

## Safe And Secure COVID-19 Risk Assessment

### Version 01. 01/06/20

Hazard	Risk	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business.</li> </ul> <p>Those listed above may at risk from infection by the corona virus from contact with infected persons or surfaces.</p>	<p><b>To reduce the spread of coronavirus (COVID-19) everyone must adhere to the public health advice. See online guidance in additional control measures.</b></p> <p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Staff are reminded that the wearing of gloves is not a substitute for good hand washing</li> <li>• Hand washing facilities with soap and water are available at office, rest rooms and on client premises. Hands must be washed frequently with soap and water for a minimum of 20 seconds per wash.</li> <li>• Hand washing guidance available in office.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> <li>• Avoid touching face, eyes, nose or mouth with unwashed hands</li> <li>• Tissues are available in office to catch coughs and sneezes</li> </ul> <p><b><u>Social Distancing</u></b> -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> <ul style="list-style-type: none"> <li>• Staff will be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</li> <li>• One-way system is set up in office.</li> </ul>	<p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p><a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	By all staff	ASAP	June 2020

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	<ul style="list-style-type: none"> <li>• Management checks to ensure this is adhered to.</li> <li>• Staff must book in and out of office using the book provided</li> <li>• Staff must wear a mask when appropriate as advised by government guidelines. Wearing of masks may cause fatigue/dehydration. Breaks to be taken for water.</li> <li>• Conference calls twill be used instead of face to face meetings when possible.</li> <li>• Social distancing also to be adhered to in canteen area and smoking area.</li> <li>• Staggered timings for staff requiring access to office facilities</li> <li>• Mental health information and open-door policy for those who need additional support from senior management</li> </ul> <p><b><u>Cleaning-</u></b> Coronavirus can persist on plastic and stainless-steel surfaces for up to 72 hours. The frequent cleaning and disinfecting of 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 can greatly reduce the risk.</p> <ul style="list-style-type: none"> <li>• First person in the office will spray and clean all common areas. Last person to leave the office will spray and clean all services.</li> <li>• Staff are to clean common items before and after use. (e.g. stapler; punch etc.)</li> <li>• Regular monitoring will be carried out by senior manager to ensure that the necessary procedures are being followed</li> </ul> <p><b><u>Equipment-</u></b> All health and safety equipment, like face masks and hand sanitiser will be proved by the employer for regular use. Stocks will be maintained and replenished on a regular basis.</p>	<p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with:</p> <ul style="list-style-type: none"> <li>• a new continuous cough or</li> <li>• a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</li> </ul> <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 such as domestic 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>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>			
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