

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>	<p>JW- Guidance posters in place, adequate hand washing facilities & information communicate to staff on hand washing. Paper towels and hand sanitisers available. Also Barrier cream & after use moisture available.</p> <p>CK- All staff encouraged to have a tissue in case of a cough/sneeze, blue roll dispenser to be put up on the shop floor.</p>	<p>04/24</p> <p>05/31</p>	<p>Complete</p> <p>Complete</p>

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<p>Spread of Covid-19 Coronavirus</p>	<p><u>Cleaning</u></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>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>JW- Contract cleaning company are cleaning twice daily. Guidance poster have been put up on notice boards and in toilets. Wipes made available to staff in high uses areas.</p>	<p>04/24</p>	<p>Complete</p>
	<p><u>Social Distancing</u></p> <p>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>Robust continuous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Daily audits will be carried out and forwarded onto Group HSE at the end of each working week for review.</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>JW- Site has reduced numbers of staff with staff working from home, & furlough scheme. Shift patterns changed to reduce movement of staff at high trafficked areas. Social distancing is implemented & daily audit by HSE Advisor carried out. Work areas, benches, desks moved screens put up and areas taped off to ensure social distancing rules. Also meetings have been reduced in favour of having conference calls.</p>	<p>04/24</p>	<p>Complete</p>

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<p>Spread of Covid-19 Coronavirus</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>Rest breaks are sufficient.</p> <p>Canteen & smoking area have social distancing measures in place.</p>	<p>04/24</p>	<p>Complete</p>
	<p><u>Wearing of Gloves</u></p> <p>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>JW- An adequate supply of gloves are available for those that need them as part of job role, posters of Donning & Doffing of gloves are available on notice boards.</p>	<p>04/24</p>	<p>Complete</p>
	<p><u>RPE</u></p> <p>Public Health guidance on the use of Personal Protective Equipment (PPE) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>Where Respiratory Protective Equipment (RPE) is a requirement for risks associated with the</p>	<p>To minimise the risk of transmission of COVID-19 during face-fit testing, the following additional measures should be carried out:</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable</p>	<p>JW – Staff that use RPE as part of their have been reminder to wash their hands before and after use of their RPE & their RPE is only for their use.</p>	<p>04/24</p>	<p>Complete</p>

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<p>Spread of Covid-19 Coronavirus</p>	<p>work undertaken the following measures will be followed:</p> <p>Tight-fitting respirators, such as disposable FFP3 masks and reusable half masks, rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	<p>masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF).</p>	<p>Currently there isn't a need to carry out face fit testing as most companies aren't making this service available with furlough of staff.</p>	<p>04/24</p>	<p>Complete</p>
	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature 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><u>Drivers</u></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>JW- Symptoms have been under observations since the outset of COVID-19 and continue to be so. PHE will be followed in the event that an employee displays any symptoms of the virus. We are also informing all contractors & visitors that are required to come to site of their obligation to inform the company if a member of their staff that visited our site has become ill and vice-versus.</p>	<p>05/29</p>	<p>Complete</p>

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<p>Spread of Covid-19 Coronavirus</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><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> <p><u>Working Safely Measures</u></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>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Implement any measures resulting from the working safely checks against a time bound action plan.</p>	<p>JW -Staff that deal with drivers who require to use the welfare facilities have been advisor to let the driver use the facilities and chaperon them to & from making sure they are sticking to 2m social distancing guidance.</p> <p>JW- There are mental health awareness posters on notice boards (looking after your mental health during the Coronavirus outbreak. Mental health support and pathways available through our internal occupational health function. Line managers can refer anyone needing support through the occupational health Lead or HSE Lead. CK – A Covid Resonse team (CRT)</p>	<p>21/05</p> <p>04/24</p>	<p>Complete</p> <p>Complete</p>

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	Carry out a check of your Covid-19 “working safely” measures in line with government guidance using the new IFS system.	Publish the results of the working safely checks using the new format DOC-GRP-XXX	has been set up & “the covid working safely “ documents have been worked through, there have been actions to put measures in place.	06/29	Complete