

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|---|---|--|------------------------------------|-------------------------------|------|
| <p>Spread of COVID-19 Coronavirus</p> | <ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Vulnerable people • Anyone else who physically comes in contact in the office environment | <p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place</p> <p>Stringent hand washing taking place in accordance with hand washing guidance.</p> <p>Drying of hands with paper towels</p> <p>Staff to protect skin by applying emollient cream.</p> <p>General sanitizers in general areas.</p> | <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs, sneezes with tissues.</p> <p>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. To help reduce spread of Coronavirus (COVID 19) reminding everyone of public health advice.</p> <p>Posters Leaflets and other materials to be displayed.</p> | <p>ALL</p> | <p>27/06/2020</p> | |

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| | | <p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning products and methods.</p> | <p>Rigorous checks will be carried out by line mangers to ensure that the necessary procedures are being followed.</p> <p>Disinfectant spray to be made available for use by all staff</p> | ALL | 27/06/2020 | |
| | | <p><u>Toilets/ Tea Station</u></p> <p>Weekly cleaning to be carried out by contract cleaners.</p> <p>All staff encouraged to carry out cleaning after use of these areas with the cleaning materials provided.</p> | <p>Weekly inspections</p> <p>Daily inspections</p> | <p>Manager</p> <p>Manager</p> | 27/06/2020 | |

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| | | Consumption of food is not permitted in the general office area and the conservatory/break out area should be used for this purpose. | Regular cleaning in accordance with general office clean. Food waste to be disposed of in sealed bags. Maximum capacity 4 people at any one time (Conservatory) | ALL | 12/08/2020 | |
| | | <u>Workstations</u> Workstations, keyboards and computers should be cleaned and sanitised regularly | Do not use or share other office staff's workstations | ALL | 12/08/2020 | |
| | | <u>Social Distancing</u> To reduce the number of persons in one work area to comply with the gap recommended by the Public Health Agency (currently 2 meters). | Staff reminded on a daily basis of the importance of social distancing both in the workplace and outside. Manager's checks to ensure this adhered to. | ALL | 27/06/2020 | |

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| | | <p>Take steps to review work schedules including start and finish times / shift patterns and working from home to reduce numbers of workers in the office at any one time.</p> <p>Relocating workers to other tasks where possible.</p> <p>Where possible redesign process to ensure social distancing is in place and conference calls to be used instead of face to face meetings.</p> <p>Provide sufficient time for staff rest breaks on social distancing to be adhered to in the refreshment areas.</p> | | | | |

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| | | <p><u>Symptoms of COVID-19</u></p> <p>If anyone becomes unwell with a new continuous cough or high temperature in the work place they will be sent home and advised to follow the 'stay at home' guidance.</p> <p>Line Managers will maintain contact with staff members during this time.</p> <p>Where a member of staff has developed COVID 19 and was recently on our premises, the management team will contact the Public Health Authority to discuss the case, identify the people who they have been in contact with and take advice on any actions or precautions recommended.</p> | <p>An internal communication channel and cascading of messages through the line managers will be carried out regularly to reassure and support employees on any changes occurring.</p> <p>Where possible line managers will offer support to staff affected by Coronavirus or has a family member affected.</p> <p>Any possible infection may be reported to the Health & Safety Executive via RIDDOR report</p> | <p>ALL</p> <p>Manager</p> | <p>27/06/2020</p> <p>27/06/2020</p> | |

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| | | <p><u>Returning Employees</u></p> <p>All returning to work employees will be made aware of the up to date COVID 19 Risk Assessment and requirements for safe working.</p> | <p>Induction Meeting and Risk Assessment explained</p> | <p>Manager</p> | <p>12/08/2020</p> | |
| | | <p><u>Mental Health</u></p> <p>The management will promote Mental Health and Wellbeing awareness to all staff during the Coronavirus outbreak and we will offer support where possible.</p> | | <p>Managers</p> | <p>27/06/2020</p> | |

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| | <p>Drivers and mobile Engineers</p> | <p>Maintain procedures for drivers to ensure adequate welfare facilities available during their works reference hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID 19 guidance</p> <p>Persons should not share vehicle or cabs where suitable distancing cannot be achieved.</p> | <p>Communicate where possible with companies we deliver to ensure welfare facilities will be available and allow drivers adequate breaks to avail of proper welfare facilities.</p> <p>Also mobile staff can obtain PPE from the company's existing suppliers</p> | <p>ALL</p> | <p>27/06/2020</p> | |
| | <p>Delivery Drivers and Visitors</p> | <p>Front door phone entry system</p> | <p>Encourage all visitors and delivery drivers to wear face masks on entry to the office.</p> | | | |