

**Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

This is a Document to assist businesses develop **Risk Assessments** for dealing with the current Covid-19 situation in the workplace. It contains links to additional sources of information in key areas which may assist in developing procedures to manage the risk from Covid-19. It may also assist those developing a risk assessment as required by the *Health Protection (Coronavirus, Restrictions) (No. 2) Regulations (Northern Ireland) 2020*. It is not likely to cover all scenarios and each employer should consider their own unique circumstances. Much more specific assessments, such as those for large sites, complex work activities or those exposed to specific covid risks such as health care workers, may look quite different and contain more detailed information although many of the principles would still be relevant. To keep up to date with HSENI advice to workplaces in this fast changing situation visit [www.hseni.gov.uk/articles/contacting-hseni-during-coronavirus-covid-19-pandemic-0](http://www.hseni.gov.uk/articles/contacting-hseni-during-coronavirus-covid-19-pandemic-0)

What are the hazards?	Who might be harmed	Controls Required	Additional Information	Action	Action by who & when?	Done Yes / No / Ongoing
Spread of Covid-19 Coronavirus	<p>The following people may be harmed and measures taken to protect them:</p> <p>Staff</p> <p>Visitors and Customers to your premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Drivers</p>	<p><b><u>General – Management</u></b></p> <ol style="list-style-type: none"> <li>1) Information on Covid Control measure must be communicated to all staff, visitors and customers.</li> <li>2) Staff (and others) should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures.</li> <li>3) Managers or appointed ‘Covid Marshals’ shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained.</li> </ol>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="http://www.publichealth.hscni.net/news/covid-19-coronavirus">www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters and signage to be erected in prominent locations.</p> <p>Posters, leaflets and other materials are available for display.</p> <p><a href="http://www.nidirect.gov.uk/publications/coronavirus-covid-19-information-posters">www.nidirect.gov.uk/publications/coronavirus-covid-19-information-posters</a></p> <p>Regular communications including tool box talks and tem briefs to include covid reminders.</p>			

	<p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><b>Hand Washing</b>  ( For more information see - <a href="http://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm">www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm</a> )</p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water should already be in place.</li> <li>• Additional facilities should be provided where necessary to allow for easy and frequent hand washing. Hand washing should be monitored by managers / covid marshals. See hand washing guidance.</li> <li>• Provide information to staff on hand washing (eg <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>)</li> <li>• Provide materials to allow drying of hands with disposable paper towels.</li> <li>• Pedal bins or opened topped bins will be used to reduce touch points.</li> <li>• Handwashing facilities will be cleaned, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly.</li> </ul>	<p>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</p> <p>Staff should also be 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.</p> <p>Regular checks should be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>70% Alcohol based hand sanitisers are flammable and need to be used and stored correctly to reduce fire risks.</p>			
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		<p><b>Shared Equipment</b> Where possible equipment (Tools /Pallet Trucks/ Forklift trucks) will be used only by one person. Where his is not possible, cleaning materials will be provided and must be used between each change of user.</p> <p><b><u>Eliminating workplace exposure:</u></b></p> <p><b>Working from Home</b> Where staff can work from home they should be facilitated to do so.</p> <p><b>Meetings</b> Conference calls to be used instead of face to face meetings.</p> <p><b>Visitors</b> Only necessary visitors / contractors will be permitted to the site / premises.</p>	<p>Signs to be put on equipment to remind users to clean them before and after use.</p> <p>Each job function should be assessed and only where it is not reasonably practicable for an employee to work from home should they be required to come to work, in line with the current requirements of the Health Protection (Coronavirus Restrictions) Regulations</p> <p>Visitors will be required to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms.</p>			
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		<p><b>Persons with positive Covid-19 tests or persons informed they are close contacts</b></p> <p>Staff to be instructed not to attend work if they have developed Covid Symptoms or have been informed that they are a close contact of a Covid Positive individual in line with PHA guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p><b><u>Persons with symptoms of Covid-19 at work</u></b></p> <p>If anyone becomes unwell with a new continuous cough, loss of taste or smell or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Put in place arrangements to clean if someone develops symptoms of coronavirus in work.</p>	<p>Where practicable a record of Visitors / Contractors contact details will be held for 10 days to allow contact tracing if required.</p> <p>Regular reminders to be issued to staff on symptoms and the actions to take.</p> <p>For more information on decontamination see - <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-</a></p>			
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		<p>If advised that a member of staff or public has developed Covid-19 and were recently on your premises (or where a member of staff has visited other work place premises or domestic premises), the management team of the workplace should 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.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Social Distancing</u></b></p> <p>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 (see <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>  <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a> )</p> <p>Measures may include:</p> <p>limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms</p>	<p><a href="#">decontamination-in-non-healthcare-settings</a></p> <p>Staff to be reminded <u>on a daily basis</u> of the importance of social distancing both in the workplace and outside of it.</p> <p>Management / Covid Marshal checks will be made regularly to ensure social distancing is adhered to within the workplace and in common areas.</p>			
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	<p>Provide individual lockers for people to keep personal belongings in so that they aren't left in the open.</p> <p>Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens e floor markings / wall signs etc.to maintain social distancing.</p> <p>Display signs reminding people to socially distance, wash hands and not touch their faces</p> <p>Where it is impossible to maintain 2m Social Distancing additional controls will be implemented including</p> <ul style="list-style-type: none"> <li>• limiting the amount of time people spend on the task</li> <li>• placing workers back-to-back or side-by-side rather than face-to-face when working</li> <li>• 'cohorting' work teams so they consistently work together</li> <li>• improving ventilation</li> <li>• enhanced cleaning regimes</li> <li>• increase in hand washing</li> </ul> <p>(<a href="https://www.hse.gov.uk/coronavirus/social-distancing/unable-to-social-distance.htm">https://www.hse.gov.uk/coronavirus/social-distancing/unable-to-social-distance.htm</a> )</p>				
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		<p>Staff will not work within 1m of each other at any time. (For close contact services refer to specific sector guidance)</p> <p><b>NB: Face coverings and visors are not a sufficient measure <u>by themselves</u> to allow for working within 2m of other persons and must be supplemented by other mitigations.</b></p> <p><b><u>Cohorting</u></b></p> <p>Identify groups of workers who live together and group them into a work cohort</p> <p>Identify groups of workers who travel to work together and group them into a work cohort</p> <p><b><u>Ventilation</u></b></p> <p>Poor ventilation increases the risk of spreading covid-19 and measure should be taken to ensure adequate ventilation is maintained.</p>	<p>Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus</p> <p>Additional information  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a> )</p>			
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		<p>Where possible good ventilation should be maintained using natural 'fresh air' ventilation (opening windows and 'non-fire' doors)</p> <p>If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc . Portable fans and air handling units will be positioned to prevent air being blown from one individual towards others.</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air, rather than recirculating air..</p> <p><b><u>Face Coverings &amp; Personal Protective Equipment</u></b></p> <p><b><u>Face Coverings</u></b></p> <p>Faced coverings will be worn in all situations designated in current Coronavirus Regulations.</p> <p>Where not specifically required by law, if face coverings do not create additional health and safety risks they may be worn in line with public health guidance</p>	<p><a href="http://www.nibusinessinfo.co.uk/content/coronavirus-ventilation-and-air-conditioning-workplace">www.nibusinessinfo.co.uk/content/coronavirus-ventilation-and-air-conditioning-workplace</a></p> <p>Where possible heating will be adjusted to facilitate enhanced ventilation.</p>			
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		<p><a href="https://www.nidirect.gov.uk/articles/coronavirus-covid-19-face-coverings">https://www.nidirect.gov.uk/articles/coronavirus-covid-19-face-coverings</a>).</p> <p>Face coverings are not PPE as they do not protect people from work-related hazardous substances. They may protect others, not the wearer, against coronavirus.</p> <p><b><u>Personal Protective Equipment</u></b></p> <p><i>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.</i></p> <p><i>( For more information see- <a href="https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm">https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</a>)</i></p> <p>Where PPE is a requirement for non-covid related risks it shall be used in line with existing risk assessments which will be reviewed in light of the risks from Covid-19)</p> <p>Train people how to put on and remove personal protective equipment (PPE) that is used for</p>				
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		<p>normal work hazards and how to keep it clean</p> <p><b>Use of Gloves</b>  <i>(Staff should be reminded that wearing of gloves is not a substitute for good hand washing as the virus can be transferred on the surface of the glove)</i></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these should be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>Vehicles &amp; Drivers</u></b></p> <p>Where possible persons should not share vehicles or cabs, where suitable distancing cannot be maintained or alternative mitigations cannot be achieved.</p> <p>Ensure regular cleaning of vehicles.</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work -</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p><i>(For more information see - <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> )</i></p>			
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		<p><b><u>Working from Home</u></b> <b><u>Working From Home</u></b></p> <p>For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly.</p> <p><a href="http://www.hseni.gov.uk/publications/mental-well-being-work-working-home">www.hseni.gov.uk/publications/mental-well-being-work-working-home</a></p> <p><b><u>Mental Health</u></b> Management should promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help (For more information see - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a> )</p>	<p><i>There is no increased risk for people working at home temporarily (ie expected to return to work when risk from covid is reduced) but if this arrangement becomes long term the risks should be assessed in line with legislation.</i></p> <p>(For more information on working from home see <a href="https://www.hse.gov.uk/toolbox/workers/home.htm">https://www.hse.gov.uk/toolbox/workers/home.htm</a> )</p> <p>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.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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**Additional Identified Risks:**

EXAMPLE

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EXAMPLE