

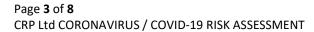
Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards?	Who harm	might be ed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
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	Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/	1)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 with disposable towels. 2)Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -			DONE





contact with you in relation to your business	 Staff encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in any area where washing facilities not readily available 	working areas – check fill levels daily and replace as necessary 2) Provide barrier cream – position in washrooms. Posters, leaflets and other materials are available for display. COMPANY COVID-19 ADVISORY VIDEO CREATED FOR ALL PERSONNEL RE-ISSUE/RE-POST/RE-ENFORCE PREVIOUSLY		
	Cleaning 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. Social Distancing 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 https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people	3) Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. 4) Create Cleaning Rota for each area to clean down door handles/light switches etc. once or twice during the day 5) 3)Request Facilities staff to clean down door handles/light switches etc daily. 6) 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. 7) Staff to be reminded on a daily basis of the importance of handwashing and social distancing both in the workplace and outside of it.	RP SH TO CONFIRM	DONE





	Management checks to ensure this is adhered to. 8) Instruct team leaders to deliver daily reminder at Team Briefs 9) Set up daily e-mail shot to deliver company advice guidance on Corona Virus to all e-mail users	SH	
Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site a any one time. Also relocating workers to other tasks.	manufacturing areas – create rota to bring in reduced staffing numbers on alternate days/weeks where possible		DONE
Redesigning processes to ensure social distancing in place.	ROTATION IS PLANNED 3) Review Current Processes and implement 2m spacing where possible 4) Physically remove workbenches/desks which would contravene 2m spacing 5) Use Hazard tape to physically mark workspaces/benches/desks which are not to be used to maintain social distancing		
	LAMINATED SIGNAGE FOR CLOSED WORKSTATIONS CREATED		DONE





				,	
	nference calls to be used instead of e to face meetings.	1)	Define technology solutions to be used -advise personnel of requirement		DONE
		2)	Review current standard meetings –		202
		,	identify and implement opportunities		
			to use remote conferencing		
		3)	_		
		•	advance, prepare updates in advance,		
			stay on point, decide actions, finish		
			, , ,		
		1)	Post Signage re: social distancing and		
			use of own cutlery/utensils in canteen	KL	
			areas		
	cial distancing also to be adhered to	2)	Mark floor and post signage around		
in c	canteen area and smoking area.		vending machines to prevent crowding		
		3)	Mark spaces in smoking area to		
			maintain 2m social distance		
			4) A 2011 / 6		
			1) Arrange Video/conference calls		
Via	itana ta Cita Diagonaga/aadusa		with potential visitors where		DONE
	itors to Site – Discourage/reduce itors on site		possible 2) RE-schedule		DONE
VISI	itors on site		Maintenance/Calibration/Audit		
			visits where possible		
			visits where possible		
		1)	All visits to be arranged up front.		
		2)	Minimum number of visitors required –		DONE
Vis	itors to Site - Control	-,	no large teams		
		3)	Post signage re: Guidance for visitors.		
		-,	Post on main doors.		
		4)	Request Handwashing/gel sanitiser		
		,	prior to entering building		
		5)	Explain Company Covid19 controls as		
		,	part of site HSE advisory		
			•		



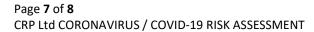


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	 6) Maintain social distance through visit - prepare conference room in advance 7) Set up video conferencing during visit if other team members are required. 8) Maintenance/Field Service Engineers - as above – request minimal time on site. Advise Handwashing and social distancing procedures. 	
Test and Trace – identify High/Low infection risk employees .	 Encourage all employees to request Home Testing Kits from NHS Request test results – to be maintained in confidence Review Test Status of employees to identify high risk individuals Adapt working practices to protect high risk employees Instruct self isolation for infected employees. Continue to support such employees financially/emotionally Encourage all employees to download and use NHS tracing App when it is released for use by the public IN COMPANY ADVISORY VIDEO 	DONE





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	Wearing of Gloves 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.	 Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Staff to be advised not to share gloves eg oven loading gauntlets Either nominate individuals for the task and/or provide additional pairs of gloves to individuals requiring them. 	ADD TO VIDEO
	PPE 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	 Advise personnel Workwear should be washed as much as possible Wearing facemasks/scarves/bandanas at work is not required -but is left to individuals discretion, unless and until Government guidelines change. This will be communicated as described above. 	SH ADD TO VIDEO
	Deliveries/Shipping finished goods	 Maintain social distancing as much as possible Request delivery drivers wait in cab as long as possible whilst load/unload operations are completed Schedule deliveries/pickups to maintain minimum number of vehicles/drivers on site at any time where possible Advise toilet facilities are available but follow Covid -19 control measures prior to allowing access to the building: 	CONFIRM





	 Post signage re: Guidance for visitors. Post on main doors. Request Handwashing/gel sanitiser prior to entering building Explain Company Covid19 controls as part of site HSE advisory Maintain social distance through visit including sign off of delivery and collection paperwork 		
Drivers Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.	 Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. 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. 	SH/VR TO CONFIRM	
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 members during this time.	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.	ALL MANAGERS	ONGOING





If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.		
Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information -support/coronavirus-and-your- wellbeing/ www.hseni.gov.uk/stress	1) Regular communication of mental health information and open - door policy for those who need additional support. 2) Ensuring sufficient rest breaks for staff 3) Support available from Health Assured Employee Assistance Programme: https://www.healthassured.org/	ONGOING