

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 copy of a generic Risk Assessment for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each person should consider their own unique circumstances.

Definitions:

Hazard - potential for injury/loss

Risk - likelihood of the injury or loss occurring and the severity of its consequences

Description of task (include machinery):

Movement of staff around site

Persons at risk: Staff, visitors, cleaners, contractors, drivers, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, anyone else

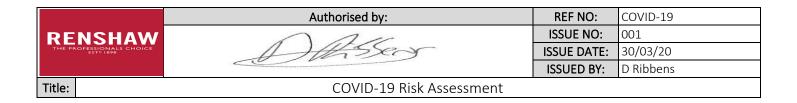
who physically comes in contact with you in relation to your business

Number of persons at risk: 300 (approximately) Risk Assessment Reference Number: COVID-19

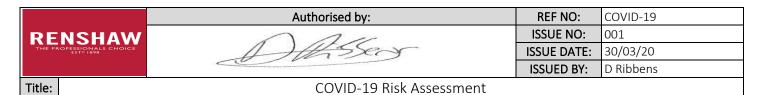
PPE required: Vinyl gloves, Face masks, Face visors (where applicable)

What are the hazards? - Spread of Covid-19 Coronavirus

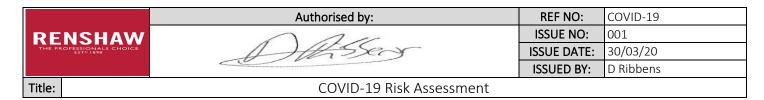
Who might be harmed? – Staff, Visitors to your premises, Cleaners, Contractors, Drivers, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, anyone else who physically comes in contact with you in relation to your business



Controls Required	Additional Controls	Responsibility	Done
 Hand Washing Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. 	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice	HR	Done
Paper towels/hand dyers for drying of handsSee hand washing guidance.	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	Line managers	Ongoing
 https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities not readily available 	Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.	Line managers	Ongoing
Posters, leaflets and other materials are available for display purposes.	Management checks to ensure this is adhered to.	Line managers	Ongoing
Employees are reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch	Tissues will be made available throughout the workplace.	H&S	Done
coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands	Procedure for the safe disposal of tissues when used	Hygiene	Done
Cleaning 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	Records to be kept of areas cleaned	Hygiene	Done
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			



Redesigning processes to ensure social distancing in place and that staff are work side by side where necessary and not face to face.	Review of all current work processes and implementation of measures	Line managers	Done
Conference calls to be used instead of face to face meetings.	Ensure that conference calling is used instead of face-to-face meetings Canteen area to be set up as a one-way system, entrance through door near first aid room, exit through door leading to old building – temporary markings to be put in place	Line managers	Ongoing
Social distancing also to be adhered to in canteen area and smoking area.	Staff will need to keep 2 metre distance as much as possible and only have 5 persons clock in at a time within the factory, start and finish times will need to be staggered – Signage to be placed in area	H&S	Done
Clocking in at work at the hand scan stations – Use of sanitising wipes to clean the hand scanner before and after use, signage displayed in the area and staff briefed on the use.			
Assign staff to same shift to limit social interaction	Ensure staff are set to am established shift were possible	Line managers	Ongoing
Review work schedules to include staggered break times so that staff can continue to practice social distancing when taking breaks	Schedule staggered break times to ensure that staff can practice social distancing	Line managers	Ongoing
Use of face masks to reduce the risk of spreading the virus, reviewed government guidance	Develop guidance on safe use of face masks	H&S	Done
PPE – (source COVID-19: infection prevention and control (IPC) updated 03 May 2020) Wearing of Gloves 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.	H&S	Done
RPE - 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	To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.	H&S	As required
	Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.	H&S	As required



having a good seal with t	uch as disposable FFP3 masks and reusable half masks) rely on ne wearer's face. A face fit test will be carried out to ensure the sipment (RPE) can protect the wearer. Wearers must be clean	Fit testers should wear tubes, hoods etc. and procedure	H&S	As required	
Symptoms of Covid-19 If anyone becomes unwe workplace, they will be set Line managers will maint	I with a new continuous cough or a high temperature in the nt home and advised to follow the stay at home guidance. in regular contact with staff members during this time.	Internal communication managers will be carried in a fast-changing situation	HR	Ongoing	
premises (including wher management team of the the case, identify people actions or precautions th	of staff has developed Covid-19 and were recently on our a member of staff has visited other work place premises), the workplace will contact the Public Health Authority to discuss who have been in contact with them and will take advice on any at should be taken. "ces.phe.gov.uk/Symptoms/overview/	Line managers will offe or has a family membe	Line Managers	Ongoing	
work - Reference https://www.hse.gov.uk/ COVID-19-guidance on fr	rivers to ensure adequate welfare facilities available during their news/drivers-transport-delivery-coronavirus.htm eight transport. vehicles or cabs, where suitable distancing cannot be achieved.	Communicate with conwelfare facilities are avadequate breaks to avaclearly placed so that of	Logistics	Done	
Mental Health Management will promot Coronavirus outbreak and Reference - https://www wellbeing/	e mental health & wellbeing awareness to staff during the will offer whatever support they can to help mind.org.uk/information-support/coronavirus-and-your-pu/every-mind-matters/coronavirus-covid-19-anxiety-tips/	Regular communication for those who need ad more vulnerable durin	Line managers	Ongoing	
Assessors Signature:	D Ribbens	Initial Date:	01-Apr		•
Date of review:	10/04/2020 - 24/04/20 - 07/05/20 - 15/05/20	Reviewed by:	·		
Changes that affect curre	nt risk assessment/comments/actions				
24/04/20 - Review on sta	ggering breaks for staff				
	f required working from home				
15/05/20 – Addition of e	ery mind matters guidance, addition of face mask guidance, revi	iew and addition of guida	nce notes.		

Date:

15/05/2020

D Ribbens

Signed: