

Date of assessment: 27/04/2020			
What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Employees • Visitors • Third part contractors • Drivers • Vulnerable groups: Elderly, Pregnant workers, those with existing underlying health conditions. • Anyone else who physically comes in contact with you in relation to your role 	<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. • Staff encouraged to protect the skin by applying emollient cream regularly. • Gel sanitisers in any area where washing facilities not readily available <p>Cleaning</p> <p>Objects and surfaces that are touched regularly particularly in areas of high use such as door handles, toilets and light switches are frequently cleaned and sanitised using appropriate cleaning products and methods.</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>Encourage staff to report any problems and carry out skin checks as part of the occupational health programme</p> <p>To help reduce the spread of coronavirus (COVID-19) public health advice notices, Posters, leaflets and other materials are displayed- reminding everyone of the requirements</p> <p>Where practical, non-fire or security critical doors will be held open to avoid the use of handles</p>

		<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 England</p> <p>Steps have been taken to review work schedules including start & finish times/break patterns, 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>MS Teams to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest and hygiene breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Site visits by non-employees restricted to essential facilities maintenance</p> <p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity such as maintenance, all the mitigating actions possible to reduce the risk of transmission between employees will be taken</p> <p>Further mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of handwashing/sanitisation and surface cleaning • Keeping the activity time involved as short as possible 	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</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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