

# Covid 19 - Control Policy - Risk Assessment



Date: 6<sup>th</sup> April 2021

Created by: The Water Management Society

Page 1 of 2

Detail	Risk Factors	Actions to take
Surface Cleaning	Delegates, tutors and staff could become infected by contact of un-sanitised surfaces	A member of WMS staff will sanitise surfaces that will be touched at the start of each working day. A list of contact areas such as door handles, lift buttons, telephones, photocopiers etc will be sanitised with products and materials supplied by WMS.
Hand Cleaning	Delegates, tutors and staff could become infected by spreading virus if hands are not sanitised	Alcohol based hand sanitiser will be supplied and available at anytime throughout the day. Frequent hand washing with soap and hot water will also be required numerous times throughout the day for a minimum 20 seconds each time.
Social Distancing	Delegates, tutors and staff could become infected by close contact airborne transfer	Delegates, tutors and staff must remain 2 metres apart while in the workplace. Offices and communal areas have been prepared to allow this following government guidelines. Where it's not possible to remain 2 metres apart WMS will supply PPE to restrict transfer of the virus. Wearing PPE in this circumstance is mandatory and refusal to do so will result in that person being removed from the WMS workplace.
Visitors	Visitors could bring in the virus from outside and leave it on any surface they touch or spread through the air if unaware of our 2 metre apart rule	Visitors will be informed by a notice on the entrance door that Covid 19 Coronavirus government and WMS guidelines must be followed on entering. Visitors will be asked in reception area to sanitise their hands using supplied product and remain 2 metres apart from persons they meet in the workplace

# Covid 19 - Control Policy - Risk Assessment



Date: 6<sup>th</sup> April 2021

Created by: The Water Management Society

Page 2 of 2

Detail	Risk Factors	Actions to take
Classroom	Delegates, tutors and staff could become infected by contact of un-sanitised surfaces and airborne transfer if room is over filled and social distancing cannot be achieved.	The classroom has been reviewed and the layout changed to accommodate the 2 metre distancing guideline. Desks and other surfaces will be sanitised before opened to delegates and tutors, hand sanitiser will be given to each candidate to use throughout the day.
Shared Spaces	Delegates, tutors and staff could become infected by contact of un-sanitised surfaces and airborne transfer if rooms and areas are over filled and social distancing cannot be achieved.	<p><b>Toilets</b> There will be a 1 person only rule for toilets. To implement this there will be clear signage installed and a lock on the inside of the entrance door will be locked by the person using the toilet. Washing hands thoroughly before leaving the toilet is mandatory and clear signage will express the requirement.</p> <p><b>Lunch</b> Food will be supplied as a packed lunch rather than buffet style, tea and coffee will be available to be made in paper cups and disposed of in the bins provided, wooden stirrers and sachets of sugar will be provided along with small bottles of water. Each candidate must remain 2 metres apart during lunch. Delegates can bring their own lunch to have at their desk or decided to leave the WMS workplace following all social distancing measures and hand sanitising procedures when entering the workplace again.</p>
Ventilation	Delegates, tutors and staff could become infected by airborne transfer if rooms are not adequately ventilated.	Open windows regularly e.g. at every refreshment break and lunch break, to allow passive air flow through for natural ventilation.

# Covid 19 - Control Policy

## Government Guidelines April 2021

---



### Strategy

Guidelines, information and advice for Delegates, Tutors, WMS Staff and Visitors:

- Covid 19 History
- Symptoms
- High Risk Categories
- Transmission and Infection
- Covid 19 Lifespan

### Covid 19 History

This was a brand new virus to the human race not seen before, first identified in Wuhan City, China in December 2019. This new strain of Coronavirus soon spread to a worldwide pandemic. The incubation period of 2-14 days meant that the virus spread quickly due to this long period of infected time.

### Symptoms

The symptoms of Covid 19 Coronavirus that may show after infection after the 14 days are:

- Repetitive dry cough
- High temperature
- Difficulty in breathing
- Loss of taste and/or smell

If any of the above are present then you must self isolate from work colleagues, friends and family for 14 days. If symptoms become severe then seek medical help.

### High Risk Categories

Taking into account that everybody is a potential victim for Covid 19, some people are more vulnerable than others:

- Older People
- People with Diabetes, Cancer, Lung Disease or Weak Immune System

### Transmission and Infection

Covid 19 transmission will occur by touching a surface where the virus is present, respiratory secretions through the air from person to person and close contact to an infected person.

Government guidelines to avoid infection are:

- Wash and De-sanitise hands frequently for at least 20 seconds
- Cough or Sneeze into a tissue and dispose of immediately
- Stay at least 2 metres apart

# Covid 19 - Control Policy

## Government Guidelines April 2021



---

### Coronavirus Lifespan (Covid 19)

The virus does have a limited lifespan if transferred by touch, the government guidelines advise that once contaminated there is a 72 hour possibility of being infected so these procedures need to be followed to avoid the spread of the virus:

- Re-sanitise surfaces that are frequently touched, such as door handles, light switches, desktops, phones etc.
- Hands are the main source of contamination and transfer so sanitise frequently and avoid touching your own face and stay 2 metres from anyone else these actions will keep the 72 lifespan restricted or destroyed by sanitising.
- Avoid sharing items, pens, paper, cups, spoons etc.

### Returning to work after Lockdown

Following published government guidelines The Water Management Society will return to work on the 1st July 2020. Staff will adhere to revised office procedures following social distancing and workplace cleaning regimes and personal hygiene guidelines to make the return to work a safe environment.

Persons entering into the WMS workplace will have clear instruction on their responsibilities to maintain our safety procedures and must follow our guidelines at all times.

### Course Training

Training in a classroom or practical environment will take place in Covid 19 prepared rooms which will have been set up and sanitised to conform to government guidelines and personal sanitising hand gels and PPE will be available for each delegate and tutor.

While the delegates are on their training course the tutor will be monitoring and enforcing all the Covid 19 safety procedures including Social Distancing and Cleanliness. If the tutor cannot for training reasons keep the 2metre distance between candidates, supplied PPE must be worn, this will be mandatory and failure to do so will result in the delegate being removed from the course.

### Toilets

Toilet use will also be governed by Covid 19 guidelines where procedures MUST be followed:

- Only 1 person in the toilet area at any one time
- Staff, delegates and tutors must maintain the highest standards of hygiene, washing hands in hot soapy water for at least 20 seconds and drying thoroughly before leaving

### Feeling ill while at WMS

Should any member of staff, delegate or tutor fall ill with any Covid 19 symptoms while in the WMS workplace please bring this to WMS staffs attention immediately. Your temperature will be taken with a digital contactless thermometer and you will be told to go home. You should self isolate at home and if the symptoms continue seek medical advice.

**NOTE: You will be asked to leave the WMS workplace and self isolate at home**

## Policies and procedure overview

- **STRATEGY**  
Our strategy has been to follow revised government guidelines, produce risk assessments and implement new room layouts including any new staff procedures to make that room or area Covid 19 safe.
- **COVID - 19 History**  
When the virus first came to light
- **SYMPTOMS & HIGH RISK CATEGORIES**  
Advised on symptoms and high risk health groups who are more at risk of Covid - 19 as issued by the Government Guidelines
- **TRANSMISSION & INFECTION**  
Using information from Government Guidelines we have implemented new procedures to minimise or prevent transmission and infection within the WMS workplace.
- **COVID - 19 CORONAVIRUS LIFESPAN**  
With the risk assessments produced and the new changes and procedures implemented, any trace of the virus within the WMS workplace will have been eliminated very early into the 72 hour lifespan of the virus on surfaces or hands.
- **FEELING ILL AT WMS**  
We have a strict policy that anyone feeling ill must advise a WMS staff member immediately. Our action will then be to take their temperature and tell them to go home, self isolate and seek medical advice if the symptoms continue.

# COVID-19 - Delegate Sign-in Policy

## Government Guidelines April 2021

---



### Delegate's Health

It is the delegate's responsibility to ensure they are Coronavirus free the day they attend. If any person attending the training course has either:

- a) Been in contact with a person suspected or confirmed of having the virus in the last 14 days
- b) Has suffered any flu like symptoms, coughing, fever, loss of smell, loss of taste or breathing difficulties in the last 14 days.

**We respectfully insist that you Do Not attend the course.**

Please contact the WMS office to re-book your training course for a later with no admin charge.

### Delegate Conduct

When you arrive at WMS to take your training course you will be required to follow strict Covid 19 procedures which follow the government guidelines in order to keep yourself, other delegates, tutor and WMS staff as safe as possible from being infected by the Coronavirus.

### Procedures to Follow

These are the procedures that will need to be adhered to while attending your training course:

- On entering the WMS building you will be instructed to sanitise your hands before proceeding to the registration location. There will be a sanitising station at the foot of the stairs and on each landing clearly identified by signage.
- After sanitising your hands please proceed to the second floor to register your attendance, if you use the lift there is a "1 Person Only" in the lift procedure. If you take the stairs and 2 people need to pass, can the person going up the stairs please turn and face the wall allowing the other person to pass safely. There will be a member of WMS staff to take your name and temperature and take you to your seat. There will be information provided in the training room on the procedures to be followed throughout the day, please take note of these while waiting for the training course to start.
- There will also be a strict 1 person only rule for the toilets and the government's 2 metre social distancing guideline will be applied as closely as possible throughout the day. Social distancing is mandatory and PPE available to minimise any worries you may have.
- Tea and Coffee will be available throughout the day but these will be served using paper disposable cups and spoons etc, to keep Coronavirus contamination to a minimum. All delegates will be required to bring their own pens but paper pads will be supplied.

### Lunch

Individually packed lunches will be supplied by WMS. If you have special dietary requirements or if you would prefer to bring/go out for your own food please let us know at least 1 week prior to your training course date. Specific procedures for having lunch will be advised on the day.

# COVID-19 - Delegate Sign-in Policy

## Government Guidelines April 2021

---



### Practical Training Area

If the course requires use of the PTA, we have a mandatory requirement that PPE we supply must be worn. If you have your own PPE and would prefer to wear that, you are welcome to bring and use that. Failure to wear PPE in the PTA will result in the delegate being removed from the course and sent home, this will also result in a fail as the training course result.

**NOTE:** PPE is only a mandatory requirement for the PTA, it is the delegate's choice if they would like to wear PPE throughout the day in other locations

### Feeling ill

If a delegate feels ill while taking part in the training course they must bring this to the tutor's attention immediately. WMS staff will take the delegate's temperature for reference and will then ask the delegate to leave the WMS building and return home to self isolate and seek medical advice.

The tutor will advise the rest of the delegates that someone has left the training course due to feeling ill and ask if anyone else would like to leave and self isolate.

**NOTE:** If a delegate leaves the training course without completing it, they will need to re- book another date and be charged again for that new training course.