

Office Location: All Waterman occupied premises

Ref No: CPRA_001 Rev 04

Those at risk; employees, sub-contractors, visitors and others entering Waterman Premises

ERIC Principle – Eliminate, Reduce, Isolate, finally Control

Hazard	Risk	Control Measures	Level of Risk/ Likelihood	Agreed Action	By Whom	By When	Residual Risk
COVID 19	<i>Virus transmission leading to illness –mild to severe, including death</i>	<i>Measures Waterman have introduced to reduce the risk to as low as is reasonably practicable</i>	<i>With control measures in place</i>	COVID Task Force	Initials		<i>This is the remaining risk</i>
Virus transmission through ineffective communication of COVID-19 related safety policy and procedures.	Increased risk of transmission. Illness.	<p>COVID-19 task force established to prepare, review and communicate policy and procedures. Any issues raised or significant changes to law or working arrangements will be discussed.</p> <p>COVID-19 related safety policy and procedures must be approved by COVID taskforce prior to being communicated.</p> <p>A coronavirus area has been created on the Waterman Intranet with updates and information. A UK Yammer group can be used to provide useful information.</p> <p>Health and safety subcommittee and safety representatives.</p>	Reduce /Medium	Regular updates from Group CEO.	Group CEO (NT)	In force	Low.
				General staff announcements.	HR Director (JB)	In force	Low.
				H&S training to cover return to the office.	H&S trainers (KS + PV)	In force	Low.
				Suitable posters to be displayed in offices e.g., hand washing.	Group FM Director (PV)	In force	Low.
				COVID-19 risk assessment and policy documents to be maintained.	COVID taskforce. (MN + PV)	In force	Low.
Virus transmission through contact with people in the office.	Illness. Spreading COVID-19.	<p>Employees can work from home or do a mixture of home and office working.</p> <p>Office occupancy levels (for each floor) is monitored by Group FM Director.</p> <p>Bank(s) of free desks available if areas become congested.</p> <p>Stairs should be used in preference to</p>	Reduce /Medium	Finalise hybrid working policy.	HR Director (JB)	30/09/21	Low.
				Working patterns and hours can be changed to reduce contact with people.	Line Managers	In force	Low.
				Home working DSE	All	In force	Low.

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		<p>lifts.</p> <p>Option to wear face mask / covering. Waterman can provide face masks.</p> <p>Rapid lateral flow tests are available as home test kits and in the workplace.</p>		assessments to be completed.	employees		
Increased risk of transmission from other family members or if partners/spouse are in high-risk work	Increased risk of transmission. Illness.	As per COVID-19 policy, should any family members be displaying symptoms of COVID, the entire household will need to self- isolate.	Reduce /Low	Employees must notify HR Team of illness / self-isolating. Individuals may not be required to self-isolate if certain criteria are met, for example, you are fully vaccinated. Discuss options with HR Team.	All employees	In force	Low.
Aerosol spread of COVID-19 in enclosed spaces	Illness. Spreading COVID-19.	As per COVID-19 policy, employees encouraged to regularly open windows if safe to do so.	Reduce /Medium	Ongoing review of offices and involvement from Waterman Building Services engineers in assessment of ventilation within Waterman offices.	Covid taskforce (MN+PV)	In force.	Low
Increased risk of transmission via commonly touched surfaces	Increased transmission of illness	<p>Enhanced cleaning regimes in place by office cleaners (taps and washing facilities, toilet flush and seats, door handles and push plates, handrails, lift controls, light switches, desks, keyboards, telephones)</p> <p>Cleaning materials provided to wipe down equipment before and after use (printers).</p> <p>All general waste bins have closed lids.</p>	Reduce /Medium	Increased cleaning regimes in place. Bins emptied regularly by cleaners.	Cleaners	In force.	Low
				Self-cleaning of printers before and after use.	All employees	In force.	Low

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Hand Washing - Virus Transmission,	Increased risk of transmission. Illness.	Hand sanitisers, antibacterial wipes and other associated cleaning products for individual use are available in all our UK offices.	Reduce /Low	All employees are required to wash hands regularly. Employees can bring their own soap and moisturiser into the office if they have a skin condition or a preference on products for personal use.	All employees	In force	Low.
Water Stations - Increased Risk of Virus Transmission	Increased risk of illness	Employees advised to bring their own food and drink, if possible. Water stations cleaned more often.	Reduce /Low	Adhere to COVID-19 Policy.	All employees	In force	Low
Contractors / Visitors - Increased risk of transmission	Increased risk of illness	Routine maintenance and enhanced cleaning is in place. All contractors and visitors are to follow Waterman health and safety protocols and COVID mitigation policy.	Reduce /Low	Obtain contractor's policy and risk assessment in relation to tasks carried out in Waterman offices.	Group FM Director (PV)	In force.	Low
Deterioration in Psychological Wellbeing	Anxiety and worry caused by COVID-19, social isolation or not feeling secure enough to come into office.	Quizzes and staff survey(s). Line managers to keep regular contact with employees. Regular, clear, concise and consistent communication. Access to the Employee Assistance Programme (EAP). Access to mental health first aiders.	Reduce /Medium	Finalise wellbeing policy and publish on Intranet.	Wellbeing committee (MN)	30/09/21	Low

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Travel - Increased risk of transmission	Increased risk of illness	Remote working capability. Safe system of work for driving on company business. Face coverings to be worn on all public transport if using for work purposes.	Reduce /Low	Adherence to COVID-19 policy, site work risk assessments and 'Driving for work' safe system of work.	All employees	In force.	Low
RIDDOR – COVID-19 if contracted atwork	COVID 19 is a RIDDOR Reportable disease if it is reasonably likely that it was contracted at work.	Waterman have implemented all reasonably practicable control measures to avoid the transmission of COVID-19 in the workplace.	Reduce /Low	Investigations will be undertaken should an employee report contracting COVID 19 whilst at work.	HR Team (JB)	In force	Low.
				Whistleblowing of poor practice observed can be reported. Whistleblowing policy.	All employees	In force.	Low

Please note:

If you are visiting a construction site the risk assessment can be found here [[SWP003_SF_03 Construction Site Work Risk Assessment](#)]

If you are visiting any other type of site the risk assessment can be found here [[SWP003_SF_04 Site Investigations and Inspections Risk Assessment](#)]

The following guidance must be attached to site visit risk assessments [[COVID 19 Guidance for Site Visits and Surveys](#)]

If you are Lone Working the risk assessment can be found here [[SWP003_SF_05 Lone Working Risk Assessment](#)]

If you are Homeworking DSE risk assessment can be found here [[SWP014_SF_01 Display Screen Equipment Assessment COVID 19 version](#)]

This risk assessment incorporates general guidance provided by the Government (published 14 July 2021) and other industry bodies, in the event of any conflict between any applicable legislation (including all health and safety legislation) and this guidance, the applicable legislation shall prevail.

This COVID Risk Assessment will be reviewed bi-weekly if there are any changes or as and when there are any significant changes in Government and Leading Body Advice.

Signed:

A handwritten signature in blue ink, appearing to read 'Mark Nuckey', with a horizontal line underneath.

Name: Mark Nuckey – Waterman Group EHSQ Director.

Assessment Date: 19/05/2020 [Original] **Review Date:** 16/09/2021

Further action required:– Review risk assessment in 3 months' time or as government guidance changes.