

## Cobwebs Workplace Risk Assessment

**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.**

This is our **Risk Assessment** for dealing with the current Covid-19 situation in the workplace.

| What are the hazards?          | Who might be harmed   | Controls Required   | Additional Controls  | Action by who? | Action by when? | Done |
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| Spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with you in relation to your business</b></li> </ul> | <p><b><u>Hand Washing</u></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>• <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</li> </ul> | <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 a skin surveillance programme<br/> <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.publichealth.hscni.net/covid-19-coronavirus">https://www.publichealth.hscni.net/covid-19-coronavirus</a></p> |                |                 |      |

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|  |  | <p><b><u>Cleaning</u></b><br/>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, all individual desks using appropriate cleaning products and methods.</p> <p><b><u>Social Distancing</u></b><br/>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<br/><a href="https://www.publichealth.hscni.net/covid-19-coronavirus">https://www.publichealth.hscni.net/covid-19-coronavirus</a><br/><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <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.</p> <p>Redesigning processes to ensure social distancing in place.</p> | <p>Posters, leaflets and other materials are available for display.<br/><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> <p>Rigorous checks will be carried out by Office Team Leader 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>Office members work on socially distanced desks.</p> <p>Taped boundaries put in place.</p> <p>Visitors have been discouraged. Should it be required, discussions should take place outside.</p> <p>Management checks to ensure this is adhered to.</p> |  |  |  |
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|  |  | <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 kitchen (only 1 person at a time) and smoking area.</p> <p><b><u>Wearing of Gloves</u></b><br/>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>RPE</u></b><br/><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p><b><u>Symptoms of Covid-19</u></b><br/>If anyone becomes unwell with a new continuous cough, a high temperature or loss/change in sense of taste/smell in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> | <p>Office members to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Operatives have been provided with disposable gloves which is required for all duties.</p> <p>Should a situation occur where social distancing is not possible. Disposable masks/face coverings have been provided and instructions given on safe removal and disposal.</p> <p>Internal communication channels and cascading of messages through Management will be carried out regularly to reassure and support employees in a fast changing situation.</p> |  |  |  |
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|  |  | <p>Management 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 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.<br/> <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Mobile Operatives</u></b><br/>         Procedures in place for mobile operatives to ensure adequate welfare facilities available during their work. See Cobwebs COVID-19 Policy.</p> <p><b><u>Mental Health</u></b><br/>         Management will promote mental health &amp; wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help<br/>         Reference -<br/> <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><br/> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> | <p>Management will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Mobile operatives are given adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> |  |  |  |
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