

# Covid-19 Risk Assessment

Issue 3

1. 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.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action owner	Action date	Date completed
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically meets you in relation to your business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance. <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></li> <li>• Drying of hands with disposable paper towels. <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></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>COVID-19 Procedures Manual to be written and published.</p> <p>Issued to all staff prior to returning to work</p> <p>Document to be acknowledged and signed for by individual employees</p>	PB	11/05/20	15/05/20
			<p>Sanitizing stations to be set up for use across the business, where washing facilities are not available</p>	PB/KB	11/05/20	15/05/20
			<p>Make up sanitizing kits for Staff working off suite e.g. Installation Teams and Service Engineers</p>	PB/KB	11/05/20	15/05/20
			<p><b>Cleaning</b></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, hand rails, plug sockets, tools, company vehicle steering wheels, door handles inside and out, reception areas using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by Team Leaders, Office Manager and Directors. to ensure that the necessary procedures are being followed.</p> <p>SSoW covering equipment and workstations cleaning to be issued to all staff working on site</p> <p>SSoW covering facilities cleaning to be issue to office staff and installation team managers.</p>	PB/KB	11/05/20
				PP/LL	18/05/20	15/05/20

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Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Homeowners/customers</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically meets you in relation to your business</li> </ul>	<p><b><u>Social Distancing</u></b></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  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>  <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>Taking steps to review work schedules including start &amp; 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>Person to person meetings held outside wherever possible.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in workshop 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.</p> <p>Customer Safe Guide to be issued to all customers in all correspondence.</p> <p>Management checks to ensure this is adhered to.</p> <p>2 metre social distancing markers implemented across the businesses to include the Showrooms from the 15/06/2020</p> <p>Social distancing signage published</p>	<p>PB and KB during entry to building</p> <p>PB/KB/LB/JM</p> <p>PB/KB/PP/JM</p> <p>KB/PB/JM</p>	<p>11/05/20</p> <p>10/06/20</p> <p>10/05/20</p> <p>12/06/20</p>	<p>15/05/20</p> <p>10/06/20</p> <p>26/05/20</p> <p>12/06/20</p>
		<p><b><u>Wearing of Gloves</u></b></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>PB/KB</p>	<p>26/05/20</p>	<p>26/05/20</p>

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		<p><b><u>Symptoms of Covid-19</u></b></p> <p>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. Kelly and I 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><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></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> <p>Temperature checks carried out at the start of every shift on all employees coming onto site to work.</p>	PB/KB LL	13/05/20 18/05/20	13/05/20 18/05/20

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