RISK ASSESSMENT

protocol

COVID 19 – PHASED RETURN TOWORK

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?
Spread of Covid-19 Coronavirus	 Staff Visitors to your premises Cleaners 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 business 	 Entry to the office All staff / visitors to apply gel sanitiser which can be found on entry to both sides of the office. Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with hand dryer. Applying of gel sanitisers located in each toilet. Staff encouraged to protect the skin by applying emollient cream regularly 	 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. Also reminded to catch coughs and sneezes in tissues. Tissues to be provided around the office. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the last Government advice Posters, leaflets and other materials are available for display. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. 	ALL	IMMEDIATE
		Cleaning • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, toilet areas using appropriate cleaning products and methods.	The company's designated cleaners will recommence their duties when the phased introduction of returning to work takes place.	ALL INTRODUCE CLEANERS	IMMEDIATE
		Social Distancing Social Distancing - reducing the number of persons in any work	Perspex screening will be put in place on each bank of desks.	NMW	

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area to comply with the 2-metre gap including kitchen / lunch area and smoking area. Creating a one-way system within the office space. Taking steps to review work schedules including start & 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. Redesigning workstations to ensure social distancing in place. Conference calls to be used instead of face to face meetings. PPE Equipment Nitrile gloves and face masks will be available to all staff should they wish to use them. Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff	Staff to be reminded that wearing of gloves / is not a substitute for good hand washing.	NMW / AGREEMENT WITH LINE MANAGERS LINE MANAGERS LINE MANAGERS
Line managers will maintain regular contact with staff members during this time.		