

# Procedure and RA – Coronavirus/COVID-19 Head Office

## Equipment that may be required:

- Soap and water or hand sanitiser (60% alcohol)
- Antiseptic wipes
- Hand drying facilities, paper towels, hand dryers
- Bleach/other disinfecting products and cloths (Read labels and ensure acidic and alkaline products are not mixed)
- Face coverings
- Nitrile gloves

## Personnel to whom this Risk Assessment applies:

- All employees
- Contractors
- Visitors

## Procedure to be followed:

- Hand washing in line with government guidelines when entering or leaving offices, start and finish of shift, handling food or using the bathroom
- Government guideline on social distancing to be observed unless otherwise risk assessed
- Eat pre-prepared food rather than preparing food in messrooms/kitchens where possible
- Do not handle paperwork or sign documentation where possible
- Self-isolate if symptoms occur
- Employees to clean work vehicle / station at start and end of shift and if contamination occurs
- Cleaning regime for common contact points / surfaces include, but is not limited to door handles, light switches, steering wheel, seats, hand holds etc.
- Read COVID-19 updates/briefings on company noticeboard
- Deep cleaning if proven COVID-19 cases are identified in the workplace
- Work from home if possible.


- DO** Cover your hands and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately
- Wash your hands with soap and water often – use hand sanitiser if soap and water are not available
- Try to avoid close contact with people who are unwell
- DO NOT** Touch your eyes, nose or mouth if your hands are not clean

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<b>Personnel assisting with assessment:</b>	Dayana Pirasoody

	<b>Review Date: 01/12/2020</b>
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Severity x Likelihood = Risk							
<b>Score Zero</b>	<b>Trivial</b> No Action Required - Monitor and review the task at hand.	<b>Score 1-3</b>	<b>Low Risk</b> Where reasonably practicable Control Measures should be implemented to reduce the risk.	<b>Score 4-9</b>	<b>Medium Risk</b> Control Measures are required and must be implemented.	<b>Score 10-16</b>	<b>High Risk</b> Task must not begin until Control Measures are in place to reduce the risk to an acceptable level.

**Procedure and RA – Coronavirus/COVID-19**  
**Head Office**  
**Risk Assessment**

Number of people affected:	>50	Are employees affected?	✓	Are contractors affected?	✓	Are visitors affected?	✓	Are members of the public affected	x
								Delete / add symbols as necessary	

Ref	Hazard / Aspects	Safety (S) / Environmental (E)	Hazard Effect (Safety S) / Impacts (Environmental E)	Pre-Control Rating			Control Measures to reduce the risk/impact to its lowest level	Post-Control Rating		
				Severity	Likelihood	Risk		Severity	Likelihood	Risk
Corona Virus	Spread of Covid-19 Coronavirus	S	Ill health Death	4	3	12	<p><b><u>Self-Isolation/symptoms</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature or loss of taste/smell in the workplace, they will be sent home to self-isolate in line with government recommendations.</p> <p>If an employee shows the above symptoms at home, then they should stay at home, self-isolate and inform their line manager.</p> <p>Line managers will maintain regular contact with staff members during self-isolation.</p> <p><b><u>Furloughed staff</u></b></p> <p>Line managers will maintain regular contact with staff members during Furloughed periods.</p> <p><b><u>Hygiene</u></b></p> <p>Hand washing facilities with soap and water in place. (Staff to be reminded that wearing of gloves is not a substitute for good hand washing).</p> <ul style="list-style-type: none"> <li>Stringent hand washing taking place.</li> <li>Drying of hands with disposable paper towels or air dryers.</li> </ul>	4	1	4

						<p>Gel sanitisers in any area where washing facilities are not readily available or high trafficked areas.</p> <p>Promote “Do and Do Not” message and good personal hygiene.</p> <p>Discourage hot-desking and limit machine sharing.</p> <p>Sanitiser and antibacterial wipes provided where equipment is shared by multiple users</p> <p>Clean work vehicle / station prior to use, and at the end of shift using antiseptic wipes. It will be necessary to clean the work vehicle / station if it is used by someone else or you think it may have been contaminated.</p> <p>Utensils / cutlery / worktops to be clean before and after use in messrooms and kitchens.</p> <p>Wash workwear regularly, do not travel to from work in workwear.</p> <p><b><u>Social Distancing</u></b></p> <p>Social distancing - reducing the number of people in any work area to comply with the 2-metre (6’ 6’’) rule; to be adhered to in canteen and smoking areas.</p> <p>Review work schedules including start &amp; finish times / shift patterns, work from home etc. to reduce number of workers on site at any one time, avoiding overcrowding.</p> <p>Modification of processes to ensure social distancing is in place. If not possible then Perspex screening may be a solution.</p> <p>The use of conference calls and virtual meetings to be encouraged in lieu of face to face interaction.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Where possible windows and doors should be left ajar to allow air to flow.</p> <p><b><u>Wearing of Gloves</u></b></p>			
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						<p>Where an additional risk assessment identifies the 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>Respiratory Personal Equipment (RPE) if social distancing cannot be achieved.</u></b></p> <p>This could be for essential maintenance or if there is an unavoidable need for a passenger in the vehicle.</p> <p>There may be a need for additional controls such as: -</p> <ul style="list-style-type: none"> <li>• For those working in offices, Perspex screening may be considered/installed or number of desks available for use are reduced taking 2 metre rule into account</li> </ul> <p>If RPE is a requirement for risks associated with the work undertaken, a permit to work and task specific risk assessment with the following measures will be followed-</p> <ul style="list-style-type: none"> <li>• Briefing of “Coronavirus less than 2m essential maintenance” procedure.</li> <li>• Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</li> <li>• Wearers must be clean shaven or powered respirators to be used.</li> </ul> <p><b><u>Face coverings</u></b></p> <p>These may be a requirement of our customers when working on their site (these are not a substitute for RPE). Face coverings protect others, not the wearer. Touching of these throughout the day should be limited. The coverings to be washed at the end of the day or replaced, depending on their design.</p>			
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						<p>Face covering are not a substitute for social distancing at work.</p> <p>Face coverings are not a requirement in offices; if individuals wish to supply and wear them, then management will support this.</p> <p>If the use of public transport on company business is necessary, then line management must consider issuing face coverings if social distancing cannot be maintained.</p> <p><b><u>Cleaning</u></b></p> <p>Frequently cleaning (three times a day) and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, and all communal areas using cleaning products and methods.</p> <p><b><u>Vehicles</u></b></p> <p>Windows to be open where practical (Not on operational sites).</p> <p>Note passengers in vehicles to be resisted unless essential and then line management approval to be obtained.</p> <p>In cars, passengers should sit diagonally opposite the driver.</p> <p>Members of the same household can share car journeys.</p> <p><b><u>Guidance and Briefing</u></b></p> <p>Must be followed and are available on-site: -</p> <ul style="list-style-type: none"> <li>• Coronavirus Briefing – Handwashing.</li> <li>• Coronavirus Briefing - Workplace Safety.</li> <li>• Coronavirus - Essential Briefing poster.</li> <li>• Coronavirus Briefing - Transport and Logistics.</li> <li>• Coronavirus - Disposable glove removal.</li> <li>• Coronavirus - less than 2m essential maintenance.</li> </ul>			
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