.</li> <li>The workplace will be deep cleaned following UK Governmental guidance.</li> </ul>   | M | M | M  | Yes                    |
| 7   | <b>COVID-19</b><br>(Self-Isolation and wellbeing)           | <b>Employees</b><br>(Employees not aware of the need to or how to self-isolate. Wellbeing/Loneliness issues from self-isolation) | <ul style="list-style-type: none"> <li>A home workers general risk assessment has been completed.</li> <li>Managers to ensure that all employees required to work from home have the necessary equipment to do their jobs safely.</li> <li>Managers &amp; teams are advised to keep in regular contact.</li> <li>This information has been passed onto all relevant employees through various internal communications.</li> <li>Provision and access to Wellbeing Portal and regular internal communications.</li> </ul>   | M | M | M  | Yes                    |
| 8   | <b>COVID-19</b>   | <b>ADDITIONAL DETAIL – FIELD, PRODUCTION &amp; SITE SPECIFIC</b>   | <ul style="list-style-type: none"> <li>Field Staff Risk Assessments similar to this, with additional relevant controls for working with equipment, in vehicles and for interactions with customers are in place.</li> <li>Production Workers Risk Assessments similar to this, with relevant control room specific measures and controls for working with equipment, chemicals, and in vehicles are in place. Strict site access rules in place to minimise any visitors.</li> <li>Full PPE in place for Field and Production where 2m distancing is difficult in field operations, and where essential work is required including entry to customer properties. Entry to customer properties is restricted to certain critical tasks only.</li> <li>Hand gel, wipes (over 70% alcohol volume) available for all field staff and production operations to clean hands</li> </ul> |   |   |    |                        |

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|--|--|--|--|--|--|--|--|
|  |  |  | <p>frequently, as well as vehicles and equipment.</p> <ul style="list-style-type: none"> <li>• Specific instructions apply to vehicles and driving such as teams where sharing to remain constant, vehicle cleaning instructions, wearing nitrile gloves (not work gloves) in vehicles and for relevant tasks.</li> <li>• Any symptoms, staff are instructed to self-isolate and supported for testing.</li> <li>• Office, more site specific and detailed Risk Assessments are in place.</li> <li>• All available to the relevant staff, and generally, on request through Health &amp; Safety or Line Managers.</li> </ul> |  |  |  |  |
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| <b>Date of Assessment.</b>     | 26.05.20  | <b>Signature(s)</b> | M Nash. / I Woods. |
| <b>Review date(s).</b>         | Three times weekly currently, to ensure UK Government guidance is followed.   |                     |                    |
| <b>Date of Revision 3</b>      | Tuesday January 5 <sup>th</sup> 2020.   |                     |                    |
| <b>Supporting information.</b> | <p>Working at our sites safely Covid Handbook v4 January 2021.</p> <p>Covid-19 Guide for Managers January 2021 - Version 2.4 National Lockdown.</p> |                     |                    |