

COVID-19 CORONAVIRUS RISK ASSESSMENT

General Hazard	Specific Hazard	Who might be harmed	Controls Required	Additional Controls	Action by who?	Done
Spread of Covid-19 Coronavirus	Transmission of the virus: a) through personal contact with / physical proximity to, others or b) through the touching of surfaces, equipment etc.	1. Employees 2. Visitors to premises 3. Vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions) 4. Anyone else who physically comes into contact with those working in the business	<p><u>Hand Hygiene</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Regular, stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Moving away from the use of electric hand driers in toilets, to drying hands with disposable paper towels in both toilets and kitchen areas. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Cleaning stations in each office and in all appropriate areas of each office. Stations to include: gel sanitisers, wipes and emollient cream. Stations to be placed on entering / exiting the building. In TQ such stations to also be used on entering/exiting the Business Wing / Private Client/Accounts (the Diner) and Reception. Gel sanitisers and wipes to be placed in appropriate meeting rooms (see below), in the kitchen/drink preparation areas and at every workstation. Protective gloves and safe disposal facilities available in all areas. Employees encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Hand contact fixed objects, internal doors, print release. Bannisters and door handles where used are sanitised twice a day. Sanitiser and wipes are placed next to any shared equipment 	<p>Employees to be reminded on a regular basis to regularly wash their hands for at least 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Handwashing signs / reminders to be displayed.</p> <p>Employees to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Employees to be reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” and to avoid touching the face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Remind them to cough/sneeze into an arm and avoid touching their faces.</p> <p>Label hand dryers. “Not in Use.”</p> <p>Encourage employees 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>Internal doors in TQ in Private Client, Business Wing, Accounts/Diner to be propped open to reduce the number of door handles which an individual is touching when entering and exiting these areas. Visitors to PLY to use different entrance to employees</p>	Management Employees Visitors	<p><u>Implementation</u></p> <p>Effective immediately</p> <p><u>Frequency</u></p> <p>As set out under “Controls” sections.</p>

			<p><u>Cleaning</u></p> <p>Frequent cleaning and disinfecting of all fixtures, objects and surfaces that are touched regularly particularly in areas of high use, using appropriate cleaning products and methods.</p> <p><u>Shared Areas</u></p> <p>Kitchens – all offices</p> <p>Toilets – all offices</p> <p>Internal meeting room – all offices</p> <p>Reception areas</p> <p>Internal and external Post</p> <p><u>Journey to and from the offices</u></p> <p>Employees who drive to work are able to park outside the building.</p> <p>Employees must park in a bay leaving at least one space either side. If this isn't possible then employees must try to park their vehicle in the same direction as their neighbour's car so as to minimise likely contact</p>	<p>Weekly deep-clean of all areas</p> <p>Make sure that surfaces remain clean. This may mean increasing the level and frequency of cleaning as well as cleaning surfaces that we may not ordinarily clean. Cleaners will clean communal areas, including toilets on Monday, Wednesday and Friday.</p> <p>Daily cleaning of individual workstations and twice daily of any other areas that are touched regularly (to include hand rails and door handles). Employees must wipe down their own workstation at the end of each day using the wipes provided, which must be safely disposed of immediately after use Regular sanitisation of lift controls, externally and internally.</p> <p>Only one person to use the toilet facilities (see below). Hand gel to be used on entering the toilet. Disposable wipe to be used to wipe down toilet door handle, flush, seat and to then be disposed of in the toilet. On exiting the cubicle hands to be washed appropriately. Paper towels to be used to dry hands and to be disposed of appropriately.</p> <p>Employees to wipe down anything they have touched (aside from their own workstations which will be done at the end of their working day) immediately using the disposable wipes provided, which must safely disposed of immediately after use.</p> <p>Employees are required to use their own cups, plates and cutlery. Should employees forget any of these items then disposable versions will be available for use and should then be disposed of immediately after use to prevent cross contamination.</p> <p>Employees who do not live together and who are not in the same social bubble should not travel in the same car.</p> <p>Other employees should not touch their colleagues' bicycles or accessories. If they need to be moved, the owner of the bicycle should be asked to do so.</p>		
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