

<b>Title</b>	Additional Risk Assessment Ref COVID 19		<b>Ref.</b>	Update 27-04-2020
<b>Date</b>	APRIL 2020	<b>Assessor</b>	Don Tidby assisted by Dave Anderson	
<b>Review</b>	APRIL 2021	<b>Location</b>	Macnaghten Road – Litchfield Road.	
<b>Employees at risk</b>	Operatives, Office staff, Vulnerable groups e.g. elderly, pregnant workers, those with existing underlying health conditions.			
<b>Non-employees at risk</b>	Contractors, visitors, delivery drivers, Vulnerable groups – Elderly, Pregnant Women, those with existing underlying health conditions, anyone else who physically comes in contact with you in relation to your business			

Hazards	Potential Harm	Measures	Additional Comments
Spread of Covid-19 Coronavirus	<p><b>Covid-19 is a new illness that can affect your lungs and airways.</b></p> <p><b>It is caused by a virus called Coronavirus.</b></p> <p><b>Symptoms can be mild, moderate, severe or fatal.</b></p>	<p><b>Temperature Check</b> Daily temperature checks on incoming workers, if fever (anything over 37.8°C) is verified staff member will be sent home for self-isolation in accordance with GOV guidelines.</p> <p><b>Hand Washing</b> Hand washing facilities with soap and hot water in place.</p> <p>Stringent hand washing taking place.</p> <p>Paper towels/towels for drying of hands.</p> <p>See hand washing guidance. <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></p> <p>Gel sanitisers in any area where washing facilities not readily available.</p> <p><b>Cleaning</b> 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 using appropriate cleaning products and methods.</p>	<p>Check carried out without contact using digital laser-based thermometer.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – “Catch it, bin it, kill it” and to avoid touching face, eyes, nose and/or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></p> <p>Posters, leaflets, newsletters and info-screens and other materials are available for display. <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 managers to ensure that the necessary procedures are being followed.</p>

		<p><b><u>Social Distancing</u></b>          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  <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</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>Conference calls to be used instead of face to face meetings.</p> <p>Split breaks and social distancing also to be adhered to in smoking area.</p> <p><b><u>Wearing of Gloves</u></b>          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>PPE</u></b>          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</p>	<p>All non-essential site visits, meetings and gatherings have been cancelled until further notice.</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Reduced workforce in each area to limit numbers and aid social distancing.</p> <p>Break times staggered.</p> <p>Any deliveries to site will be controlled using the new processes to observe social distancing measures.</p> <p>Employees are to stay in their immediate work areas and not wander around site</p> <p>Management checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>PPE will be worn in line with current risk assessments and job requirements.</p> <p>Face masks are not recommended outside the care industry</p>
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**Stop** shaking hands, hugging, kissing or touching people when saying hello or greeting them



**Distance** yourself at least 2 metres away from other people, especially those who might be unwell



**Wash** your hands for 20 seconds well and often to avoid contamination



**Avoid** groups of people, especially at breaks and lunchtimes, e.g. when smoking or meeting in canteens



**Cover** your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissues.



**Avoid** touching your eyes, nose and mouth with unwashed hands. Wash hands for 20 seconds and often.



**Clean** and disinfect frequently touched objects and surfaces. Try to avoid sharing equipment and tools.

### Manual Handling

- Always use the equipment provided for lifting and moving items



- Always assess the operation first!
- Always check the load before lifting
- Always use correct lifting techniques
- Always check route and destination



### Slips, Trips and Falls

- Keep all walkways, work areas and escape routes clear
- Never leave cables trailing
- Always check work areas/walk ways are clear before you start work/move



- Always clean up spills



### Working at Heights

- Only work at heights if you have been trained
- Always use the right equipment, step ladders, ladder, platforms etc
- Always use the handrails



- Never stand on chairs, desks, boxes, machines etc for any reason!
- Always tie off ladders where possible, otherwise use stability devices, wedges or as a last resort foot the ladder



### Electrical Safety

- Never leave electrical cabinets open
- Never touch open electrical cabinets
- Always report open cabinets



- Never overload extensions
- Check equipment wires for damage before use
- Always follow the lock of procedures



### Fire Safety

- Familiarise yourself with the fire evacuation process
- In the event of a fire set off the alarm and go to the fire assemble
- Know the location of the fire extinguishers and how they work
- Always use the correct fire extinguisher for the type of fire
- Never block fire exits or escape routes
- Smoking is only permitted in two designated areas on site



RED - Water	For wood, paper, textile and solid material fires. DO NOT USE on liquid, electrical or burning metal fires.
CREAM - Foam	For oil, fat and liquid fires. DO NOT USE on electrical or burning metal fires.
BLUE - Dry Powder	For oil, fat liquid and electrical fires. DO NOT USE on burning metal fires.
BLACK - Carbon Dioxide	For liquid and electrical fires. DO NOT USE on burning metal fires.
YELLOW - Wet Chemical	For cooking oil fires. DO NOT USE on burning metal fires.

Fire blankets are suitable for small fires in containers of cooking oil and for clothing fires.



