

RISK ASSESSMENT

Area: Head Office	15-25 = HIGH RISK	People affected / at risk of being harmed: Employees, Contractors, Visitors, New and Expectant Mothers, Young Persons, Vulnerable Employees	LIQUIDLINE®
Completed by: Sophie Dyer	5 -14 = MEDIUM RISK		
Date: May 2020 Ref: LL31	1 – 4 = LOW RISK		

No	Hazards	Possible Affects / Harm	Pre-Control Risk Rating			Required Controls	Post Control Risk Rating		
			S	L	R		S	L	R
1	<p>Infectious diseases</p> <p>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.</p> <p>As the business rebuilds after lockdown and staff return to work the organisation must ensure their safety by making premises “COVID” secure – unsafe workplace premises raise the risks of virus transmission</p>	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> - Virus moves from person-to-person in the droplets from the nose or mouth spread when a person with the virus coughs or exhales - The virus can survive for up to 72hrs out of the body on surfaces which people have coughed on etc. - People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then 	5	4	20	<p>Ensure that the organisation complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the pandemic by:</p> <ul style="list-style-type: none"> • Circulating “COVID Secure” coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe. • Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business. <p>Managers should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> • Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) • Put used tissues in the bin straight away wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available) • Avoid close contact with people who are unwell • Clean and disinfect frequently touched objects and surfaces • Do not touch face, eyes, nose or mouth if hands are not clean. <p>Symptoms of Covid 19</p> <ul style="list-style-type: none"> • Employees who suspect they may be unwell are required to stay away from work and follow the government self-isolation procedures and company sickness absence reporting procedures. • A register of those who have worked on the premises will be kept to ensure any cases of COVID-19 in the workforce are dealt with efficiently. • Employees will be reminded of self-isolation requirements if they or a member of their family display any Covid 19 symptoms. 	5	2	10

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		<p>Touching their eyes or mouth.</p> <p>There is a risk to Business Continuity, loss of business / production.</p> <ul style="list-style-type: none"> - Cross contamination. - Financial impact. - Future of company. - Future of current employee status. 	5	4	20	<ul style="list-style-type: none"> • Clinically Vulnerable and Vulnerable employees will be identified with individual risk assessments completed. • If advised that an employee or employee has developed Covid-19 and were recently on our premises (including where an employee has visited other work place premises such as domestic 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. https://www.publichealth.hscni.net/ • A room will be made available for anyone feeling unwell to ensure they isolate themselves immediately. <p>Working Environment</p> <ul style="list-style-type: none"> • All staff should work from home unless they cannot work from home. Examples of this maybe: <ul style="list-style-type: none"> - Workers whose roles are critical for business and operational continuity, facility management and which cannot be performed remotely. - Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment. • Employees will be allocated a working space. Hot desking will not be permitted. • Where unavoidable workstations need to be sanitised between use by different occupants. • Personal items should be stored under desks. <p>Social Distancing Measures</p> <ul style="list-style-type: none"> • Wherever possible individuals should avoid non-essential contact with others and keep a safe distance of a least 2ms (about 3 steps) from others. • Introduce staggered start and finish times to reduce congestion in entrances and exits. • One-way system, where possible, will be introduced within the office with walkways marked with tape and signage clearly displayed. • 2m demarcation zones to be marked around desks and other areas and signage to be clearly displayed. 	5	2	10
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- Supervisory personnel to monitor people’s movements and actions to help ensure absolute compliance with new regimes.
- Where possible individuals will be encouraged to walk/cycle to work, where they have to travel by car care should be taken to park cars reasonably apart.

Meetings

- Remote working tools should be used to avoid in person meetings.
- Only when absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
- Avoid transmission during meetings by for example avoiding sharing of pens and other equipment.
- Hand sanitiser will be provided in meeting rooms.
- Meetings are to be held in well ventilated rooms where possible.
- For areas where regular meetings take place, floor signage will be used to help people maintain social distancing.

Communal Areas

- All communal areas such as the break room will be limited to 3 persons at a time. Work surfaces are to be thoroughly cleaned before and after use will be closed to include eating areas.
- Employees are encouraged to eat in their cars or outdoor spaces wherever possible.
- Communal equipment such as cutlery and crockery will not be in use, employees are encouraged to use their own.

Hygiene/Cleaning/PPE

- Wearing a face covering is optional and is not required by law. If employees choose to wear one it is important, they are used properly and do not replace other measures put in place.
- It is important that face coverings are used properly and hands before putting them on and taking them off.
- Employees will be required to remove their belongings (including equipment such as a laptop) and waste from their workstation to ensure a clear desk policy.
- Additional cleaning regimes will be introduced, contractor and in-house, ensuring that individuals have responsibility for their own

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workspace and any contracted cleaners give written instructions that minimum standards of personal protective equipment are worn by their operatives and are required to report any occurrences of ill-health.

- Frequent cleaning of regularly touched objects and surfaces will be arranged such as door handles.
- Each workstation will be supplied with anti-bac wipes, and hand sanitiser.
- Equipment must not be shared e.g. pens etc.
- Posters to be displayed with hand washing guidance.
- Doors and windows will be opened frequently to provide ventilation
- A monitoring record should be kept helping the company review procedures post pandemic.
- Cleaning guidance for toilets will be displayed and social distancing is to be achieved as much as possible.
- Enhanced cleaning will be in place for the toilets.
- More frequent rubbish removal from premises.

Returning to work

- There will be clear, consistent and regular communication with employees to help improve understanding and consistency of ways of working
- Communication and training material to be produced for workers prior to them returning to the office so they are aware of the new procedures.

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I HAVE READ AND UNDERSTOOD THIS RISK ASSESSMENT AND WILL SIGN THE SHEET TO INDICATE MY AGREEMENT