

## 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><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance posters.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> </ul>	<p>Additional signage.</p> <p>Hand sanitiser in washroom</p> <p>Include desktop/workstation sanitiser points.</p>	<p>Additional signage.</p> <p><b>CRT</b></p>	<p>June 20<sup>th</sup> 2020</p>	<p>Closed</p> <p>Closed</p>

Spread of Covid-19 Coronavirus	<p><b><u>Cleaning</u></b></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</p>	<p>Install appropriate cleaning facilities at each workstation area. Include Carter Horsley.</p> <p>Additional signage. To include Carter Horsley front Gate.</p>	<b>CRT</b>	June 29 <sup>th</sup> 2020	Closed
Spread of Covid-19 Coronavirus	<p><b><u>Social Distancing</u></b></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>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>Remove any unnecessary seating/restrict to 2 people and stagger breaks.</p>	<b>CRT</b>	May 26 <sup>th</sup> 2020	Closed

<p>Spread of Covid-19 Coronavirus</p>	<p><b><u>Wearing of Gloves</u></b></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>Additional signage.</p>	<p><b>CRT</b></p>	<p>May 26<sup>th</sup> 2020</p>	<p>Closed</p>
<p>Spread of Covid-19 Coronavirus</p>	<p><b><u>RPE</u></b></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 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>n/a</p> <p>n/a</p>	<p><b>CRT</b></p>	<p>May 26<sup>th</sup> 2020</p>	<p>Closed</p>

Spread of Covid-19 Coronavirus	<p><b><u>Symptoms of Covid-19</u></b></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 (<i>including where a member of staff has visited other work place premises such as domestic premises</i>) 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>Reiterate the procedure for reporting and follow government guidelines.</p> <p>Provide in cab sanitiser and clean cab regularly.</p>	<b>CRT</b>	June 10 <sup>th</sup> 2020	Closed
Spread of Covid-19 Coronavirus	<p><b><u>Drivers</u></b></p> <p>Procedures in place for drivers to ensure adequate welfare facilities available during their work. Reference: <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be</p>	<p>First step install a barrier to prevent drivers/visitors wandering within the 2mtr guidelines.</p> <p>Prepare for driver collections so they are ready for collection before they arrive on site.</p> <p>Prepare a manifest for our on-site driver to minimise the amount of times they need to visit off-site premises.</p>	<b>CRT</b>	July 7 <sup>th</sup> 2020	Closed

	achieved.				
Spread of Covid-19 Coronavirus	<p><b><u>Mental Health</u></b></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:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	Occupational Health have published a mental health support document to all staff	<b>CRT</b>	July 7 <sup>th</sup> 2020	Closed
Spread of Covid-19 Coronavirus	<p><b><u>Working Safely Measures</u></b></p> <p>Carry out a check of your Covid-19 "working safely" measures in line with government guidance using the new IFS system.</p>	Put up pictures of our mental health staff it's sometimes easier to find a face rather than ask who they are.	<b>CRT</b>	May 26 <sup>th</sup> 2020	Closed