



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 a 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.

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Property Director Plumbing & Heating Division

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Hazards / Potential Point of Transmission	Existing Company Controls
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. Car sharing is not encouraged, It may be preferable to using Public Transport. In such cases keep windows open to allow natural ventilation, distance passengers to sit behind etc, wipe down the vehicle between journeys e.g. door handles, seats etc 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 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>Where the role allows, colleagues are encouraged to work from home. Only individuals or teams that cannot do their job from home because, for example, they need specialist equipment, are allowed to use our Regional/Site Offices. In each case they must have the express permission of their Line Manager.</p> <p>England Office Guidance: Face to Face meetings are allowed - but must be socially distanced. The meeting should only be at 50% of the original room capacity.</p> <p>To support effective business operation a sensible approach is required - so for example you would not have your whole team in a single room. The first option should always be a virtual meeting where possible.</p> <p>Customer and Supplier visits can take place as necessary, providing the customer and supplier are happy for you to attend and that when on their site you follow their COVID secure arrangements. Likewise if there is a business need for a supplier to visit a site please ensure all visitors follow our Covid control measures. If in doubt, please speak to your line manager.</p> <p>Scotland, Wales & Ireland Guidance: Wherever possible conduct meetings over the phone or by using video calling (Google Hangouts/Zoom) in the first instance.</p>
<p>Risk of contracting COVID-19 from persons not displaying the symptoms in the work environment</p>	<p>Maintaining 2m (3 steps) distancing as much as possible away from other people. This includes outdoors spaces, warehouses and smoking shelters. 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. 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 social distancing and cleaning at printer & fax locations.</p> <p>Non-fire doors to be kept open where possible to avoid colleagues needing to touch the handles, frequent cleaning regime in place for all frequent touch points in place. .Whereby fire doors are left in the open position, appropriate amendments of the FRA will have been carried out.</p>

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	<p>Colleagues are reminded of general hygiene principles:</p> <ul style="list-style-type: none"> • Regular hand washing for 20 seconds is in place and colleagues are made aware of the need to have good hand hygiene. • Colleagues are reminded not to touch their eyes, mouths or hands unnecessarily. • Sneeze or cough into a tissue and bin it immediately. If you don't have a tissue use the crook of your arm. • A clear desk policy must be implemented and followed. • Colleagues should clean their desks and equipment after use with antibacterial spray /wipes.
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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 allow social distancing to be maintained.</p> <p>Increased hygiene in shared areas. Tables and worktops wiped down with antibacterial spray frequently. For 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 cleaned regularly</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.</p>
<p>Colleague wellbeing</p>	<p>Wellbeing support channels available to all.</p> <p>Regular check 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) must follow the latest government advice.</p> <p>If a colleague starts to display the symptoms at work, they must follow the latest government advice.</p> <p>Colleagues returning to work following a period of absence due to covid, are assessed prior to returning and monitored to ensure full recovery, are fit to resume normal activities.</p>
<p>Colleagues who are vulnerable or have underlying health issues becoming seriously ill due to contact with COVID-19 in work</p>	<p>We will take the latest government advice & where there are local spikes advice will be sought from the local Environmental Health.</p>

<p>Risk of contracting the virus from contractors, suppliers or visitors attending site</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>All visitors to our offices will be asked to follow our covid control measures.</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>

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Increase in existing 'non COVID-19' risks	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.
Transmission of COVID-19-19 during security arrangements	Open door policy in place due to no requirement to press access buttons on the main entrance to the building. 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

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