

## COVID-19 in the Workplace Risk Assessment

What are the hazards?	Who might be harmed?	Controls required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 coronavirus	Employees Cleaners Contractors Drivers Visitors Vulnerable groups – pregnant, elderly, those with underlying health conditions	<b>Handwashing</b> Hand washing facilities with soap and water in place. Stringent hand washing taking place.	Hand sanitiser provided. Handwashing notices in place. Managers to remind staff on regular basis to wash their hands.	ALL	02/03	✓
				SW AB MGRS	02/03 02/03 16/05	✓ ✓ ✓
		<b>Hygiene</b> Notices in place to remind staff 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 made available throughout the workplace	AB	02/03	✓
		SW		06/03	✓	
		<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  Employees will be supported to work from home where possible.		IT	20/03	✓
				HR	17/03	✓

	<p>Extremely vulnerable staff furloughed in line with government guidelines.</p> <p>Taking steps to review work schedules including start &amp; finish times as more staff return from furlough.</p> <p>Conference calls to be used instead of face to face meetings.</p>	<p>Notices in place to remind staff of the importance of social distancing. Management checks to ensure this is adhered to.</p> <p>Screens in place between benches/desks where employees are required to sit within 2 metres of each other.</p> <p>Only essential visitors to the workplace where conference calls are not suitable. Masks to be provided.</p> <p>Staff are asked not to visit shop during the working day.</p> <p>Additional policies for goods in/out and delivery drivers will be considered.</p>	<p>AB/DD/NT/PD</p> <p>ALL</p> <p>AB</p> <p>MGRS</p> <p>DA</p> <p>ALL</p> <p>ALL</p> <p>DD/NT</p>	<p>20/04</p> <p>06/03</p> <p>17/04</p> <p>20/04</p> <p>27/04</p> <p>06/03</p> <p>17/04</p> <p>22/05</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
	<b>Wearing of Masks</b>	Masks provided to staff to wear when they are moving around the building in line with company face mask policy.	ALL	05/05	✓	
	<b>Traveling to/from Work</b>	Staff reminded to follow government guidance to only use public transport if necessary.	Masks provided to staff to use on public transport or car share. Cabs provided for high risk employees.	ALL	05/05	✓

		<p><b>Symptoms of COVID-19</b> Staff notice: If anyone becomes unwell or a member of their household becomes unwell with a new continuous cough or a high temperature have been told to stay at home and ring HR. If someone becomes unwell in the workplace, they will be sent home and advised to follow the stay at home guidance.</p>		AB	13/03	✓
		<p><b>Training</b> Written instructions on handwashing, Catch it, Bin it, Kill it and COVID-19 policies in place.</p>	<p>All staff given COVID-19 training on preventative measures.</p> <p>First Aiders trained to deal with COVID-19 situations.</p> <p>Employees are given Safe working and Mask policy and asked to familiarise themselves with new working procedures before returning to work.</p>	<p>AB</p> <p>JJ</p> <p>AB</p> <p>AB/JJ</p>	<p>02/03</p> <p>09/03</p> <p>10/03</p> <p>20/04</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
		<p><b>Mental Health</b> HR will promote mental health &amp; wellbeing awareness to staff during the Coronavirus</p>	<p>Regular communication of mental health information. Employees with concerns about their own or a colleague's wellbeing</p>	AB/JJ	03/04	✓

		outbreak and will offer whatever support they can to help	encouraged to contact HR (who are trained Mental Health First Aiders) or Westfield for additional support.			
		<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.		Swift	02/03	✓
		<b>Communication</b> Notices and policies regarding safe working will be distributed to employees and placed around the building	The company will maintain regular contact with furloughed staff	AB	30/03	✓
				AB/JJ	30/03	✓