

Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Who might be harmed?

- Staff
- Visitors to your premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with you in relation to your business.

What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance posters. • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available. 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues and to follow 'Catch it, Bin it, Kill it.' As well as to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p>			Complete

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<p>Spread of Covid-19 Coronavirus</p>	<p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and reception area; using appropriate cleaning products and methods.</p>	<p>Company has introduced Self Cleaning Touch Points On (door handles, door push points etc.) at all highly traffic areas.</p> <p>There are also a number Geofire Agrippa acoustic fire door holders been installed on a number of internal fire doors so there is no requirement for employees to touch these doors. All the holders & fire alarm system are tested weekly.</p> <p>Cleaners are also cleaning door handles, Stair hand rails & a number of other areas daily</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>			<p>Complete</p>

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<p>Spread of Covid-19 Coronavirus</p>	<p><u>Social Distancing</u> Social Distancing: Reducing the number of persons in any work area to comply with the two-metre (2 metre/6.5 foot) gap recommended by the Public Health Agency.</p> <p>Taking steps to review work schedules including start and finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Marking out desks and work areas with tape to outline the two metre distancing.</p>	<p>Robust continuous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to</p> <p><i>Daily audits will be carried out and forwarded onto Group HSE at the end of each working week for review</i></p>	<p>Managers, Supervisors & Team Leaders</p> <p>CR Team</p>	<p>04.04.20</p> <p>04.04.20</p>	<p>Complete</p> <p>On going</p> <p>On going</p>
<p>Spread of Covid-19 Coronavirus</p>	<p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			<p>Complete</p>

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<p>Spread of Covid-19 Coronavirus</p>	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises) the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>CR Team</p> <p>HR & Team Leaders</p>	<p>04.04.20</p> <p>04.04.20</p>	<p>Ongoing</p> <p>Ongoing</p>
<p>Spread of Covid-19 Coronavirus</p>	<p><u>Drivers</u></p> <p>Procedures in place for drivers to ensure adequate welfare facilities available during their work. Reference: https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>	<p>CR Team</p>	<p>04.04.20</p>	<p>Complete</p>

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Spread of Covid-19 Coronavirus	<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Reference: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	Regular communication of mental health information and open door policy for those who need additional support.	HR & CR Team		Complete
Spread of Covid-19 Coronavirus	<p><u>Working Safely Measures</u></p> <p>Carry out a check of your Covid-19 “working safely” measures in line with government guidance.</p>	<p>Implement any measures resulting from the working safely checks against a time bound action plan.</p> <p>Publish the results of the working safely checks.</p>			Complete
Spread of Covid-19 Coronavirus	<p><u>Air Conditioning</u></p> <p>Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is a supply of outdoor air, for example windows and doors left open.</p>	<p>Signs placed on windows that should be left open to allow aircon to run in externally ventilated rooms.</p> <p>Signs placed on aircon units that need to remain turned off as there is no outside ventilation in that room</p>			Complete