

COVID -19 GENERAL WORKPLACE 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 Generic **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each staff member should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different, although many of the principles would still be relevant.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> ● Staff ● Visitors to your premises ● Cleaners ● Security ● Contractors ● Deliveries ● Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions ● Anyone else who physically 	<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. ● 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><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces</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 their face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of Coronavirus, (COVID-19) reminding everyone of the public health advice:</p> <p>Posters, leaflets and other materials are available for display. WINNS Risk Mitigation and Risk Assessment Covid-19</p>	<p>All Staff clients and visitors</p>	<p>On going</p>

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	<p>comes in contact with you in relation to your business</p>	<p>that are touched regularly, particularly in areas of high use, such as door handles, light switches and reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> 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>Taking steps to review work schedules, including start & finish times/shift patterns, working from home etc. to reduce the number of workers on site at any one time. Also, relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing is 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 break areas and smoking areas.</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 on a daily basis of the importance of social distancing both in the workplace and outside and traveling. Management checks to ensure this is adhered to.</p>		
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		<p><u>PPE</u> <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>Where PPE is a requirement for risks associated with the work undertaken (not been able to social distance) the following measures will be followed:</p> <p>Tight-fitting respirators (such as disposable masks and reusable masks) rely on having a good fit with the wearer's face. Wearers must be clean shaven for best results.</p> <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.</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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