

Covid 19 - Control Policy - Risk Assessment



Date: 15th March 2022

Created by: The Water Management Society. Reviewed by Heather Read

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Detail	Risk Factors	Actions to take
Surface Cleaning	Delegates, tutors and staff could become infected by contact of un-sanitised surfaces	A member of WMSoc staff will sanitise surfaces that will be touched twice per working day at 11am and 3pm. A list of contact areas such as door handles, lift buttons, telephones, photocopiers etc will be sanitised with products and materials supplied by WMSoc.
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 all times 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 to maintain social distancing while in the workplace. Offices and communal areas have been prepared to allow this following government guidelines. Where it is not possible to social distance WMSoc will make available face masks to restrict transfer of the virus.
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 social distancing measures	Visitors will be informed by a notice on the entrance door they should keep a safe distance.

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Detail	Risk Factors	Actions to take
Classroom	Delegates, tutors and staff could become infected by contact of un-sanitised surfaces and airborne transfer if the room is over filled and social distancing cannot be achieved	The classroom layout accommodates social distancing guidelines. Desks are spaced apart. Desks and other surfaces will be sanitised before opening to delegates and tutors, hand sanitiser is available 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>Toilets Washing hands thoroughly for at least 20 seconds before leaving the toilet is mandatory and clear signage will express the requirement.</p> <p>Lunch Food will be supplied as a packed lunch rather than buffet style, tea and coffee will be available to be made in disposable 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 should maintain social distancing and the refreshment room layout has changed to accommodate this. Delegates can bring their own lunch to have at their desk or decide to leave the WMSoc 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 training course refreshment break and lunch break, to allow passive air flow through for natural ventilation. WMSoc office windows to be opened for 30 minutes every workday between 12.30 and 1pm.