

<b>Risk Assessment Number</b>	002
<b>Assessment date:</b>	14/05/2020
<b>Completed by:</b>	Ruth Shaw
<b>Location</b>	Disguise Systems Ltd
<b>Task/Activity:</b>	Covid-19 Assessment

<b>Reviewed by:</b>	<b>Date:</b>	<b>Reason for Review:</b>

<b>Hazard</b> <i>Description of hazard</i>	<b>Who's at risk</b> <i>What groups could be affected</i>	<b>Potential Harm</b> <i>What could potentially happen as a result of the hazard</i>	<b>Existing Control Measures</b> <i>List the controls that are relevant to the Hazard and include any specific additional controls that are already in place.</i>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk Rating</b>	<b>Additional Control Measures</b> <i>Describe what is required to reduce the Risk Rating, and then revise the Risk Rating after these additional controls are taken into account. If no additional controls are required, enter a statement of the following type 'it is considered that the remaining residual risk from this Hazard is adequately controlled'</i>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk Rating</b>
Spread of Covid-19 Coronavirus	Staff, Visitors, Contractors, Cleaners, Vulnerable Groups- Pregnant workers, Elderly, Those with underlying health conditions	Contraction of Covid-19 Virus	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Drying of hands with disposable paper towels.</li> <li>Staff encouraged to protect the skin by applying emollient cream regularly.</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	5	4	20	<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</p>	4	2	8

			<p><b><u>Cleaning</u></b> Weekly cleaning and disinfecting objects and surfaces with particular attention paid to 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><b><u>Social Distancing</u></b> 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>Taking steps to review work schedules including start &amp; finish times/shift patterns,</p>			<p>everyone of the public health advice.</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Risk Assessment to be shared with all staff and made available on companies website.</p> <p>Rigorous checks will be carried out daily to ensure that the necessary procedures are being followed.</p> <p>Additional cleaning to take place in all areas during the day.</p> <p>Provide staff with disinfectant to self-clean wok areas regularly.</p> <p>Provide additional bins to separate PPE and hygiene waste.</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>			
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			<p>working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Toilets to be single use only.</p> <p>Lift to be single use only.</p> <p>One way system to be put into place where possible.</p> <p>Social distancing also to be adhered to in break out areas.</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>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 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</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>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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			<p>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><b><u>Mental Health</u></b>  Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p><b><u>Travel</u></b>  Working from home where possible to avoid travelling to work.</p> <p>Avoid public transport when possible.</p> <p><b><u>Visitors and Contractors</u></b>  Visitors must sign a declaration form when entering the building.</p> <p>Contractors to provide own company RAMs 48hrs prior to commencing work and to be reviewed by Facilities Management.</p>			<p>Line Managers to send home members of staff exhibiting Covid-19 symptoms.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Provide additional support and equipment to encourage people to working from home.</p> <p>Provide bike rack facilities to encourage employees to take alternative methods of transport to work.</p> <p>Pens used by visitors to be disinfected after each use.</p> <p>Request all visitors and contractors contact details in case of Covid-19 outbreak and need to track or inform individuals.</p> <p>Sneeze guard to protect reception.</p>			
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