

PTWE UK COVID-19 Risk Assessment Controls

0. Introduction

Premier Tech Water and Environment UK are committed to providing a safe work place and to protect its team members, clients, suppliers and the general public from risk of Covid-19.

After assessing the risks in consultation with members of the Health & Safety Committee and Works Council this document set out the controls to minimise the risk of the spread of Covid-19 within the business and its external interactions.

1. Attending / Travelling to Work

- Only team members who cannot reasonably work from home will attend site in accordance with business needs
- The number of team members required on site will be reviewed regularly based on business needs
- Any team member with symptoms of Covid-19 or who has a member of the same household with symptoms must not attend work and must follow government guidance on isolation and testing
- Any team member suspected of having Covid-19 symptoms will be sent home by their manager and must follow government guidance on isolation and testing prior to returning to work.
- Any team member contacted by NHS Test and Trace must follow government guidance on isolation and testing prior to returning to work.
- When travelling to / from work team members must follow government guidance on social distancing and face coverings
- PTWE UK have modified the site opening hours to Monday to Thursday to reduce the frequency of travel for team members
- Hands must be sanitised on entering & leaving the building using the stations provided
- Team members who are clinically extremely vulnerable, as defined by the government, must inform their manager and follow appropriate government advice based on the local Tier
- Team members who are in the higher risk group, as defined by the government, must inform their manager to enable an individual risk assessment to be completed

2. Working from Home

- Team members working from home on a long-term basis must complete UPT training 'Have a Comfy Seat'
- All team members WFH must complete UPT U Learning Cybersecurity module
- Line managers will be in regular contact with team members WFH to ensure they are healthy and safe.

3. External Sales Team

- Meetings with clients / sites should where possible be carried out via video conference
- Any visits to clients / sites must be by prior appointment only and a copy of the visitor protocol should be obtained prior to the visit
- Face coverings should be worn for all visits and social distancing must be maintained throughout the visit

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- Hand sanitizer and disposable gloves should be carried in cars. Hands must be sanitised prior to and after visits
- Boots / shoes should be cleaned or changed after a visit prior to entering car
- Boots / shoes should be cleaned or changed at end of day prior to entering home
- No passengers outside of same household are allowed in company cars
- High touch areas of cars (door handles, steering wheel, gear stick etc) must be sanitised after a site visit and at end of each day.

4. Business Travel

- Business travel is not permitted without prior approval of POPN
- Prior to the approved travel a specific Covid-19 risk assessment must be completed and approved by POPN

5. Visitors / Contractors

- Visitors to site are by appointment only & should be aware of the requirements of this risk assessment prior to attending site.
- On arrival at site visitors must wear a face covering, sanitise hands on entering the building and wait in reception for the host to meet them. Host must record details of the visit in the electronic visitor log on the network drive.
- Meetings are to be held in Durham, Sunderland or Castle Eden rooms only where social distancing must be maintained. Hands should be sanitised on entering and leaving meeting rooms.

6. Internal Meetings

- Where practicable meetings should be held on Teams
- All meeting rooms are marked with the maximum number of team members permitted to maintain social distancing
- If face to face meetings cannot be avoided hands must be sanitised on entering and leaving meeting rooms and social distancing must be maintained
- Face coverings are optional.
- Any equipment used during a meeting (projectors etc) should be sanitised prior to and after use.
- Where possible during meetings windows should be opened to increase ventilation

7. Office Spaces

- All office spaces are marked with the maximum number of team members permitted to maintain social distancing
- Team members should frequently sanitise their hands on entering and leaving office spaces using the stations provided
- Face coverings are optional when working at your workstation but must be worn when moving around communal areas (with the exception of the shop floor).
- Clean desk policy applies to all offices and all desks should be clear at the end of shift
- Work stations and desks should be cleaned with the materials provided as a minimum at the end of each day.
- Hands should be sanitised prior to and after using photocopiers and printers

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- When possible windows should be open to increase ventilation

8. Toilet Areas

- All toilets are marked with the maximum number of team members permitted to maintain social distancing
- Social distancing must be maintained in toilet areas
- Hands should be sanitised before entering & thoroughly washed prior to leaving.
- Hands should be dried using paper towels which should be disposed of in bins provided

9. Kitchen / Canteen Areas

- All areas are marked with the maximum number of team members permitted to maintain social distancing
- Hands should be sanitised before entering and on leaving
- Social distancing must be maintained
- Tables and chairs have been positioned to comply with Covid guidelines and must not be moved
- Microwaves, fridges, water boilers, water dispensers etc should be wiped down prior to and after use with the antiviral wipes provided
- Cups, plates etc must be washed after use and not left in sink
- Tables should be cleaned down prior to and after use with the materials provided
- Any out of date food left in fridges will be disposed of

10. Locker Rooms

- Locker rooms are marked with the maximum number of team members permitted to maintain social distancing
- Hands should be sanitised before entering
- Social distancing must be maintained in locker room
- No objects to be stored on top of lockers

11. Site Cleaning

- Frequency of site cleaning has been increased with the use of a commercial cleaning company
- Office spaces will be fogged every month with Zoono advanced surface sanitiser which provides 30 days antiviral protection to all surfaces – door handles, desks, lockers, tables etc

12. Deliveries In / Out

- Main gates will remain closed from 8am onwards with signage on gate showing contact numbers
- One external delivery vehicle permitted onsite at any one time.
- Team members must wear a face covering when dealing with deliveries in / out
- Hands should be sanitised prior to and after using tower crane
- Where practicable social distancing should be maintained during loading / unloading of vehicles
- Paperwork should be exchanged via the paperwork station to maintain social distancing.

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13. Fork Lift Trucks

- Hands should be sanitised prior to and after using FLT's
- FLT high touch areas to be cleaned at end of each shift

14. Production Operations

- Specific task related risk assessments take precedent for the task being performed and PPE specified must be worn
- Where possible social distancing must be maintained. When this is not practicable for the task being performed team members must wear a minimum FFP2 (or equivalent) mask, safety glasses & gloves and must not work face to face.
- Where possible tools should not be shared. When this is not possible tools should be cleaned prior to and after use with the materials provided
- Hands should be sanitised frequently throughout the shift

15. General Movement Around Site

- Team members should limit movement around site to a minimum
- Social distancing should be maintained where possible
- All team members are encouraged to regularly wash or sanitise their hands
- RPE (FFP2 / FFP3) masks should not be used for general precautionary use when moving around site.
- Face coverings are provided to all team members and must be used when moving around communal areas (with the exception of the shop floor). When used
 - Wash or sanitise hands before putting on
 - Avoid touching face
 - Change face covering if it becomes damp
 - Continue to wash / sanitise hands frequently
 - Change & wash your face covering daily
 - If not washable dispose of in waste

16. First Aid

- Where first aid is required the first aider must wear a face covering & gloves which must be disposed of after use
- Any areas contaminated with bodily fluid must be cordoned off and then thoroughly disinfected

17. Mental Health

- PT promote mental health awareness and will offer support to any team member requiring support.
- Any team member who feels they need support can speak confidentially to STAJ3 or their manager

18. Emergency Situations

- In an emergency situation eg fire alarm, team members do not have to maintain social distancing if it would be unsafe to do so.

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- Team members who have assisted others during an emergency should pay particular attention to sanitisation measures immediately afterwards including washing hands

19. General Awareness

- All team members returning to work must be briefed on this risk assessment
- Hand sanitising stations are located throughout the site
- Poster campaign throughout site to raise awareness of Covid-19 symptoms, social distancing and hand hygiene.
- Specific PT guidelines & updates can be found on 282

20. Covid Outbreak Plan

- In the event of a positive Covid test for a team member the Covid Response Team led by POPN will define & co-ordinate the appropriate actions to ensure a safe working environment