|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed** | **Controls required** | **Additional controls** | **Action by who?** | **Action by when?** | **Done** |
| Spread of Covid-19  |  | **Hand Washing**See hand washing guidance from the [NHS](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/).Dry hands with disposable paper towels as they are [more effective at removing viruses than hand dryers.](%E2%80%A2%09https%3A/www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/) Supply sanitiser in any area where washing facilities not readily available |  |  |  |  |
| Spread of Covid-19  |  | **Cleaning**Frequently clean and disinfect objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area.Ensure the use of appropriate cleaning products and methods. |  |  |  |  |
| Spread of Covid-19  |  | **Social Distancing**Reduce the number of team members 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/covid-19-coronavirus/covid-19-information-public)Take steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of team members on site at any one time. Also relocating team members to other tasks. Redesigning processes to ensure social distancing in place. Teams calls to be used instead of face to face meetings.Ensuring sufficient rest breaks for the team.Social distancing also to be adhered to in kitchen area and smoking area. |  |  |  |  |
| Spread of Covid-19  |  | **Wearing of Gloves**Where risk assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.Team members will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. |  |  |  |  |
| Spread of Covid-19  |  | **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 behaviors. |  |  |  |  |
| Spread of Covid-19  |  | **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 team members during this time.If advised that a member of the team or public has developed Covid-19 and were recently on our premises (including where a team member has visited other work place premises), the management team of the workplace will contact the [Public Health Authority](https://www.publichealth.hscni.net/) 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.  |  |  |  |  |
| Spread of Covid-19  |  | **Mental Health** Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.  |  |  |  |  |
| Spread of Covid-19  |  | **Client risk assessments**Where a client requires an onsite visit, they will be asked to provide a risk assessment for their site to ensure that safety measures are in place.  |  |  |  |  |
| Spread of Covid-19  |  | **Transport**For anyone required to use public transport, we will try to ensure that they are not required to travel during rush hour.Those using public transport are advised to wear appropriate PPE and this will be provided where possible.  |  |  |  |  |