



Coronavirus (COVID-19) Risk Assessment and Control Plan

This Risk Assessment details the way in which Distribution Centres (Omega Warrington, Chorley DHS, Basildon Underfloor Heating Store UFHS) are managing the risks associated with operating in light of the Coronavirus (also called COVID-19) outbreak, via person to person proximity, and/ or surface contamination throughout operations.

All sites will continue to service our branch network and follow their locally implemented social distancing controls. This assessment deals with the sites themselves. The delivery fleet for Omega are run by DHL hauliers who will have their own risk assessments. Generally speaking Omega, Chorley DHS & UFHS are large sites with good ventilation so social distancing working is less challenging than our trading outlets during normal operations. However, this does not mean the sites present no risks, there are times when the colleagues can come into closer contact such as entering and exiting the sites, operations involving consolidation of loads and shift briefings

This assessment covers the following groups of people:

- Colleagues;
- External visitors; and,
- Suppliers drivers.

City Plumbing Supplies Ltd is following the UK Government advice whilst respecting regional Government variations in relation to safe working during the Coronavirus outbreak and regularly reviews its position in light of any changes or advances in thinking. The business is supported by a team of competent Health and Safety professionals who are an integral part of our business and decision making process in relation to operational changes and the impact on safe working generally as well as in respect to Coronavirus.

Should anyone be concerned that our sites are not following the controls detailed in this Risk Assessment, they should in first instance raise it with the Site Manager who will record it on our Incident Reporting System and investigate the matter accordingly putting in place corrective action where necessary.

Dave Evans
Managing Director



Coronavirus (COVID-19) Risk Assessment and Control Plan

First Issued: 19th May 2020,

Reviewed: 18th June 2020, 18th July, 16th September, 30th September, 23rd October, 23 November, 16th December, 21st December 2020, 21st January 2021, 19th February, 19th March 2021, 20th April 2021, 11th June 2021, 16th July 2021, 20th October 2021 ***next review to be carried out on or before 20th November 2021***

| Hazards / Potential Point of Transmission | Existing Company Controls |
|---|---|
| Risk of contracting COVID-19 whilst at 'Work' | All job roles have been assessed and where suitable colleagues will be advised to work from home. |
| Risk of contracting COVID-19 whilst travelling to and from work | Colleagues are encouraged to use their own private transport to get to work where possible. Where possible, shift patterns enabling travel outside of peak times and provision of 'travel kits' including antiseptic wipes and hand sanitiser in place for regional personnel. Consideration will be made locally on how colleagues will get to and from work. Sites will, where possible, provide facilities to enable colleagues to walk, run or cycle to work. |

Coronavirus (COVID-19) Risk Assessment and Control Plan

| | |
|---|--|
| <p>Risk of contracting Covid from close proximity or physical contact with other colleagues whilst arriving on site.</p> <p>Omega has in place a turnstile for security purposes.</p> | <p>Demarc social distances where appropriate from the gate and entrance / exit points so that colleagues form a queue respecting social distance and do not bunch whilst entering or exiting the site or trying to use the turnstiles at Omega.</p> <p>Install hand sanitiser dispensers on both sides of turnstile gates and make sure they have an adequate supply of sanitiser.</p> <p>Put up signage to the effect of keeping social distancing in place away from people and to use the hand sanitiser before operating the gate.</p> <p>Regularly clean turnstiles, main entrance / exit doors particularly during peak flow times as well as reception desks.</p> <p>If and when necessary provision of supervision at the turnstiles/entrance to site to ensure Social Distancing is maintained.</p> <p>Omega & Chorley DHS operate a temperature checking facility in which all persons attending the site will be 'checked' prior to entering. Where a temperature of 38 degrees celsius or above is present a further check will be carried out. When a colleague or visitor presents a high temp on the second check they will be asked to leave the site and get a COVID-19 test in line with current guidance.</p> |
| <p>Risk of contracting Covid from close proximity or physical contact with other colleagues starting/ finishing shifts.</p> | <p>Stagger shift start and finish times where possible.</p> <p>Start of shift briefings carried out in smaller cohorts and whilst maintaining 2m (3 steps) social distancing.</p> <p>Promote & encourage social distancing in areas such as the clocking in / out point so that colleagues do not bunch whilst trying to use the clocking in / out machine; use barriers to create a 'snaking route' if necessary.</p> <p>Install hand sanitiser dispensers near to the clocking in / out machine and make sure they have an adequate supply of sanitiser.</p> <p>Put up signage to the effect of keeping away from people (distancing) and to use the hand sanitiser before operating the clocking in / out machine.</p> |

Coronavirus (COVID-19) Risk Assessment and Control Plan

| | |
|--|---|
| | If and when necessary provide supervision at the clocking in / out machine to ensure Social Distancing is maintained. |
| Risk of contracting COVID-19 from persons not displaying the symptoms | <p>MHE controls, grab handles and handheld devices are cleaned before and after shift and also when changing operators. Antibacterial wipes such as 'Big Wipes' can be used for this.</p> <p>Sanitising stations are strategically located around the site.</p> <p>Disposable gloves available for colleagues to use.</p> |
| Risk of contracting COVID-19 from shared welfare facilities | <p>Break times staggered and shared seating areas, toilets and smoking arrangements rearranged where possible to promote & maintain social distancing.</p> <p>Increased hygiene in shared areas. Tables and worktops wiped down with antibacterial spray after every use. Frequently touched shared equipment i.e. kettles, refrigerators, microwaves etc to be frequently cleaned using standard cleaning products.</p> <p>Tables and contact surfaces such as door handles are cleaned regularly . All non-fire doors are left in an open position to support free movement and reduce touch points where possible.</p> |
| Risk of contracting COVID-19 during movement of equipment requiring a 2 person, close proximity lift | <p>Utilise MHE and other handling techniques wherever possible to minimise two person lifts</p> <p>Omega has a small number of products whereby two man picks are required whereby two colleagues work in close contact. On these infrequent occasions dedicated lifting teams will be allocated such activity.</p> <p>Masks will be worn by all colleagues who are requested when handling such a product. Good hygiene practices are in place before and after each interaction and these are kept to under 15 minutes at a time.</p> |
| Refuelling vehicles | <p>Drivers briefed to ensure use of disposable gloves when refueling vehicles at fuel stations.</p> <p>High levels of hygiene must be in place.</p> |
| Cleaning and disinfection | Full company guidance which is conversant with current government and World Health Organisation guidance in place and communicated to all colleagues. This includes increased cleaning and disinfection of work areas, work and hireable equipment, vehicles and shared facilities. |

Coronavirus (COVID-19) Risk Assessment and Control Plan

| | |
|--|--|
| Disposal of cleaning materials and potential contaminated materials | Safe disposal procedures in place and communicated to all. Verbal and visual reminders of hygiene processes in work areas and to colleagues, customers and visitors. |
| Colleague wellbeing | Regular check-ins with all colleagues to communicate changes, support concerns and to ensure people do not feel isolated or fearful of changes to standard working practices. Unless there are exceptional circumstances (authorised by line management) colleagues will not be staying away from home |
| Transmission of virus from person displaying the symptoms of COVID-19 | Colleagues who are displaying symptoms (namely high temperature, a new continuous cough &/or a loss or change to sense of smell or taste) must follow the latest government guidance. All colleagues at Omega & Chorley DHS site prior to the start of their shift complete a temperature check. Colleagues displaying high temperatures, may be advised to leave the site depending upon the circumstances. If a colleague starts to display covid symptoms at work, they must follow the latest government guidance. Signs displayed advising visitors with the symptoms not to enter the buildings. Suppliers & Customers displaying symptoms will be respectfully asked to leave. Colleagues returning to work following a period of absence due to testing positive to covid will have a return to work assessment prior to returning and monitored to ensure full recovery & are fit to resume normal activities. |
| Colleagues who are vulnerable or have underlying health issues becoming seriously ill due to contact with COVID-19 in work | We will take the latest government advice & where there are local spikes advice will be sought from the local Environmental Health. |

Coronavirus (COVID-19) Risk Assessment and Control Plan

| | |
|---|--|
| <p>Risk of contracting COVID-19 (from people not displaying symptoms) through air due to two persons being in close proximity</p> | <p>Physical barriers & sneeze screens are installed at customer service areas and small enclosed office areas.</p> <p>Any coughs or sneezes are into tissues (which are binned immediately) or into the crook of the arm</p> <p>Where there is a necessity to move product with two persons this will be carried out in line with Government guidance however precautions will still be taken to minimise exposure time & frequency.</p> |
| <p>Risk of contracting the virus from contractors, suppliers or visitors attending site</p> | <p>St Johns Ambulance have now introduced face to face training for small groups.</p> <p>New & refresher training for forklifts operators are being trained under social distancing rules</p> <p>Range of measures introduced for our suppliers to adhere to ahead of deliveries:</p> <ul style="list-style-type: none"> • Supplier calls ahead • Suppliers prepare load for unloading and retreat to 2 metre distance • Signing of paperwork has ceased, names of colleagues responsible for the unloading is given instead • If supplier self-unloads, they do so in a segregated area <p>Our sites are keen to support suppliers in their COVID-19 mitigation controls and so our toilet facilities and handwashing facilities are available to them.</p> <p>Statutory inspection engineers required to attend sites briefed on COVID- 19 specific controls such as the wearing of a face mask throughout the visit must be adhered to at all times.</p> <p>Visitors and/or contractors to site will complete an induction which includes our social distancing principles and safe ways of working and must wear face masks throughout attending the site.</p> |



Coronavirus (COVID-19) Risk Assessment and Control Plan

Risk of transmission due to unavoidable contact between two people in a first aid emergency or fire/ emergency evacuation.

Whilst our first aiders will never refuse to provide treatment, where possible, the first aider should provide a means of treatment (such as a plaster) to the injured person for them to self-administer. First aiders should, if possible, limit their interactions with ill or injured colleagues to those who have serious conditions only.

Colleagues are encouraged to treat their own minor injuries. First aiders will limit their treatment of injuries to critical cases.