

Covid-19 Risk Assessment

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 in place	Additional controls	Person responsible for this
The spread of Covid-19	Employees, contactors, and anyone who comes onto the premises.	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities in place with soap available • Stringent hand washing to take place • Drying of hands on disposable paper towels • Gel sanitisers provided for use by all employees <p>Social Distancing</p> <ul style="list-style-type: none"> • All employees to maintain a 2m gap to all other people • Face to face meetings to be avoided. If unavoidable, the number of attendees should be kept to a minimum, and social distancing observed • Implement working from home if possible to do so. 	<ul style="list-style-type: none"> • Employees reminded of the importance of washing their hands regularly, with soap and water for 20 seconds. • Signs displayed to remind employees to report when soap / gel sanitiser stocks are low • Floor markings laid down to indicate direction of movement around factory. 2m marking lines at places where more than 1 person may meet e.g. coffee/snack machine or time clock • Management to monitor social distancing around the factory • Office staff only to work at their own desks, in separate offices 	<p>All</p> <p>N. Souster - for signs L. Roberts - for stock replenishment</p> <p>All</p> <p>L. Roberts</p> <p>All office staff</p>

		<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to self isolate following the Governments guidelines. If an employees has a family member at home, with symptoms, then the employee should stay away from work, and self isolate following the Governments guidelines. • If advised that a member of the 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 who has been in contact with them, and follow any guidance given <p>Visitors / Contractors</p> <ul style="list-style-type: none"> • All visitor appointments have been cancelled for the foreseeable future • Contractor visits to be kept to an absolute minimum, and avoided where possible 	<ul style="list-style-type: none"> • Regular communication between management and employees is in place to ensure anyone who is symptomatic, can be attended to at once, or if anyone has any concerns <ul style="list-style-type: none"> • Visitor appointments will be re-assessed once the business starts getting busier • Contractors on site are to be informed of the company site rules in regards to Covid-19 	<p>G. Good, L. Roberts or N. Souster</p> <p>G. Good and Lee Roberts</p> <p>L. Roberts</p>
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