



Watts of Lydney Group Limited
Althorpe House, High Street, Lydney, Glos GL15 5DD

Coronavirus Workplace Risk Assessment (COVID-19)

Location/Dept: Watts of Lydney Group Ltd. Althorpe House, High Street, Lydney. Gloucestershire GL15 5DD	Date Assessed: 21/07/2020	Assessed by: Andrew Bryant / Diane Price
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Task/ Activity: Office work / Occupation (coronavirus)	Review Date: Weekly – and/or on Government update	Reference Number: WOLG001
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Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Re Opening of the office / Working in the office	Potential Contact with persons suffering from coronavirus	Employees Contractors Visitors	<p>Site Visitors/Contractors Any visitors to the office will be asked to leave their contact details. These details will be kept secure and destroyed after 21 days. Remote video call meetings should be utilised.</p> <p>Where a site visit is necessary the visitor will need to complete a COVID-19 assessment form to determine their exposure to COVID-19 so their visit can be managed or declined. <i>(Ensure visitors are aware of the procedures on-site around to protect staff, when relevant).</i></p> <p>Communication Regular team communications to staff following changes to government advice.</p> <ul style="list-style-type: none"> - 25th July 2020 – Reducing the risk of spreading the Virus 	5	1	5	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p>



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Working from Home

Employees are enabled to work from home and if Government or local conditions require, home working will resume. A schedule of home working has been completed. This has been in place since **25th March 2020** for all staff.

Social Distancing

Social distancing to be implemented. Members of staff have been instructed to keep two metres away from each other at all times. **Effective 21th July 2020**

- Appropriate PPE must be worn where distancing may be difficult to achieve to complete a task. Appropriate PPE includes a face shield and gloves.

- Only one person at a time is permitted to enter the kitchen area.

- Board room to be used as additional meeting /video conference area for a maximum of 5 people.



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			<p><u>Hygiene</u></p> <ul style="list-style-type: none"> - Staff are reminded via notices / signs to ensure that they wash their hands regularly. - All communal areas are cleaned regularly. This includes tables and chairs, door handles and surfaces that may be used by more than one person. <p>Antibacterial wipes/spray is provided for these purposes.</p>				
Re opening / Working in the office	Contact with persons suffering from coronavirus (Confirmed via Testing)	Employees Contractors Visitors	<p>If an employee or known visitor tests positive for coronavirus, all staff who have been in contact with that person or who work in the relevant areas will be instructed to quarantine themselves while further advice is sought from the Public Health England local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and 	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p>



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		<ul style="list-style-type: none">• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors /reception) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
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Re opening / Working in the office	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to quarantine themselves.</p>	3	3	9	Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.
Re opening / Working in the office	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors	There is currently no perceived increase in risk for handling post or packages from specified areas.	3	1	3	Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.
	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for	3	1	3	



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			<p>storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p> <p>Removing of waste and belongings at the end of the day.</p>				
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<p>Re opening / Working in the office</p>	<p>Contracting and spreading of infection – General</p>	<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Use Hand sanitiser available in main reception and first floor landing. • Paper towels will be considered in place of cloth towels. • Try to avoid close contact with people who are unwell. • Increased cleaning and disinfecting of frequently-touched objects and surfaces (door handles, pumps handles, printers, control panels, etc.). • Do not touch your eyes, nose or mouth if your hands are not clean. <ul style="list-style-type: none"> • Only where it is not possible to 	<p>5</p>	<p>1</p>	<p>5</p>	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures to be reviewed weekly and in line with Government notifications which may change daily.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
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			<p>maintain a two-metre social distance, working side-by-side or facing away rather than face-to-face working should be carried out (where possible). If not possible, staff work face-to-face for 15 minutes or less and work together in cohorts which are as small as possible.</p> <ul style="list-style-type: none"> • Staff informed to wash hands regularly and on arrival/leaving the premises. • Floor markings in place to maintain two-metre distances. • Increased usage/encouragement of video conferencing and telephones rather than physical contact. Devices cleaned after use. • Remote meetings (where possible) for staff and visitors. Limited number of visitors on site. Usual records maintained for all visitors. Where meetings are required in person, two-metre social distancing must be maintained. Hand sanitiser provided in main reception. [Meetings held outdoors (where possible)]. 				
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			<p>encourage and promote good hand hygiene, avoiding touching your face and using the upper arm of your sleeve where tissues are no available.</p> <ul style="list-style-type: none">• Management regularly monitor activity time to ensure that this is as short as possible.• If it becomes necessary, screens or barriers will be utilised.• Staff and visitors maintain 2 m distance from main reception desk.• Staying COVID-19 Secure in 2020 poster displayed at the main entrance.• This assessment is shared with all employees.• If employees have concerns they need to raise them with a member of staff. Reasonable adjustments can be made as required.• There is no compulsory requirement to wear face coverings but staff can do so if they wish.• Hands should be washed regularly when putting on them, or taking them off and face covering washed or disposed of correctly. <p>Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre.</p>			
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			<p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				
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PLEASE SEE WEEKLY MONITORING CHECKLIST ON PAGE 12



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Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so



*Watts of Lydney Group Limited
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WEEKLY Monitoring Checklist

DATE:

ENSURE THAT YOU HAVE:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from Public Health England			
Reviewed and updated the risk assessment to incorporate any changes to the guidance			
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available			
Identified and implemented the (new) recommended control measures			