

PRELUDE STONE: COVID-19 RISK ASSESSMENT

THE HAZARD: Spread of covid-19 coronavirus in the workplace

WHO IS AT RISK: Staff; visitors to the premises; cleaners; contractors; drivers; vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions; anyone else who physically comes in contact with staff in relation to the business

LINKS: This document includes links to HMG, HSE

Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>HAND WASHING</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. www.nhs.uk/live-well/healthy-body/best-way-to-washyour-hands/ • Drying of hands with disposable paper towels. www.nursingtimes.net/news/research-andinnovation/paper-towels-much-more-effective-atremoving-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly www.nhs.uk/conditions/emollients/ <p>Gel sanitisers in any area where washing facilities are not readily available.</p>	<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 Catch it, Bin it, Kill it 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 www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - www.gov.uk/government/organisations/public-healthengland</p> <p>Posters, leaflets and other materials are available for display. www.gov.uk/government/publications/guidance-toemployers-and-businesses-about-covid-19</p>	<p>All staff and Managers</p>	<p>All staff and Managers</p>	<p>DAILY</p>

Controls Required	Additional Controls	Action by who?	Action by when?	Done
<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>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>All staff and Managers</p>	<p>All staff and Managers</p>	<p>DAILY</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 www.gov.uk/government/organisations/public-healthengland www.gov.uk/government/publications/covid-19-guidanceon-social-distancing-and-for-vulnerable-people</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>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	<p>All staff and Managers</p>	<p>All staff and Managers</p>	<p>DAILY</p>

Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>WEARING OF GLOVES</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>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>All staff and Managers</p>	<p>All staff and Managers</p>	<p>DAILY</p>
<p>PPE</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings.</p> <p>In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <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>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out:</p> <ul style="list-style-type: none"> • Both the fit tester and those being fit tested should wash their hands before and after the test. • Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). • Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. • Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) <p>Reference https://www.hse.gov.uk/news/face-mask-pperpe-coronavirus.htm</p>	<p>All staff and Managers</p>	<p>All staff and Managers</p>	<p>DAILY</p>

Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>SYMPTOMS OF COVID-19</p> <p>Anyone at work with a new continuous cough, a high temperature or a loss of taste or smell, 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.</p> <p>If advised that someone recently on our premises has developed Covid-19 (including where a member of staff has visited any other premises), our Management Team 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. www.gov.uk/government/organisations/public-healthengland</p>		All staff and Managers	All staff and Managers	DAILY
<p>DRIVERS</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference www.hse.gov.uk/news/drivers-transport-deliverycoronavirus.htm</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.	All staff and Managers	All staff and Managers	DAILY
<p>MENTAL HEALTH</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference - www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	Regular communication of mental health information and open-door policy for those who need additional support.	All staff and Managers	All staff and Managers	DAILY