

Covid-19

This is a draft **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover every possible scenario and it is therefore important our staff communicate with us, the management team and we continue to monitor and enforce this. Should staff have any concerns or questions. The latest news and updates on Covid-19 can be found here: <https://www.gov.uk/coronavirus>

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing health conditions • Anyone else who physically comes in contact with 	<p>Hand Washing</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. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 	<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. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and 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 or concerns.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/coronavirus</p> <p>Posters, leaflets and other materials are available for display. SR to provide to other offices</p>			DONE

	<p>us in relation to our business</p>	<ul style="list-style-type: none"> Hand sanitisers in any area where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Premises deep cleaned prior to employees returning to office.</p> <p>Contract cleaners asked to clean more regularly.</p> <p>Social Distancing Social Distancing measures, including Reducing the number of persons in any work area to comply with the 1metre plus recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Where shower and changing facilities are present, liaise with the landlord, to set clear use and cleaning guidance for showers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Staff will be expected to utilise hand sanitiser spray.</p> <p>Water systems flushed to prevent Legionella.</p> <p>Staff to be reminded on a regular 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>DONE</p> <p>DONE</p> <p>DONE</p>
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		<p>Taking steps to review work schedules including start & 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 and Video calls to be used instead of face to face meetings where ever possible (and when not possible and distancing rules apply. All surfaces to be thoroughly wiped down using appropriate wipes. Gloves to be provisioned.)</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen areas and where possible communal areas such as walkways and corridors.</p> <p>Lifts to be avoided wherever possible.</p>	<p>Employees enabled to work at home as a first option</p> <p>Fixed teams introduced to limit the level of contact</p> <p>Workstations will not be shared.</p> <p>Non-essential travel to be minimised – remote option considered first.</p> <p>Microsoft Teams used to avoid need of in-person meetings</p> <p>Back-to-back or side-to-side working introduced in the office</p> <p>Kitchen areas restricted to one user at a time. They are no longer to be used as a break out /lunch eating area.</p> <p>In the Exeter office, separate doors will be used to enter and leave the office and will be labelled accordingly.</p> <p>Arrival and departure times will be staggered to avoid congestion in communal areas.</p> <p>Use of stairs to be encouraged; the lift flooring is to be marked to assist in social distancing.</p> <p>Employees encouraged to bring in their own food.</p>			
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		<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.</p> <p>Line managers will maintain regular contact with staff members during this time and work with the Covid-19 team, to ensure any other persons within those teams are notified and where necessary, also advised to be sent home.</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. https://www.publichealth.hscni.net/</p> <p><u>Mental Health</u></p> <p>Management continue to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support they can to help. This includes a free confidential EAP service:</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Those being fit tested with non-disposable 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>Ensure they remove gloves following the correct procedure (PDF) Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Internal communication through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers and the business will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			<p>DONE</p> <p>DONE</p>
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