

**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 might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Cleaners</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in</b></li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <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></li> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> </ul>	<p>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.</p> <p>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.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p>			DONE



	<p><b>contact with you in relation to your business</b></p>	<ul style="list-style-type: none"> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <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> 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.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p>	<ol style="list-style-type: none"> <li>1) Provide and position Gel sanitisers in working areas – check fill levels daily and replace as necessary</li> <li>2) Provide barrier cream – position in washrooms.</li> </ol> <p>Posters, leaflets and other materials are available for display.</p> <p><b>COMPANY COVID-19 ADVISORY VIDEO CREATED FOR ALL PERSONNEL</b> RE-ISSUE/RE-POST/RE-ENFORCE PREVIOUSLY ISSUED DOCUMENTATION</p> <ol style="list-style-type: none"> <li>3) Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>4) Create Cleaning Rota for each area to clean down door handles/light switches etc. once or twice during the day</li> <li>5) 3)Request Facilities staff to clean down door handles/light switches etc daily.</li> <li>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.</li> <li>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.</li> </ol>	<p>RP</p> <p>SH TO CONFIRM</p>		<p>DONE</p>
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		<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><b>Management checks to ensure this is adhered to.</b></p> <ul style="list-style-type: none"> <li>8) Instruct team leaders to deliver daily reminder at Team Briefs</li> <li>9) Set up daily e-mail shot to deliver company advice guidance on Corona Virus to all e-mail users</li> </ul> <ul style="list-style-type: none"> <li>1) Review Workloads in all admin and manufacturing areas – create rota to bring in reduced staffing numbers on alternate days/weeks where possible</li> <li>2) Maintain working from home for admin staff where possible – phase in return to office working in line with Government advice</li> <li>3) Phase in return to work for manufacturing personnel to meet workload in line with Government advice</li> </ul> <p>ROTATION IS PLANNED</p> <ul style="list-style-type: none"> <li>3) Review Current Processes and implement 2m spacing where possible</li> <li>4) Physically remove workbenches/desks which would contravene 2m spacing</li> <li>5) Use Hazard tape to physically mark workspaces/benches/desks which are not to be used to maintain social distancing</li> </ul> <p>LAMINATED SIGNAGE FOR CLOSED WORKSTATIONS CREATED</p>	SH		<p>DONE</p> <p>DONE</p>
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		Conference calls to be used instead of face to face meetings.	<ol style="list-style-type: none"> <li>1) Define technology solutions to be used -advise personnel of requirement</li> <li>2) Review current standard meetings – identify and implement opportunities to use remote conferencing</li> <li>3) Shorten meetings – Set Agenda in advance, prepare updates in advance, stay on point, decide actions, finish</li> </ol>			DONE
		Social distancing also to be adhered to in canteen area and smoking area.	<ol style="list-style-type: none"> <li>1) Post Signage re: social distancing and use of own cutlery/utensils in canteen areas</li> <li>2) Mark floor and post signage around vending machines to prevent crowding</li> <li>3) Mark spaces in smoking area to maintain 2m social distance</li> </ol>	KL		
		Visitors to Site – Discourage/reduce visitors on site	<ol style="list-style-type: none"> <li>1) Arrange Video/conference calls with potential visitors where possible</li> <li>2) RE-schedule Maintenance/Calibration/Audit visits where possible</li> </ol>			DONE
		Visitors to Site - Control	<ol style="list-style-type: none"> <li>1) All visits to be arranged up front.</li> <li>2) Minimum number of visitors required – no large teams</li> <li>3) Post signage re: Guidance for visitors. Post on main doors.</li> <li>4) Request Handwashing/gel sanitiser prior to entering building</li> <li>5) Explain Company Covid19 controls as part of site HSE advisory</li> </ol>			DONE

		<p><b><u>Test and Trace – identify High/Low infection risk employees</u></b></p>	<p>6) Maintain social distance through visit - prepare conference room in advance</p> <p>7) Set up video conferencing during visit if other team members are required.</p> <p>8) Maintenance/Field Service Engineers - as above – request minimal time on site. Advise Handwashing and social distancing procedures.</p> <p>1) Encourage all employees to request Home Testing Kits from NHS</p> <p>2) Request test results – to be maintained in confidence</p> <p>3) Review Test Status of employees to identify high risk individuals</p> <p>4) Adapt working practices to protect high risk employees</p> <p>5) Instruct self isolation for infected employees. Continue to support such employees financially/emotionally</p> <p>6) Encourage all employees to download and use NHS tracing App when it is released for use by the public</p> <p>IN COMPANY ADVISORY VIDEO</p>			<p>DONE</p>
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