
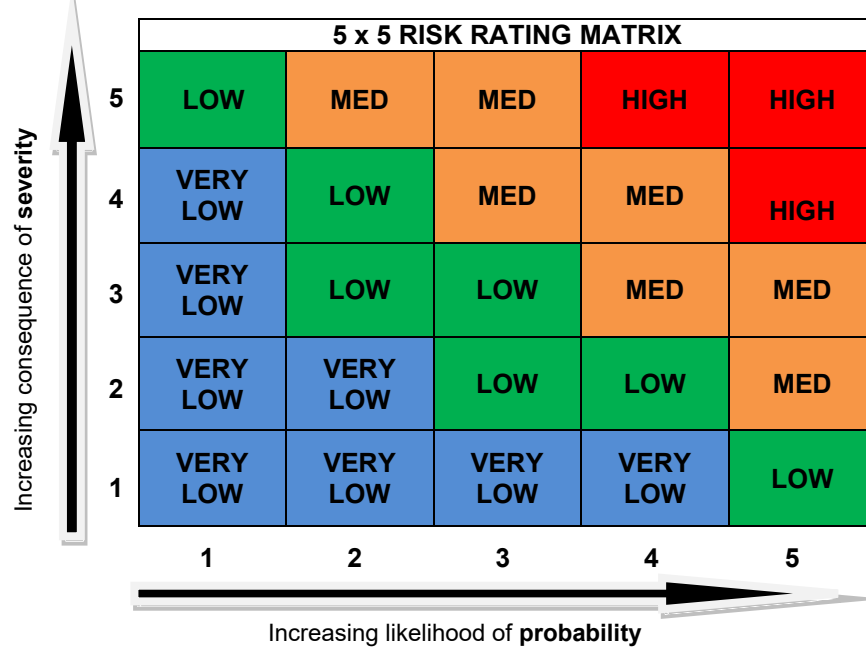


RISK ASSESSMENT

A. Outline of activity or task to be assessed: COVID-19		Risk Assessment Ref:	COV19-03
Date of Assessment:	24.07.2020	Name of Assessor (print):	Andrew Richards
Date for Re-assessment	24.08.2020	Name of Assessor (sign):	

Hazard is something with the potential to cause harm. **Risk** is the likelihood of someone being hurt multiplied by the **severity** of the occurrence.
Level of Risk = Likelihood x Severity.

B. RISK MATRIX – This section is used for guidance to complete Section C



PRIORITY OF ACTION

HIGH	17 - 25	Unacceptable – Stop work or activity until immediate improvements can be made.
MEDIUM	10 – 16	Tolerable but need to improve within a reasonable timescale depending on the situation.
LOW	5 – 9	Adequate but look to improve by next review.
VERY LOW	1 – 4	Residual risk acceptable and no further controls required whilst the control measures are maintained.

Score	Likelihood/Probability	Description	Score	Consequence/Severity	Description
5	Almost Certain	The event is expected to occur in most circumstances	5	Severe/Fatality	Death or permanent disability to one or more persons
4	Likely	The event will probably occur in most circumstances	4	Major Injury/III Health	Hospital admission required eg: broken leg
3	Possible	The event could occur at some time	3	Moderate Injury/III health	Medical treatment required
2	Unlikely	The event is not likely to occur in normal conditions	2	Minor Injury/III Health	First Aid is required

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing (Existing Controls)	Risk Level Low/ Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High
1 Spread of Coronavirus COVID-19	<ul style="list-style-type: none"> Staff Inc. Staff, Agency, Self-Employed Visitors to the premises Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes into contact with you in relation to the business 	<ul style="list-style-type: none"> Hand Washing Hand washing facilities with soap and hot water in place. Stringent hand washing taking place. Paper towels/hand driers for drying of hands See hand washing guidance posters Gel sanitisers in any area where washing facilities not readily available Cleaning 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. All workstations and company vehicles are provided with their own sanitisers and paper towels. Replenishment stock of cleaning materials are readily available from your line manager. Social Distancing Reducing the number of persons in any work area to comply with a 1 metre plus social distance (2 metres where possible) as recommended by the Public Health Agency 	2 x 4 Low	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – Posters, leaflets and other materials are available for display</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 of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	n/a

			<ul style="list-style-type: none"> • 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. • Also relocating workers to other tasks. • Redesigning processes to ensure social distancing in place. • Conference calls to be used instead of face to face meetings. Or following social distance guidelines where possible. • Ensuring sufficient rest breaks for staff. • Social distancing also to be adhered to in canteen area and smoking area. <ul style="list-style-type: none"> • <u>Wearing of Gloves</u> • Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. • Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. <ul style="list-style-type: none"> • <u>PPE</u> • 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 behaviours Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed. <ul style="list-style-type: none"> • <u>Face Masks</u> Face Masks are provided and must be worn when dealing with a customer indoors. 		<p>When mitigating actions are required, they will include:</p> <ul style="list-style-type: none"> • Increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using barriers or screens where possible to separate people from each other. • Using back-to-back or side-to-side (rather than face-to-face) whenever possible • Reducing the number of people each person has contact with <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 masks will be available for staff. These masks are available at all 3 sites and must be used when required.</p> <p>All customers must be informed of the guidelines.</p>	
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			<ul style="list-style-type: none"> • Symptoms of Covid-19 • If anyone becomes unwell with a new continuous cough, a high temperature or loss of taste/smell in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority 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. https://www.publichealth.hscni.net/ • Drivers • Procedures in place for Drivers to ensure adequate facilities available. Minimum contact is to be made with offices, customers and public. • Handsfree Phones to be used as much as possible to avoid face to face contact. • Mental Health Management • Will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support we can to help. 		<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>Communicate with companies we deliver to where possible prior to deliveries.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	
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N.B. This risk assessment must be reviewed regularly and signed and agreed by all those who undertake the tasks.