

### **Introduction and Scope:**

During this time of unprecedented disruption, the UK Government does not recommend all businesses to shut down, instead urges them to continue where possible. Due to the nature of our work, working from home for our on-site personnel is not a viable option, therefore we must adapt the way in which we operate.

This Aqua Plus Policy includes the measures we are actively taking to mitigate the spread of Corona Virus (Covid-19). This policy applies to all Aqua Plus personnel, who are requested to sustain healthy and safe working practices at this time. In line with the latest Government advice, Aqua Plus will be implementing the following guidelines and ensure that they are rigorously followed. These policy guidelines are susceptible to changes upon future advice and will be updated, as necessary. These changes will be in effect as of the 24<sup>th</sup> of March 2020.

### **Policy Elements:**

This policy will outline the required actions Aqua Plus personnel must take to safeguard themselves and others from potential Corona Virus infection.

### **Symptoms, Sickness and Self-Isolation:**

The most common Corona Virus symptoms consist of a new, continuous cough and/or a high temperature. Any Aqua Plus personnel meeting the above-mentioned criteria must stay at home (self-isolate) and not attempt to attend work or any site under any circumstances. In line with current NHS guidelines, if an individual's symptoms are mild it is advisable to stay at home for at least 7 days, anyone living within the same household should not leave home for 14 days. Additional medical advice should be sought for individuals who are a high risk from Corona Virus due to age or an existing health condition(s) and/or living with a vulnerable person(s).

### **Code of Conduct:**

- Aqua Plus personnel shall respect and follow this policy and risk assessment
- Aqua Plus personnel shall adhere to the 2-meter distancing rule wherever possible
- Aqua Plus personnel shall take reasonable measures, as per our RAMS and specific Covid-19 Risk Assessment (see page 4-6 of this document) to ensure their own health and well-being, that of their colleagues and others who may be working around them
- Aqua Plus personnel must conform to the specific site rules and regulations

### **Personal Protective Equipment (PPE):**

Aqua Plus shall supply all on-site personnel with the following PPE and supplementary control measures which must be utilised as necessary and appropriate:

- Disposable Gloves and aprons
- P3 Face Masks
- Alcohol Hand Santiser
- Thermometers (temperature to be taken and recorded at the start of each working day)
- Disinfectant spray and cleaning cloths or disposable paper towels (for cleaning Aqua Plus van, equipment surfaces and any other used objects)

### **Travelling and Commuting Measures:**

In line with Government advice, use of public transport by Aqua Plus personnel will be avoided. The Aqua Plus on-site testing team, comprising of two personnel, will attend site in an Aqua Plus van. Specific control measures and procedures as per Aqua Plus Covid-19 Risk Assessment (see page 4-6 of this document) will be maintained. If any client, main contractor or site insist on separate Aqua Plus personnel attendance, additional charges will be incurred and applied to cover expenses depending on location.

## Site Induction and Working on Site:

It is important that all Aqua Plus personnel attend site-specific inductions, whilst working and moving around site Aqua Plus personnel will adhere to a strict 2-meter distancing rule as per the Aqua Plus on-site safe working distance flow chart (see page 3 of this document). As per the Aqua Plus Covid-19 Risk Assessment (page 4) Aqua Plus request that site minimises induction attendees to 4 personnel at a time, induction to be held in open air or in a well-ventilated room. Aqua Plus does not permit Aqua Plus personnel to use turnstiles or undergo fingerprint scanning at this time.

## Welfare:

Aqua Plus personnel will bring refillable drinks bottles and pre-prepared meals/ utensils from home. Aqua Plus personnel will adhere to each site-specific rules and regulations, any additional measures must be communicated to Aqua Plus personnel during induction. Adequate welfare areas and hand washing facilities must be made available.

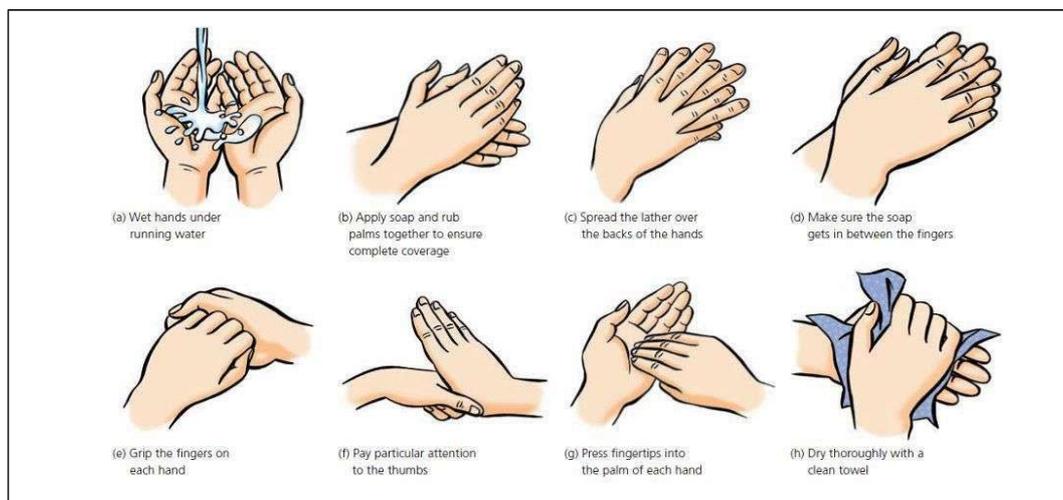
## Housekeeping and Hand Washing:

In accordance with the World Health Organisation (WHO) hand washing is essential in helping to prevent the transmission of Corona Virus. Like flu and other infections, Corona Virus is passed from person to person. Evidence confirmed in scientific studies show that Corona Virus is spread by droplets, this means that when an infected person coughs, sneezes or talks, they could produce and disperse droplets containing the virus into the surrounding environment. The droplets are too large to remain in the air for long and will settle on any surrounding surfaces. Corona Virus can remain on plastic and stainless-steel surfaces for up to 3 days, as well as thoroughly and regularly washing hands, it is imperative that all Aqua Plus van, equipment, touched surfaces and extensively used objects are frequently cleaned and disinfected. Aqua Plus personnel will always maintain personal cleanliness and safe housekeeping as per the Aqua Plus Risk Assessment.

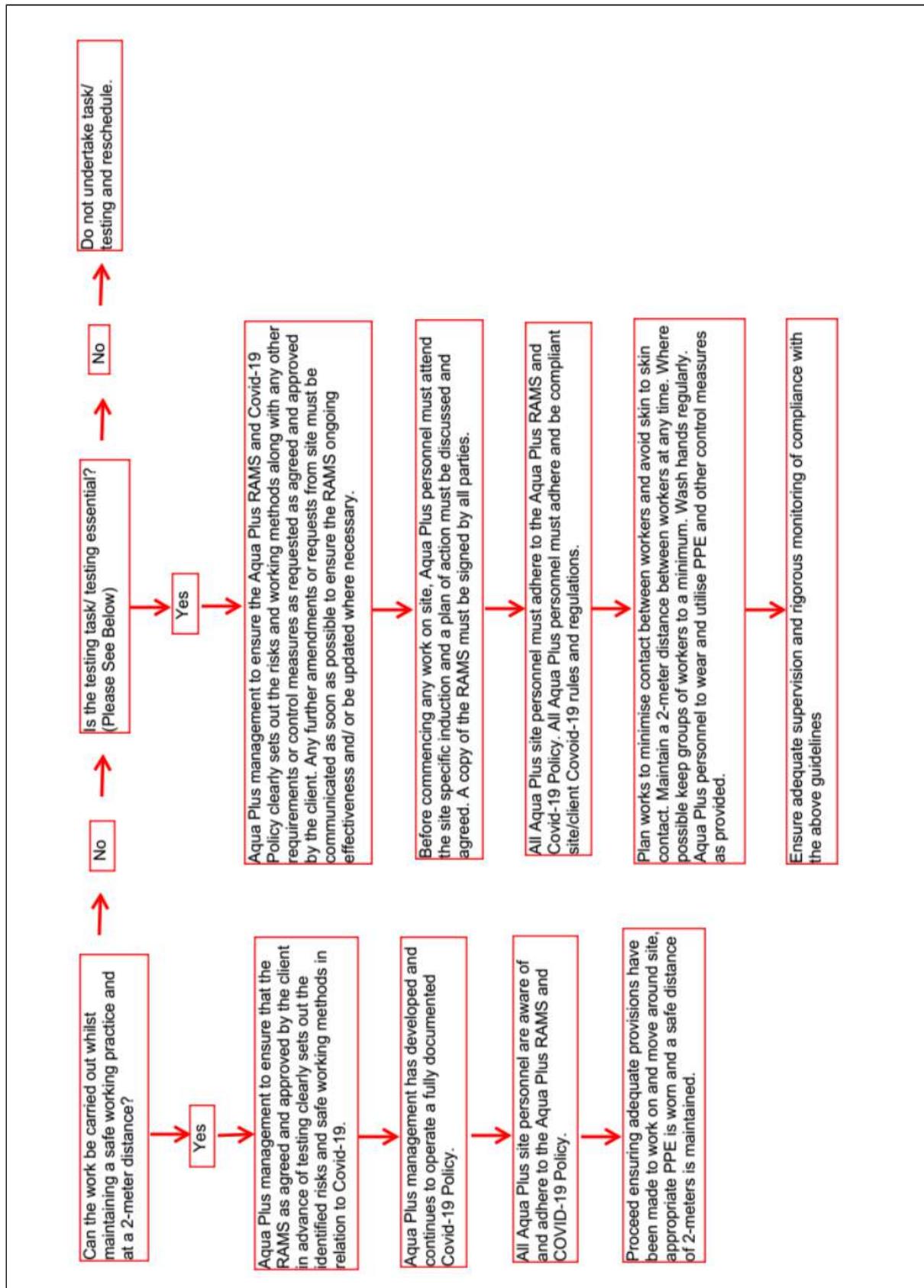
It is recommended that hands should be washed before each work task commences followed by frequent intervals thereafter. In addition, Aqua Plus personnel must always wash their hands after blowing their nose, coughing or sneezing, using the toilet, before and after eating and when hands are visibly dirty.

When washing hands and/or using alcohol hand sanitiser, the following procedure must always be adopted:

- Wet hands with running water
- Apply enough soap or sanitiser to cover hands
- Scrub all surfaces of the hands including the back of hands, between fingers and under nails for at least 20 seconds to ensure full coverage
- Rinse thoroughly with running water (not when using hand sanitiser)
- Dry hands with a clean cloth, single-use towel, try to avoid blow-driers where possible (not when using hand sanitiser)



## Aqua Plus Covid-19 on-site safe working distance flowchart:



### Risk Assessment Key



Aqua Plus COVID-19 Risk Assessment					
Task	What are the Risks	Risk	Control Measures	Control	Risk after control measures
PPE	COVID-19	High	Aqua Plus to provide face masks, gloves and alcohol hand sanitiser and soap to all on-site personnel. Gloves to be frequently changed whenever necessary	Aqua Plus Management	Low
Additional Control Measures	COVID-19	High	Aqua Plus to provide spray disinfectant with cloths/ disposable paper towels and disposable aprons and boot covers and reusable thermometers for each on-site personnel	Aqua Plus Management	Low
Fit to Work	Unwell or vulnerable people attending site. Displaying symptoms	High	Before leaving for site in the morning each individual Aqua Plus personnel must conduct a temperature check and record on the daily test sheet. If temperature is high or feeling unwell, they will be told to stay at home and isolate for at least 7 days, a valid GP note will need to be provided before returning to work	Aqua Plus Team	Low
Traveling to & from site in an Aqua Plus van	Exposure to infected people and/or surface etc.	High	1/ Shared journey in an Aqua Plus van should be limited to the same team 2/ Wash hands with soap and protect with sanitiser before entering the van 3/ PPE (gloves and facemask) to be worn at all times within the cab of the van 4/ Good ventilation (i.e. keeping windows open and facing away from each other where possible) 5/ Cab of van to be cleaned with disinfectant spray as provided before and after every use 6/ Distancing as far as reasonably possible 7/ Use of public transport is not permitted	Aqua Plus Team	Low
Entering Site	Exposure to infected people and/or surface etc.	High	1/ Aqua plus personnel to be briefed on signing in process and safe site induction 2/ Aqua Plus personnel are not permitted to use turnstiles, finger print readers 3/ Conduct inductions in open air where possible or in a well ventilated room 4/ No more than 4 attendees to attend induction in confined room 5/ Keep safe a distance of 2m 6/ Establish welfare and washing facilities 7/ Conform to safe site regulations 8/ Follow the one way systems in place 9/ PPE (gloves and facemask) to be worn 10/ Take care when driving on and off of site, follow site instruction and control	Aqua Plus Team  Main Contractor	Low
Welfare & Facilities	Exposure to infected people and/or surface etc.	High	1/ Toilets, Canteen and Smoking areas to be restricted access 2/ Adequate hand washing facilities to be provided for regular hand washing	Client Main Contractor	Low

**Risk Assessment Key**

High	Medium	Low
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Aqua Plus COVID-19 Risk Assessment					
<u>Task</u>	<u>What are the Risks</u>	<u>Risk</u>	<u>Control Measures</u>	<u>Control</u>	<u>Risk after control measures</u>
Working On-Site	Exposure to infected people and/or surface etc.	High	<b>Follow Aqua Plus Covid-19 Policy Guidelines and Risk Assessment</b> 1/ Wear suitable PPE including Face Mask, Gloves, Eye protection, mid sole protection lace up capped boots, helmet and hi-vis vest or jacket 2/ Avoid face to face contact where possible, where not avoidable restrict to a maximum of 15 mins 3/ Keep social distancing of 2m where possible where not avoidable restrict to a maximum of 15 mins 4/ When moving around site, follow sites one-way system 4/ Adhere to site rules and regulations	Aqua Plus Team Client Main Contractor other Site Operatives	Low
Aqua Plus Equipment	Exposure to infected people and/or surface etc.	Med	1/ All equipment to be thoroughly cleaned and disinfected using the provided spray and cloths before and after each use, PPE must be worn 2/ Barriers and signage to be used whilst on-site	Aqua Plus Team	Low
Control of Cleaning of Products	Exposure to cleaning products.	Med	1/ Non-leak Spray bottle antiviral disinfectant and disposable paper towel/ cloths to be provided by Aqua Plus for daily cleaning of van, equipment and used objects 2/ Aqua Plus personnel to ensure safe use and storage of disinfectant spray at all times 3/ PPE (gloves, apron and facemask) to be worn at all times especially when handling spray disinfectant 4/ Aqua Plus personnel to ensure that no other persons are harmed or exposed to spray disinfectant	Aqua Plus Team	Low
Breaks, Welfare & use of Communal areas	Exposure to infected people and/or surface etc.	Med	1/ Arrange tables/chairs if necessary, to maintain 2m social distancing 2/ Stagger breaks with other contractors 3/ Aqua Plus personnel to bring reusable drinks bottles and pre-prepared food/ utensils from home 4/ All personal rubbish to be promptly and effectively thrown away in bins provided on site 5/ Aqua Plus personnel to conform the site rules and regulations	Aqua Plus Team Other Site Operatives	Low
Site Office	Exposure to infected	Low	1/ Avoid face-to-face meetings with site	Aqua Plus	Low

	people and/or surface etc.		managers/personnel where possible, use mobile phones to contact as required 2/ If site office visits are necessary keep safe distancing of 2m and wear PPE 3/ Restrict meetings to a maximum of 15 minutes	Team Client Main Contractor
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**Risk Assessment Key**

High	Medium	Low
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**COVID 19 Risk Assessment**

<u>Task</u>	<u>What are the Risks</u>	<u>Risk</u>	<u>Control Measures</u>	<u>Control</u>	<u>Risk after control measures</u>
Leaving Site	Exposure to infected people and/or surface etc.	Low	1/ Take care when driving on and off of site, keep to 2m social distancing rule and follow site instruction and control 2/ All equipment to be thoroughly cleaned and disinfected before loading in the van 3/ Avoid face-to-face meetings with site managers/personnel use mobile phones to contact 4/ Aqua Plus personnel are not permitted to use turnstile finger print readers 5/ Wash hands and protect with sanitiser before entering the van 6/ Wear gloves and face mask at all times within the cab of the van 7/ Good ventilation (i.e. keeping windows open and facing away from each other where possible 8/Aqua Plus personnel are requested not to eat or drink in Aqua Plus vans	Aqua Plus Team	Low
Decontamination of uniform and PPE	Exposure to infected people and/or surface etc.	Low	1/ When Aqua Plus personnel arrive at home destination Aqua Plus van must be thoroughly cleaned and disinfected taking special care with handles, steering wheel and gear stick, PPE must be worn 2/Gloves and apron must be removed and disposed of appropriately. Gloves must be changed frequently throughout the working day as necessary 3/ Aqua Plus uniform must be removed immediately and washed Aqua Plus personnel must wear clean/fresh uniform for each day 4/ Facemasks must be cleaned, decontaminated and filter changed each day 5/ Aqua Plus safety boots, safety glasses and safety helmet must be cleaned and decontaminated at least twice a day 6/ Aqua Plus personnel are requested to wash and use alcohol hand santiser	Aqua Plus Team	Low

			frequently as required 7/ Aqua Plus personnel are requested to shower and upkeep personal hygiene and cleanliness at least once a day or as required		
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**Standards of Behavior:**

Aqua Plus management expect all on-site personnel to respect and adhere to this policy and risk assessment. Failure to comply with the procedures and guidance outlined within this document will result in disciplinary action and/or appropriate sanctions up to and including dismissal if deemed necessary.

**In order to minimise the risks of Corona Virus, we need to work together**

**Stay Apart. Stay Safe. Stay Well.**

Signature 

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Name Colin Jones

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Position Managing Director

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Date April 2020

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