





Health and Safety Management

General Covid-19 Pandemic Risk Assessment

Area	Risk Assessment Team	John Charles	Mark Wilcox	Date of Risk Assessment	29/05/20
All	Signed			Review Date	29/08/20

1) What are the Hazards?	2) Who might be harmed and how?	3) What measures are in place to reduce the likelihood of harm?	4) What further actions are necessary?	5) Assessment Plan		Action
				Whom	Due by	
The spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> Employees on site Visitors Contractors Vulnerable groups – Elderly, pregnant workers, those with underlying health conditions Anyone else who physically comes in contact with our business 	<u>Hand Washing</u> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly. 	<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.</p> <p>Reminding everyone of the public health advice - Posters, leaflets and other materials are on display.</p>	All managers and supervisors	From now on	
				All managers and supervisors	From now on	



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		<p>Cleaning 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, welfare facilities, banisters, photocopiers and other shared equipment and production line consoles using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any work area to ensure a 2-metre distance is maintained. Where it is not possible to maintain the distance, screening is in place.</p> <p>Work schedules reviewed including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocated workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Where practical, video conference calls to be used instead of face to face meetings.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Distance markers and gridlines in open areas.</p> <p>Supervision and manager checks to ensure compliance.</p> <p>Supervision and manager checks to ensure compliance.</p>	<p>Cleaning team and managers</p> <p>All staff</p>	<p>From now on</p> <p>From now on</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
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		<p>Additional canteen area created so that social distancing can be adhered to.</p> <p>Social distancing to be maintained in smoking area. Floor markings in use.</p> <p><u>Wearing of Gloves</u> 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> Face coverings to be used by patients and those administering first aid. Adequate stocks are available. Training required for donning and doffing.</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>Distance markers / gridlines in place. Supervision and managers checks to ensure compliance.</p> <p>Distance markers / gridlines in place. Supervision and managers checks to ensure compliance.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Instruction poster on display in the first aid room.</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>All staff</p> <p>All first aiders and patients undergoing treatment</p> <p>All first aiders, supervisors and managers</p>	<p>From now on</p> <p>From now on</p> <p>From now on</p>	<p>Complete</p> <p>Complete</p>
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		<p>Mental Health 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/coronavirus-and-your-wellbeing/</p>	Regular communication of mental health information and open-door policy for those who need additional support.	All mental health first aiders, supervisors and managers	From now on	
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