

Just Digital Risk Assessment Covid-19 Coronavirus

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	Staff Visitors to site Cleaners Contractors Drivers Vulnerable groups: Elderly Pregnant Underlying health conditions Anyone else who physically comes in contact with you in relation to the business	<u>Hand Washing</u> Hand washing facilities with soap and water in place. Stringent hand washing taking place and encouraged Hand washing guidance installed Drying of hands with disposable paper towels. Antibacterial hand rub in any area where washing facilities not readily available	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. Also reminded to catch coughs and sneezes in tissues or your elbow and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the toilets and kitchen areas. Encourage staff to report any problems.	CA ordered disposable paper towel dispensers	22.05.20	
		<u>Cleaning</u> 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.	Desk based workers have been supplied with anti-bac wipes and have been asked to wipe down all equipment and contact points daily and also after any other person has used their equipment (IT for example). Production & Warehouse staff have been supplied anti-bac cleaning materials to wipe	All managers	Ongoing	Yes
			All managers & supervisors to make sure this is carried out	Ongoing	Yes	

		<p>down all contact points of machinery and plant as part of their pre-use procedure.</p> <p>All shared cutlery & crockery have been removed and staff responsible for cleaning their own items.</p> <p>Social Distancing Social Distancing, Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended where possible, where these measures are non-workable or impractical screens or other suitable measures are used.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Conference calls to be used instead of face to face visitor meetings where possible. Where possible on site face to face meeting are kept to a minimum and social distancing measure adhered to.</p> <p>Ensuring sufficient breaks for staff to regularly wash hand and clean equipment Particular emphasis and alertness to be shown when using the toilet &</p>	<p>Posters, leaflets and other materials are displayed throughout the building.</p> <p>One way systems in place where required.</p> <p>Signage to prohibit the crossing/passing of persons on stairways</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis by way of verbal & physical signage of the importance of social distancing both in the workplace and outside of it.</p> <p>Staff are working from home where possible to reduce numbers on site</p> <p>Seating in the canteen area has been reduced to one person per table, other measures will be required once more staff return</p>	<p>CA,PN</p> <p>CA</p> <p>CA</p> <p>CA</p> <p>All Managers</p> <p>CA, HR, All Managers</p> <p>SMT</p> <p>CA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>14.05.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p></p> <p></p> <p>Yes</p> <p>Yes</p> <p></p> <p>Yes</p> <p></p>
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		will offer whatever support they can to help	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.	HR	Ongoing	Yes
		<u>Training</u>	Regular communication of mental health information and open-door policy for those who need additional support. Training will be carried out by way of toolbox talks and/or informal information update briefs, these will be carried out regularly to ensure updated/reviewed measures are conveyed to staff.	CA,HR	Ongoing	Yes

As everyone is aware this virus is very new to us, information and guidance is changing weekly if not daily. For this reason, I propose to review this risk assessment at least weekly until further notice. Any revisions will be added to this document and updated and displayed.