

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"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes into contact with you in relation to your business</li> </ul>	<p>Reduce the risk of the virus spreading through aerosols (minute particle suspended in the atmosphere)</p> <ul style="list-style-type: none"> <li>Adequate ventilation via mechanical ventilation using fans and duct, doors and windows (where applicable)</li> <li>Fresh air helps dilute the virus in occupied spaces</li> </ul> <p>Reduce the risk of the virus spreading through droplets by reducing contact between staff and visitors</p> <p>Reduce the risk of the virus spreading through contaminated surfaces</p> <p>Hand Washing</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 <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> </ul>	<p>Regularly test CO2 levels to ensure adequate ventilation</p> <p>Reduced capacity in meeting rooms and other confined spaces</p> <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>Operations Manager</p> <p>COVID Team</p> <p>COVID Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

		<p><a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <ul style="list-style-type: none"> <li>• Staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available and equipment with shared touchpoints</li> </ul>	<p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>			
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		<p>Social Distancing</p> <p>Observe 'one-way system' in confined areas of the offices and continue to observe social distancing guidelines where possible.</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><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</a></p>	COVID Team	Ongoing	
		<p>Taking steps to review work schedules including start &amp; 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 where appropriate.</p>		Team Leaders	Ongoing	
		<p>Redesigning processes to ensure social distancing in place.</p>	<p>Management checks to ensure this is adhered to.</p>	COVID Team	Ongoing	

		<p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchens and smoking area.</p> <p>Symptoms of Covid-19</p> <p>Staff members or visitors should self-isolate if they have a high temperature, a new continuous cough, or a loss or change to their sense of smell or taste. They must also self-isolate if they:</p> <ul style="list-style-type: none"> <li>• have tested positive for COVID-19</li> <li>• live in a household with someone who has symptoms, unless they're <a href="#">exempt from self-isolation</a></li> <li>• have been told to self-isolate by <a href="#">NHS Test and Trace</a></li> </ul> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>If you know that a worker is legally required to self-isolate, you must not allow them to come to work. It's an offence to do this.</p>	<p>Team Leaders</p> <p>Team Leaders</p> <p>COVID Team</p> <p>Team Leaders</p> <p>Team Leaders</p> <p>COVID Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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