
	Authorised by:	REF NO:	COVID-19
		ISSUE NO:	001
		ISSUE DATE:	30/03/20
		ISSUED BY:	D Ribbens
Title:	COVID-19 Risk Assessment		

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

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Controls Required	Additional Controls	Responsibility	Done
<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand dyers for drying of hands • See hand washing guidance. • 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 <p>Posters, leaflets and other materials are available for display purposes.</p> <p>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 coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands</p> <p>Cleaning</p> <p>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>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</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>Tissues will be made available throughout the workplace.</p> <p>Procedure for the safe disposal of tissues when used</p> <p>Records to be kept of areas cleaned</p>	<p>HR</p> <p>Line managers</p> <p>Line managers</p> <p>Line managers</p> <p>H&S</p> <p>Hygiene</p> <p>Hygiene</p>	<p>Done</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Done</p> <p>Done</p> <p>Done</p>
<p>Social Distancing</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>https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others</p> <p>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.</p>	<p>Management checks to ensure this is adhered to</p> <p>Review of work practices and implementation of measures. Ensure you staff members who can work from home are doing so. If a need to be in the place of work is determined, then social distancing is adhered to.</p>	<p>Line managers</p> <p>Line managers</p>	<p>Ongoing</p> <p>Done</p>

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<p>Redesigning processes to ensure social distancing in place and that staff are work side by side where necessary and not face to face.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>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.</p> <p>Assign staff to same shift to limit social interaction</p> <p>Review work schedules to include staggered break times so that staff can continue to practice social distancing when taking breaks</p> <p>Use of face masks to reduce the risk of spreading the virus, reviewed government guidance</p>	<p>Review of all current work processes and implementation of measures</p> <p>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</p> <p>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</p>	<p>Line managers</p> <p>Line managers</p> <p>H&S</p>	<p>Done</p> <p>Ongoing</p> <p>Done</p>	
	<p>Ensure staff are set to an established shift where possible</p>	<p>Line managers</p>	<p>Ongoing</p>	
	<p>Schedule staggered break times to ensure that staff can practice social distancing</p>	<p>Line managers</p>	<p>Ongoing</p>	
	<p>Develop guidance on safe use of face masks</p>	<p>H&S</p>	<p>Done</p>	
	<p><u>PPE – (source COVID-19: infection prevention and control (IPC) updated 03 May 2020)</u> <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>RPE</u> - 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</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>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.</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p>	<p>H&S</p> <p>H&S</p> <p>H&S</p>	<p>Done</p> <p>As required</p> <p>As required</p>

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<p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	<p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure</p>	H&S	As required
<p><u>Symptoms of Covid-19</u> 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. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff 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. https://coronavirusresources.phe.gov.uk/Symptoms/overview/</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 through use of Microsoft teams.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p>	HR Line Managers	Ongoing Ongoing
<p><u>Drivers</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Communicate with companies we receive from to ensure them that welfare facilities are available for their drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities. Ensure signage is clearly placed so that drivers on the site are aware of the procedures</p>	Logistics	Done
<p><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 - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-anxiety-tips/</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support. Focus on home workers as they are more vulnerable during this time.</p>	Line managers	Ongoing
<p>Assessors Signature: D Ribbens</p>	<p>Initial Date: 01-Apr</p>		
<p>Date of review: 10/04/2020 – 24/04/20 – 07/05/20 – 15/05/20</p>	<p>Reviewed by: D Ribbens</p>		
<p>Changes that affect current risk assessment/comments/actions</p>			
<p>24/04/20 - Review on staggering breaks for staff 07/05/20 – Review of staff required working from home 15/05/20 – Addition of every mind matters guidance, addition of face mask guidance, review and addition of guidance notes.</p>			
<p>Signed: D Ribbens</p>	<p>Date: 15/05/2020</p>		