

## GENERAL WORKPLACE RISK ASSESSMENT COVID-19

This Risk Assessment addresses the impact of the Covid-19 pandemic in the workplace.

It is intended to cover workplace scenarios under the control of the company. However, given the diverse nature of our business, it remains important that each employee considers their own unique circumstances and follows all available guidance to maintain the safety and well-being of themselves and their colleagues.

Specific risk assessments covering, for example, studio or location work, may well include additional advice covering different areas, however, many of the principles contained here will still be relevant.

### WHAT ARE THE HAZARDS

Spread of Covid-19 Coronavirus

### WHO MIGHT BE HARMED

- Staff
- Visitors to your premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups (eg. Elderly, Pregnant workers, those with existing underlying health conditions)
- Anyone else who physically comes in contact with you in relation to your business

### CONTROLS REQUIRED

#### Hand Washing

- Hand washing facilities with soap and water in place
- Stringent hand washing taking place
- Hand washing guidance: [www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands](http://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands)
- Drying of hands with disposable paper towels. Properly disposing of paper towels
- Staff encouraged to protect the skin by applying emollient cream regularly [www.nhs.uk/conditions/emollients](http://www.nhs.uk/conditions/emollients)
- Gel sanitisers in any area where washing facilities not readily available

#### Additional Controls

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.

Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme [www.hse.gov.uk/skin/professional/health-surveillance.htm](http://www.hse.gov.uk/skin/professional/health-surveillance.htm)

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice

Posters and other materials are available [www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19](http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)

ACTION TAKEN BY  
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### **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 using appropriate cleaning products and methods.

### **Additional Controls**

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

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### **Social Distancing**

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

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

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. Also relocating workers to other tasks.

Redesigning processes to ensure social distancing in place.

Conference calls to be used instead of face to face meetings.

Ensuring sufficient rest breaks for staff.

Social distancing also to be adhered to in canteen area and smoking area.

### **Additional Controls**

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Management checks to ensure this is adhered to.

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### **Symptoms of Covid-19**

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.

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.

### **Additional Controls**

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.

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

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## PPE

Guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to 'normal' office settings. In all other settings individuals are required to also observe social distancing measures and practice good hand hygiene behaviours.

- Where necessary, staff will be provided with suitable PPE.
- Where PPE is to be used, this is on an individual issue and items should not be shared.
- Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places.
- Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).
- 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.

### Additional Controls

Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

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## Drivers

Procedures in place for Drivers to ensure adequate welfare facilities available during their work.

Reference [www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm](http://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm)

Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.

### Additional Controls

Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.

**ACTION TAKEN BY**  
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## Mental Health

Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help

Reference - [www.mind.org.uk/information-support/coronavirus-and-your-wellbeing](http://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing)

### Additional Controls

Regular communication of mental health information and open door policy for those who need additional support.

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