

Insert Name of Company



Prepared in compliance with The Management of Health and Safety at Work Regulations 1999

| Company Name: | | | | | | | | | | | | |
|---|---|---|---|----|--|--|----|----|----|----------------|----------------|------|
| Activity / Area assessed: Coronavirus (COVID – 19) | | | | | | | | | | | | |
| Risk Assessment conducted by: | | | | | | | | | | | | |
| Date of Risk Assessment: | | | | | | | | | | | | |
| Date of review: | | | | | | | | | | | | |
| Severity (S) x Probability (P) = Risk Rating (R) | | | | | | | | | | | | |
| Severity (S*) x Probability (P*) = Residual Risk Rating (R*) | | | | | | | | | | | | |
| Potential Hazard | Possible consequences | S | P | R | Action already taken | Further action required | S* | P* | R* | Action by whom | Action by when | Done |
| Access and egress to site. | Spread of COVID - 19 Coronavirus. Symptoms are: High temperature – this means person feels hot to the touch on the chest or back. New continuous cough. Can cause fatality. Harm to all staff; especially older workers, pregnant workers, workers | 5 | 3 | 15 | Non-essential personnel not allowed on site. All staff to wash hands or clean their hands before entering and leaving site. Staff informed to allow two metres of space between each other when waiting to enter site buildings. | Management to review work schedules including start and finish times to reduce congestion of cars on site and staff using public transport to get to and from work. In order that they do not all have to travel at peak times. Induction for contractors working on site on COVID – 19 safety measures. | 5 | 1 | 5 | | | |

Prepared in compliance with The Management of Health and Safety at Work Regulations 1999

| | | | | | | | | | | | | |
|--------------------|--|---|---|----|--|--|---|---|---|--|--|--|
| | with underlying health conditions, visitors, contractors, cleaners, drivers. | | | | | | | | | | | |
| Social distancing. | As above. | 5 | 3 | 15 | <p>Reduction of staff on site in any work area to comply with Public Health requirements of two metre gap. Where possible staff work from home. Re-design of office layout. Teleconference meetings used. Social distancing adhered to in smoking areas.</p> <p>Gloves are provided for staff where a risk assessment has identified the need to wear them for their work. Staff are informed on how to safely remove gloves to reduce the chance of contamination. Staff informed how to dispose of gloves safely.</p> <p><u>Respiratory protective equipment RPE</u> Public Health guidance on the use of RPE protect against COVID-19 relates to health care settings. In all other work areas staff are asked to observe the social distancing measures</p> | <p>Management to re-assess work practices, procedures and work areas to ensure adequate distance between staff. Re-assess shift patterns. Regular management checks to ensure social distancing rules are being adhered to. Staff to be informed that if they are concerned in any way about their work area or work practices to immediately inform their manager.</p> <p>Staff to be reminded that wearing of personal protective equipment is not a substitute for relaxing social distancing measures nor a substitute for good hygiene procedures.</p> <p>Management to ensure that users of RPE have completed a face fit test and instructed how to use the RPE properly.</p> | 5 | 1 | 5 | | | |

Prepared in compliance with The Management of Health and Safety at Work Regulations 1999

| | | | | | | | | | | | | |
|---------------|-----------|---|---|----|--|---|---|---|---|--|--|--|
| | | | | | <p>implemented and practice good hand washing practices.</p> <p>Where the wearing of RPE has been identified as a control measure for certain work activities a face fit test will be carried out to ensure the RPE can protect the wearer. This is because tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face Wearers must be clean shaven.</p> | | | | | | | |
| Poor hygiene. | As above. | 5 | 3 | 15 | <p>Regular cleaning and disinfecting of common contact surfaces i.e. door handles, light switches, telephone headsets, desks etc.</p> <p>Hand washing facilities with soap and water in place. Staff informed to wash their hands regularly and thoroughly for at least twenty seconds and follow the hand washing technique as directed by NHS. Staff informed to thoroughly dry their hands with disposable paper towels. Staff informed to avoid touching their face/eyes/nose/mouth with</p> | <p>Management to set up a system of rigorous checks to ensure all the necessary cleaning procedures are being followed.</p> <p>Management to assess the provision of additional hand washing facilities to the usual welfare facilities. Management to assess the need for extra supplies of soap, hand sanitiser and paper towels etc. Paper tissues to be made available throughout the site.</p> | 5 | 1 | 5 | | | |

Insert Name of Company



Prepared in compliance with The Management of Health and Safety at Work Regulations 1999

| | | | | | | | | | | | | |
|---|-----------|---|---|----|--|--|---|---|---|--|--|--|
| | | | | | <p>unwashed hands. Staff informed to use a paper tissue when they cough or sneeze and then throw the tissue in the bin – Catch it, Bin it, Kill it. Regular cleaning of the hand washing facilities and checking of soap and sanitiser levels. Provision of suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Restriction on the number of people using toilet facilities at any one time Staff wash hands before and after using the toilet facilities. Increase in the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.</p> | | | | | | | |
| Canteen – possible exposure of large numbers of people. | As above. | 5 | 3 | 15 | <p>Staff informed to stay on site once they have entered it and not use local shops at break and lunch times. Staff asked to bring pre-prepared meals and refillable drinking bottles from home whenever possible. Re-design of table layout in</p> | <p>Break and lunch times to be staggered to reduce congestion and contact. Hand cleaning facilities or hand sanitiser to be made available at the entrance of any room where people eat and staff to be informed to use them when entering and leaving the area.</p> | 5 | 1 | 5 | | | |

Insert Name of Company



Prepared in compliance with The Management of Health and Safety at Work Regulations 1999

| | | | | | | | | | | | | |
|--------------------------------|-----------|---|---|----|--|---|---|---|---|--|--|--|
| | | | | | <p>canteen to adhere to social distancing requirements. Staff informed to sit two metres apart from each other whilst eating and avoid all contact. Food provided on site should only be provided pre-prepared and wrapped. Payments should be taken by contactless card wherever possible. Company crockery, eating utensils, cups, plates etc. are not to be used (staff may bring in their own or use disposable plates, cutlery etc). Tables are cleaned between each use. Staff put all their rubbish straight in the bins provided and not leave it for someone else to clear up All areas used for eating are thoroughly cleaned at the end of each break and shift, i.e. chairs, tables, door handles, payment machines and vending machines. Strick cleaning measures of the tap mechanism of water drink dispensers.</p> | <p>Management to set up a system of rigorous checks to ensure all the necessary cleaning procedures are being followed.</p> | | | | | | |
| Use of changing facilities and | As above. | 5 | 3 | 15 | Number of staff who can use the facilities at any one time is assessed on the size of the facilities. | Review of work schedules including start and finish times to reduce congestion in the changing and shower areas. | 5 | 1 | 5 | | | |

Insert Name of Company



Prepared in compliance with The Management of Health and Safety at Work Regulations 1999

| | | | | | | | | | | | | |
|----------------|-----------|---|---|----|--|--|---|---|---|--|--|--|
| showers. | | | | | Frequent and strict cleaning regime for the facilities. | Management to set up a system of rigorous checks to ensure all the necessary cleaning procedures are being followed and the number of staff who can use the facilities at any one time is being adhered to. | | | | | | |
| Mental health. | As above. | 4 | 3 | 12 | Management will offer support to staff who communicate to them they are experiencing mental health issues due to the COVID – 19 situation. | Management to set up a communication procedure to regularly keep staff informed of all changes during these unprecedented times. Management to promote mental health and wellbeing to staff. Training to be given to staff on mental health issues and stress awareness and management. Mental health first aid training for staff. | 4 | 1 | 4 | | | |
| Drivers. | As above. | 5 | 3 | 15 | Staff driving to work using their own car should not share their vehicle where social distancing cannot be observed. Procedure in place for delivery drivers to follow when they arrive on site. Procedure in place for delivery drivers to use the welfare facilities on site in order to wash or clean their hands before and after loading/unloading goods. | For drivers that visit another company's site management must ensure that company has effective procedures in place to: <ul style="list-style-type: none"> Maintain social distancing. For delivery driver to use the welfare facilities on site in order to wash or clean their hands before and after loading/unloading goods. Drivers to be informed that if they are concerned in any way about their health and safety when they arrive on another company's site, or are asked to undertake certain work | 5 | 1 | 5 | | | |

Insert Name of Company



Prepared in compliance with The Management of Health and Safety at Work Regulations 1999

| | | | | | | | | | | | | |
|---|-----------|---|---|----|--|--|---|---|---|--|--|--|
| | | | | | | practices that they feel uncomfortable about are to immediately contact their own manager. | | | | | | |
| Suspected symptoms of COVID – 19 on site. | As above. | 5 | 4 | 20 | If anyone becomes unwell at work with a high temperature and new persistent cough, they will be sent home immediately and advised to follow the stay at home guidance. | Managers to stay in communication with staff who are affected by COVID – 19 symptoms or has a family member affected. Management, on being advised that a member of staff, visitor or member of the public has developed COVID -19 and were recently on their premises, to contact the Public Health Authority to discuss the case and identify people who have been in contact with them and take the advice on any actions or precautions that should be taken. This includes where a member of staff has visited other workplace premises. | 5 | 1 | 5 | | | |