



COVID-19 WORKPLACE RISK ASSESSMENT

MAY 2020

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

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Drying of hands with disposable paper towels. Automatic hand dryers • Gel sanitisers in any area where washing facilities not readily available 	<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 or use of automatic hand dryers.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Encourage staff to report any problems or concerns.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - Posters, leaflets and other materials are available for display.</p>	<p>Line Managers</p> <p>Posters</p> <p>Line Managers</p> <p>Line Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>



		<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 using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>Line Managers</p>	<p>Daily</p>	<p>✓</p>
		<p>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</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. 2 people max at once in an office – socially distanced when seated and not sat opposite each other. Management checks to ensure this is adhered to.</p>	<p>Line Managers</p>	<p>Daily</p>	<p>✓</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. Also relocating workers to other tasks.</p>	<p>Warehouse employees are staggered with a 2-hour gap between shifts for cleaning purposes, employees are working from home where possible, and drivers are briefed about social distancing when delivering to customers</p>	<p>Line Managers</p>	<p>April 2020</p>	<p>✓</p>



		Redesigning processes to ensure social distancing in place.	1-way system implemented in the operations office and telesales office. Staff are not to cross on the stairs.	Line Managers	May 2020	
		Conference calls to be used instead of face to face meetings.	Via the use of Zoom and Microsoft Teams	All office staff and managers	March 2020	✓
		Ensuring sufficient rest breaks for staff.	All employees are encouraged to take breaks, especially to wash hands regularly.	Line Managers	Ongoing	✓
		Headsets and computer workstations	Voice pick equipment and manual handling equipment are assigned to individual employees and labelled for their use only. Workstations relocated if required to ensure social distancing	DW/BS/GT/TC	April 2020	✓
		Social distancing also to be adhered to in canteen area and	Measures put in place where no more than 1 member of staff in the canteen at any one time	DW/TC	May 2020	✓
		Smoking area	Outside in the designate area where social distancing can be achieved at all times	All	Ongoing	✓



		<p><u>Wearing of PPE</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>Wearing of face masks</u> Staff are encouraged to follow government guidance</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.</p>	<p>Gloves are available to drivers and warehouse staff and all have been briefed on the correct use. Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Government guidance on masks is followed. Currently this is as follows: Social distancing can be effectively implemented on our site so no requirement for masks but we have masks for any employee who feels that they need one. If they would like one, we will supply one and provide government guidance on how to apply, use and remove.</p>	<p>All</p> <p>All</p>	<p>April 2020</p> <p>May 2020</p>	<p>✓</p> <p>✓</p>
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		<p>Line managers will maintain regular contact with staff members during this time.</p> <p><u>Drivers</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Drivers briefed on vehicle cleaning and personal hygiene and procedures when delivering to customers. Visiting drivers have access to our toilet and handwashing facilities.</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. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>DW/BS</p> <p>Line Manager</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p>
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