

COVID-19 CORONAVIRUS – RISK ASSESSMENTS

| WHO MIGHT BE HARMED | CONTROLS REQUIRED | ADDITIONAL CONTROLS | ACTIONED | INITIALS |
|--|---|---|----------|----------|
| <ul style="list-style-type: none"> • 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 | <p><u>Hand Washing</u></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 available in all toilets • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available | <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 <i>Catch it, Bin it, Kill it</i> 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 and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> | | |





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| | <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as packing lines, door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u></p> <p>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</p> <p><u>Working Procedures</u></p> <p>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. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings.</p> <p>Ensuring enough rest breaks for staff.</p> | <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> | | |





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| | <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p><u>Wearing of Gloves</u></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><u>PPE</u></p> <p><i>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</i></p> | <p>Staff to be reminded daily 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>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> | | |



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| | <p><u>Symptoms of Covid-19</u></p> <p>Temperatures will be taken of all staff as they enter the workplace. Staff to be refused access if their temperature is above 37.8 deg. C They will be asked to follow the stay at home guidance.</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.</p> <p>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 (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.</p> <p>https://www.publichealth.hscni.net/</p> | | | |



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| | <p><u>Drivers</u></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference</p> <p>https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><u>Visitors</u></p> <p>Procedures are in place for visitors to have their temperatures checked prior to entering the building and gloves and masks encouraged to worn if entering the building. All but essential visits should be discouraged. Visitors should be asked to use the outside toilet facilities that have been provided not internal staff toilets.</p> | <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> | | |





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| | <p><u>Delivery Drivers</u></p> <p>Drivers should not be allowed in the buildings and wherever possible should remain in their vehicles. If they require toilet facilities, they should use the outside toilets that have been provided.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p> | <p>Regular communication of mental health information and open-door policy for those who need additional support.</p> | | |

