

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This Risk Assessment deals with the current Covid-19 situation in the workplace.

V1.040620

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Completed
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> <li>Cleaners</li> <li>Suppliers</li> <li>Vulnerable groups: over 70, pregnant, existing underlying conditions</li> <li>Anyone else who physically comes into the office</li> </ul>	<p><b>Hand Washing</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.</li> </ul> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>Drying of hands with disposable paper towels.</li> </ul> <p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p>	<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 – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available but all employees should also take personal responsibility.</p>	<p>All</p> <p>Line Mgrs</p>	<p>From 1<sup>st</sup> June 2020 – ongoing until Gov guidelines change</p>	

		<p>· Staff encouraged to protect the skin by applying emollient cream regularly ·  <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>· Gel sanitisers in any area where washing facilities not readily available</p> <p><b>Cleaning</b>                  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>Encourage staff to report any problems and carry out skin checks</p> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Checks will be carried out to ensure that the necessary procedures are being followed.</p> <p>Cleaning products will be available for anyone to use</p>	<p>All</p> <p>Bilding services</p>	<p>From 1<sup>st</sup> June 2020 – ongoing until Gov guidelines change</p>	
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		<p><b>Social Distancing</b>                  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>   <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; 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, where possible.</p> <p>Ensuring sufficient rest breaks for staff.</p>	<p>between cleans by the landlord.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	<p>Line Mgrs</p>	<p>From 1<sup>st</sup> June 2020 – ongoing until Gov guidelines change</p>	
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		<p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p><b>Wearing of Gloves or masks</b> Where Risk Assessment identifies wearing of gloves or masks as a requirement of the job, an adequate supply of these will be provided. Staff should remove such PPE carefully to reduce contamination and dispose of them in a bin.</p> <p><b>RPE/PPE</b> Public Health guidance on the use of RPE (respiratory personal equipment) to protect against COVID-19 relates to health care settings. In all other settings (referred to as domestic settings), individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. However, there may be circumstances where PPE (personal protective equipment) may be required such as travelling on public transport or where a school settings policy requires (</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff should be made aware that a supply of masks and gloves will be made available if they will need these for public transport, meetings or close technical work that cannot be done whilst adhering to the two metre guidance. To minimise the risk of transmission of COVID-19 during distribution of any PPE, both the provider and receiver should take measures to wash their hands before and after the handling of</p>	<p>Line Mgrs</p> <p>RTO project comms</p>	<p>From 1<sup>st</sup> June 2020 – ongoing until Gov guidelines change</p> <p>From 1<sup>st</sup> June 2020 – ongoing until Gov guidelines change</p>	
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