

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.

This is a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace.

Reviewed - 19/01/21

What are the hazards?	Who might be harmed	Controls In Place	Additional Controls	Done
Spread of		Hand Washing		
Covid-19	Staff	Hand washing facilities with soap and water in	Employees to be reminded on a regular basis to wash	Complete
Coronavirus		place.	their hands for 20 seconds with water and soap and the	
	Visitors	Stringent hand washing taking place.	importance of proper drying with disposable towels. Also	
		See hand washing guidance.	reminded to catch coughs and sneezes in tissues – Follow	
	Cleaners	https://www.nhs.uk/live-well/healthy-	Catch it, Bin it, Kill it and to avoid touching face, eyes,	
		body/best-way-to-wash-your-hands/	nose or mouth with unclean hands. Tissues are made	
	Contractors	Drying of hands with disposable paper towels.	available throughout the workplace.	
		https://www.nursingtimes.net/news/research-	To help reduce the spread of coronavirus (COVID-19)	
	Drivers	and-innovation/paper-towels-much-more-	reminding everyone of the public health advice -	
		effective-at-removing-viruses-than-hand-	Posters, leaflets and other materials are available for	
	Vulnerable groups	<u>dryers-17-04-2020/</u>	display.	
		Gel sanitisers at clocking facilities and at	https://www.gov.uk/government/publications/guidance	
	Anyone else who physically	strategic points throughout the factory and	-to-employers-and-businesses-about-covid-19	
	comes in contact with you in	offices		
	relation to your business			
		<u>Cleaning</u>		
		Frequently cleaning and disinfecting objects and	Rigorous checks are carried out by line managers to	Complete
		surfaces that are touched regularly particularly	ensure that the necessary procedures are being followed.	
1		in areas of high use such as door handles, light		

		1
switches, reception area using appropriate		
cleaning products and methods.		
Social Distancing		
Social Distancing -Reducing the number of	Staff are reminded on a daily basis of the importance of	Complete
persons in any work area to comply with the 2-	social distancing both in the workplace and outside of it.	
metre (6.5 foot) gap recommended by the Public	Signs are placed within and outside the factory.	
. ,	Hi Vis jackets with keep 2m distance on the back have	
Health Agency		
https://www.gov.uk/government/publications/	been bought for everyone as a reminder.	
covid-19-guidance-on-social-distancing-and-for-	Management checks to ensure this is adhered to.	
vulnerable-people		
Taking steps to review work schedules including	Screens are placed between operators where 2m cannot	Complete
start & finish times/shift patterns, working from	be achieved. Screens along corridors where operators	
home etc. to reduce number of workers on site	are facing the corridor.	
at any one time. Also relocating workers to other	Over 50% of staff are working from home	Complete
tasks and areas.	5	
Redesigning processes to ensure social	Areas have been changed to ensure social distancing	Complete
distancing in place.		compiete
Conference calls to be used instead of face to	Teams calls used rather than face to face mostings	Complete
	Teams calls used rather than face to face meetings	Complete
face meetings.		
Ensuring sufficient rest breaks for staff.		
Social distancing also to be adhered to in	Meeting rooms are used as makeshift canteens to ensure	Complete
canteen area and smoking area.	social distancing	
Wearing of Gloves		
Where Risk Assessment identifies wearing of	Staff to be reminded that wearing of gloves is not a	Complete
gloves as a requirement of the job, an adequate	substitute for good hand washing.	
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.		

PPE Public Health guidance on the use of PPE (personal protective equipment) 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		
Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough, a high temperature or a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal in the workplace they will be sent home and advised to follow the stay at home	Internal communication channels and cascading of messages through line managers are carried out regularly to reassure and support employees in a fast changing situation.	Complete
guidance. Line managers will maintain regular contact with staff members during this time. 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), 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.	Line managers offer support to staff who are affected by Coronavirus or has a family member affected.	Complete
Installers Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <u>https://www.hse.gov.uk/news/drivers-</u> <u>transport-delivery-coronavirus.htm</u> COVID-19-guidance on freight transport.	Communicate with companies we Visit to/from to ensure welfare facilities will be available to our Installers. Allowing installers adequate breaks to avail of proper welfare facilities.	Complete

Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.		
Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <u>https://www.mind.org.uk/information-</u> <u>support/coronavirus-and-your-wellbeing/</u>	Regular communication of mental health information and open door policy for those who need additional support.	Complete