



This Risk Assessment details the way in which Head Offices (HO) within City Plumbing Supplies Ltd 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.

Our head office colleagues wherever possible are working from home at present. Currently a small number of functions that are not able to work from home due to the service they operate or infrastructure issues based in offices are following social distancing controls. All line managers requiring 'colleagues' to return to the office environment are assessed on case by case with Senior leadership Team sign off.

This assessment covers the following groups of people:

- Colleagues and
- External visitors

City Plumbing Supplies Ltd are 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 local Manager who will record it on our Incident Reporting System and investigate the matter accordingly putting in place corrective action where necessary.

Phil Joyce  
Property Director Plumbing & Heating Division

First Issued: 18th July 2020, next review on or before 18th August 2020



| Hazards / Potential Point of Transmission   | Existing Company Controls   |
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| 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.<br><br>Car sharing is avoided although it may be preferable to using Public Transport. In such cases keep windows open to allow natural ventilation and try to keep car sharing with the same people as much as possible. |
| Risk of contracting COVID-19 from close proximity or physical contact with other colleagues whilst arriving at access or egress points or travelling through barriers or 'airlocks' | Hand sanitiser used prior to entrance to offices as appropriate<br><br>Put up signage to the effect of keeping 2m (3 steps) away from people.<br><br>Regularly clean main entrance / exit doors   |

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| <p>Risk of contracting COVID-19 from close proximity or physical contact with other colleagues (especially in the same department) or visitors whilst in work environment</p> | <p>Work from home whenever it is possible. City Plumbing Supplies have a full range of mobile solutions to enable virtual hangouts and information sharing .</p> <p>For some business critical roles this is not possible and these small number of colleagues are working in our Head Office following the social distancing principles outlined in this risk assessment.</p> <p>Stagger shifts start and finish times to prevent 'peak' traffic of pedestrians at any one time.</p> <p>No weekend working will be allowed during this period. This is to allow time for any contaminated surfaces to be cleaned and / or reduce the strength of the virus.</p> <p>No external visitors are allowed at head office location.</p>   |
| <p>Risk of contracting COVID-19 from persons not displaying the symptoms in the work environment</p>  | <p>Keep at least 2m (3 steps) away from other people. This might mean you need to reposition your desk or where you sit including when taking your break. Individual workstations need to be positioned to enable 2m social distancing. Where possible locate workstations away from main thoroughfares</p> <p>Work locations will, where possible be designed with a one way system.</p> <p>Arrangements must be put in place for 2m social distancing and cleaning at printer locations.</p> <p>Non-fire doors to be kept open where possible to avoid colleagues needing to touch the handles. Whereby fire doors are left in the open position, appropriate amendments of the FRA will have been carried out.</p> <p>Colleagues are reminded of general hygiene principles:</p> <ul style="list-style-type: none"> <li>● Regular hand washing for 20 seconds is in place and colleagues are made aware of the need to have good hand hygiene.</li> <li>● Colleagues reminded not to touch their eyes, mouths or hands unnecessarily.</li> <li>● Sneeze or cough into a tissue and bin it immediately. If you don't have a tissue use the crook of your arm.</li> <li>● A clear desk policy must be implemented and followed.</li> <li>● Colleagues should clean their desks and equipment after use with antibacterial spray /wipes.</li> </ul> |

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| <p>Risk of contracting COVID-19 from shared welfare facilities</p>  | <p>Break times staggered and shared seating areas, toilets and smoking arrangements rearranged where possible to ensure 2m social distancing can be maintained.</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>Colleagues encouraged to bring their own food and drinks</p> <p>Tables and contact surfaces such as door handles cleaned regularly</p> <p>Crockery and shared utensils removed from use and replaced with disposable and or bring your own items as necessary.</p> |
| <p>Risk of contracting COVID-19 during movement of equipment requiring a 2 person, close proximity lift</p> | <p>No 2-person lifts within 2m of each other are allowed. n/a</p>   |
| <p>Cleaning and disinfection</p>  | <p>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.</p>  |
| <p>Disposal of cleaning materials and potential contaminated materials</p>                                  | <p>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. Not done yet, as plan to do for full occupation?</p>  |
| <p>Colleague wellbeing</p>  | <p>Methods of 2 way communication in place for colleagues in work but also for furloughed colleagues.</p> <p>Wellbeing support channels available to all.</p> <p>Regular checks in with all colleagues to communicate changes, support concerns and to ensure people do not feel isolated or fearful of changes to standard working practices.</p>  |

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| <p>Transmission of virus from person displaying the symptoms of COVID-19</p>   | <p>Colleagues who are displaying symptoms (namely high temperature, a new, continuous cough and a loss or change to sense of smell or taste ) do not attend work.</p> <p>If a colleague starts to display the symptoms at work, they must leave the workplace as soon as is possible and the site must take the appropriate cleaning steps as outlined in the 'cleaning and disinfection post COVID-19-19 case' protocol</p> <p>Colleagues returning to work following a period of self isolation due to displaying COVID-19 symptoms or being in contact with someone who has, are assessed prior to returning and monitored to ensure full recovery, are fit to resume normal activities and risk of passing infection to others is avoided.</p> |
| <p>Colleagues who are vulnerable or have underlying health issues becoming seriously ill due to contact with COVID-19 in work</p>    | <p>Colleagues who are classed as "Clinically extremely vulnerable" or those living with someone who is "clinically extremely "vulnerable" individuals should not be asked to return to the workplace. Where possible they should continue to work from home, or if this is not possible, they should be furloughed.</p>  |
| <p>Risk of contracting COVID-19 19 (from people not displaying symptoms) through air due to two persons being in close proximity</p> | <p>Urinals taken out of use or alternated in line with 2 metre separation distances</p> <p>Seating in break out areas or canteens removed to avoid colleagues congregating</p> <p>Smoking shelters must be subjected to 2 metre social distancing rules</p>  |

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| <p>Risk of contracting the virus from contractors or suppliers attending site</p>                  | <p>St John Ambulance have suspended face to face training and extended the refresher period on certificates. They have also introduced online e-learning refresher booster</p> <p>For PPM our suppliers have produced specific systems of work</p> <p>Range of measures introduced for our suppliers to adhere to ahead of deliveries:</p> <p>Non-essential visitors will not attend site</p>  |
| <p>Risk of transmission due to unavoidable contact between two people in a first aid emergency</p> | <p>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.</p> <p>Colleagues are encouraged to treat their own minor injuries. First aiders will limit their treatment of injuries to critical cases.</p> <p>A breach of the 2 metre distancing rule is only authorised where safety is concerned however to we implement a strict hand hygiene following such an incident/emergency.</p> |
| <p>Increase in existing 'non COVID-19' risks</p>   | <p>Changes to office layouts must take into account any impact on fire safety and ergonomics (i.e. DSE with the appropriate assessments being undertaken and control measures implemented.</p>   |
| <p>Transmission of COVID-19 during security arrangements</p>                                       | <p>Open door policy in place due to no requirement to press access buttons on the main entrance to the building.</p> <p>Where 'random selection buttons' are used, make sure they are wiped down with antibacterial wipes (Big Wipes can be used) or spray after every use. Remember to bin the wipes immediately after use</p>  |