

Covid 19 Operational Risk Assessment – April 2021

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.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Visitors to your premises such as Cleaners, Contractors, Delivery Drivers.</p> <p>Vulnerable groups such as Pregnant workers, and those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business.</p>	<p>Hand Washing</p> <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. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing- 	<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>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</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, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

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		<p>viruses-than-hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> • Gel sanitisers in any area where washing facilities not readily available • Reduce visits by engineers and remote staff to head Office <p><u>Cleaning</u> 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> <ul style="list-style-type: none"> • Engineers and remote workers should only visit Head Office if absolutely necessary. • If you need to visit Head Office please advise the person you are visiting of your time of arrival. • You must sign in the visitors book at reception and call the person you are visiting, who will come and meet you in the reception area. • Please use the hand sanitiser provided, and keep to social distancing rules at all times. • Please do not go directly to the offices, wait in reception. • On leaving head office please ensure you sign out. <p>Cleaning staff have now returned full time Monday to Friday. They have increased the cleaning in common areas around the building.</p>
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		<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>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</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. 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. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved</p>	<p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it. If the nature of your work is a task in which this may not be possible, take all the mitigating actions possible to reduce the transmission between staff. If a 2 metre distance cannot be maintained, staff should work side by side, or facing away from each other, rather than face to face if possible.</p> <p>The move to the new office will aid social distancing as staff will have access to more toilet facilities and will be more spread out in the office environment.</p> <p>We are working closely with sister companies that share the building and facilities as to what actions need to be taken as their employees start to return to work. Proposals include the use of separate entrances and stairs for the different companies. Use of separate washrooms and limited numbers allowed in the kitchen areas at the same time.(Rule Of 3)</p> <p>Encourage staff to bring a packed lunch to reduce the use of microwaves which increase the amount of time spent in the kitchen</p> <p>Management checks to ensure this is adhered to. Some staff working from Head Office. Conference/Skype calls taking place. Keep visitors to Head Office to a minimum.</p> <p>Minimal travel taking place by Operational staff</p> <p>Discourage multiple use of personal vehicles during lunchbreaks.</p>
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		<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 (Masks)</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></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>If advised that a member of staff has developed Covid-19 and were recently on a Clients premises (including where a member of staff has visited other work place</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing – TBT to be sent out to all staff (Covid- 19 Reminder sent out on a regular basis).</p> <p>Masks and safety visors have been supplied to all staff, which can be worn at their own discretion.</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>Sharing of best practice and information to take place as required.</p>
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		<p>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.</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 Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>PHE Greater Manchester Health Protection Team 2nd Floor 3 Piccadilly Place, London Road Manchester M1 3BN (T): 0344 225 0562 option 3 Fax: 0161 236 1820</p> <p>All persons attending Freeman House are required to sign in/out; this is essential for the track and trace system.</p> <p>Lesley Haslam will act as SPOC (Single Point Of Contact) for Freeman House in the event of a breakout.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>
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Current Risk Rating has been assessed as -

MEDIUM



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The risk rating has been determined by the current operational hazards to the business from the virus, and current controls already in place. This risk rating will hopefully reduce in line with a reduction of new Covid 19 cases. But will be reviewed on a monthly basis.

Assessment Carried Out By : Lesley Haslam

A handwritten signature in blue ink that reads "R Haslam".

27/04/2021