

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.

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 will be 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	dryers-17-04-2020/	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			
		Cleaning		
		Frequently cleaning and disinfecting objects and	Rigorous checks will be carried out by line managers to	Complete
		surfaces that are touched regularly particularly	ensure that the necessary procedures are being followed.	
		in areas of high use such as door handles, light		

switches, reception area using appropriate cleaning products and methods.		
Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2- metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/ covid-19-guidance-on-social-distancing-and-for- vulnerable-people	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Signs to be placed within and outside the factory. Hi Vis jackets with keep 2m distance on the back to be bought for everyone as a reminder. Management checks to ensure this is adhered to.	Complete
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 and areas. Redesigning processes to ensure social distancing in place.	Screens to be placed between operators where 2m cannot be achieved. Screens along corridors where operators are facing the corridor.	Complete
Conference calls to be used instead of face to face meetings.		
Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in		
canteen area and smoking area. <u>Wearing of Gloves</u> 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.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	Complete

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	Internal communication channels and cascading of	Complete
continuous cough, a high temperature or a loss	messages through line managers will be carried out	
or change to your sense of smell or taste – this	regularly to reassure and support employees in a fast	
means you've noticed you cannot smell or taste	changing situation.	
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		
guidance.		
Line managers will maintain regular contact with	Line managers will offer support to staff who are affected	Complete
staff members during this time.	by Coronavirus or has a family member affected.	
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		Complete
precautions that should be taken.		
Installers		
Procedures in place for Drivers to ensure	Communicate with companies we Visit to/from to ensure	
adequate welfare facilities available during their	welfare facilities will be available to our Installers.	
work - Reference	Allowing installers adequate breaks to avail of proper	
https://www.hse.gov.uk/news/drivers-	welfare facilities.	
transport-delivery-coronavirus.htm		
COVID-19-guidance on freight transport.		

Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.		Complete
<u>Mental Health</u> 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.	