

Risk Assessment for dealing with the current Covid-19 situation in the workplace.

What is the hazard?	Who might be harmed	Controls Currently in place	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Visitors to Office Cleaners Contractors Drivers Vulnerable groups - Elderly - Pregnant workers, - Staff with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with anti bacterial soap and water in place. • All staff to immediately wash hands or use antibacterial gel on entering the office • Drying of hands with disposable paper towels. • Gel sanitisers in all areas for additional protection <p><u>Cleaning</u></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>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>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters around the office to remind staff of precautions needed.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>All Staff</p>	<p>Ongoing</p>	

		<p><u>Social Distancing</u></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.</p> <p>Working Side by side and not FtF.</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.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p> <p><u>Wearing of Gloves</u></p> <p>There is a supply of these available for anyone that wants to use them</p> <p><u>Wearing of Masks</u></p> <p>There is a supply of these available for anyone that wants to use them</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>Management checks to ensure this is adhered to.</p> <p>No more than 3 members of staff in the kitchen at any time.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
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Additional Comments

No more than 3 staff on the Hot Desks

Meetings to only be held in well ventilated rooms and staff need to adhere to the maximum numbers allowed in each room

Antibacterial wipes will be supplied on all desks, in the kitchen and at all printers – Staff to wipe down after use

Signs will be placed around the office as a reminder on safe distancing and hand sanitising guidelines