





## Risk Assessment:

Department	All areas	Date of Assessment	15 <sup>th</sup> May 2020
Type	General: Covid 19	Date of review	May 2021

Hazard	Persons at risk	Controls Required	Additional Controls				Action by who /when
		<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><b>Social Distancing</b> 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</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>Rigorous checks will be carried out by managers 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. Management checks to ensure this is adhered to.</p> <p>Different starting times have been scheduled with only maximum of 8 starting at any one time and breaks will be taken in accordance with starting times to minimise people in canteen and clocking machine.</p>				<p>Cleaner in daily to ensure areas are clean. Management team to check daily.</p> <p>Team leaders / setters during daily team briefs.</p> <p>Nichola Knight - Starting times communicated in Newsletter. Also communicated in start-up meeting</p>

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		<p>Conference calls to be used instead of face to face meetings where possible.</p> <p>Social distancing also to be adhered to in canteen area and 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>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Relevant Manager - when possible.</p> <p>Nichola Knight – Communicate at start up meeting</p> <p>Nichola Knight – start up meeting</p>

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		<p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a new continuous cough or a high temperature in the work place they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p><b><u>Drivers</u></b> Procedures in place for Drivers to ensure adequate welfare facilities available.</p> <p><b><u>Mental Health</u></b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers 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>				<p>Nichola Knight – Start-up meeting Regular support from all managers</p> <p>Kat Habaj to contact suppliers / customers to establish facilities.</p> <p>Nichola Knight – Start up meeting. Ongoing support from management team.</p>

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