

Covid-19 Risk Assessment

Company name: Watts Group Limited

Assessment carried out by: H&S Committee

Date of next review: Next Govt Step

Date assessment was carried out: 29th July 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Exposure and transmission of Covid-19	Employees – contact with others.	Employees have been working from home since Mid-March where possible	N/A	N/A	N/A	Yes
	Those identified as clinically extremely vulnerable required to Shield.	Where appropriate, those identified on the vulnerable list have been advised to stay home and follow the government guidelines appropriate to their circumstances.	N/A	N/A	N/A	Yes
	Some employees are still required to undertake surveys and visits to construction sites.	Our site survey risk assessment was updated to include the government required control measures including: <ul style="list-style-type: none"> - Staying 2m from others where possible or 1m+ mitigation measures 	Monitor use of Risk Assessments through normal QA process	Technical Staff	As required	Ongoing



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		<ul style="list-style-type: none"> - Avoid public transport where possible. Where public transport cannot be avoided use of face coverings is mandatory in line with government guidelines. Travel outside of peak times wherever possible. - Washing hands regularly - Avoid touching the face - Use of hand sanitiser as required - Disinfecting equipment after use - Self-isolating as appropriate - Use of face coverings is mandatory in all retail outlets. - Face coverings should be worn when working in other types of occupied buildings where social distancing is difficult. 				



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		<ul style="list-style-type: none"> - Adhere to the on-site procedures as dictated by the site management. <p>Change was initially communicated to staff on 1st April 2020 and subsequent updates communicated as appropriate.</p>				
	Employees visiting the office	<ul style="list-style-type: none"> - Do not visit the office if feeling unwell or a family member is unwell. - Employees to be discouraged from spending elongated times in the office - Employees discouraged from using public transport. Where public transport cannot be avoided use of face coverings is mandatory in line with government guidelines. Travel outside of peak times where possible. 	N/A	N/A	N/A	Yes



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		<ul style="list-style-type: none"> - When working in the office, Employees instructed to stay 2m apart where possible or 1m+ mitigation measures - Enhanced cleaning regime to be implemented as appropriate including door handles etc. - Wash or sanitise hands when arriving and upon leaving - Avoid using lifts if at all possible. If lifts are to be used, use face coverings in and stay back to back or side to side with others. - Adhere to any measures put in place by landlords within tenanted properties 				
	Becoming unwell while on site or in the office.	<p>If a worker develops a high temperature, a persistent cough or loss or change to sense of smell or taste while at work, they should:</p> <ul style="list-style-type: none"> • Return home immediately 	N/A	N/A	N/A	Yes



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		<ul style="list-style-type: none"> • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Wash or sanitise their hands immediately. • They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. • Inform their line manager and the HR department. 				
	Mental Health of employees	Managers are requested to have regular catch ups with their teams. This is especially important for those that are on the Government Job Retention Scheme	N/A	N/A	N/A	Yes



Next Steps:

Watts Group will always comply with the current Government Guidelines and will adapt our way of working accordingly.

Returning to the office – This risk assessment will need to be reviewed and updated when instructions have been issued that we are to return to the office full time. Adaptations to the way of working may be required to ensure compliance with current government guidelines for example, staggered start and finish times, desk layout changes to ensure compliance with social distancing, enhanced cleaning regimes etc. These adaptations will vary from office to office. The H&S Committee will work with the local office safety manager and Lead Director to ensure that it is relevant to that office.

Revision History

Revision	Date	Amendments
01	13 th May 2020	First edition
02	9 th June 2020	Change of emphasis on wearing of face coverings on public transport from recommended to mandatory following changes in government guidelines.
03	29 th July 2020	Updated following change in government guidelines from social distances requirements of 2m to 2m or 1+ with mitigation measures and requirements for face coverings within retail properties and other occupied buildings.

