

COVID – 19 Risk Assessment	
Date assessment carried out:	18 th May 2020
How was the risk assessment done:	<p>Following the advice at www.hse.gov.uk/simple-health-safety/risk</p> <p>Following the advice at www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p> <ul style="list-style-type: none"> • Walking around the office, noting things that might pose a risk • Checked the HSE advice on employees with disabilities: www.hse.gov.uk/disability • Checked the HSE advice on expecting mothers: https://www.hse.gov.uk/mothers • Talked to employees and listen to their concerns <p>It has been noted what was already being done to control the risk and a record was made of any further actions required.</p> <p>*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.</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 *Coronavirus	Staff Visitors Cleaners Contractors Vulnerable groups (elderly, pregnant and those with existing underlying health conditions) Anyone else who physically comes in contact with another person at the College	<u>Hand washing</u> Providing hand washing facilities with soap and hot water Providing disposable paper towel for drying of hands Stringent hand washing guidance See hand washing guidance – https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Providing hand gel sanitisers around the offices, corridors and next to the lifts.	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. Employees to be reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. Posters, leaflets and other materials available for display.	Staff Visitors	From now on Ongoing	18 th May 2020
Same as above	Same as above	<u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in	Rigorous checks will be carried out by line managers and HR to ensure that the necessary	Cleaner	Ongoing	18 th May 2020

		<p>areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Antibacterial wipes and antibacterial cleaning products are available for staff to use on their equipment (keyboard, phone, mouse, printer etc).</p>	<p>procedures are being followed.</p> <p>Staff to be reminded to wipe their desks and equipment regularly.</p>	Staff		
Same as above	Same as above	<p><u>Social distancing</u></p> <p>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</p> <p>Taking steps to review work schedules including start and finish time/shift patters, working from home etc. to reduce number of staff on premises at any one time.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing to be adhered to in</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Staff to travel at off-peak.</p>	Staff Visitors	Ongoing	18 th May 2020

		<p>common areas.</p> <p>Sneeze guards are provided at the reception area and at the workstations when individuals are within 6 feet or closer to each other.</p>				
Same as above	Same as above	<p><u>Wearing of gloves</u></p> <p>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.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Staff Cleaner</p>	<p>Ongoing</p>	<p>18th May 2020</p>
Same as above	Same as above	<p><u>PPE</u></p> <p>Face masks and face shields are available to staff.</p>	<p>Staff and visitors to be reminded of using a face covering in public to minimize the risk of transmission of COVID-19.</p>	<p>Employees Visitors</p>	<p>Ongoing</p>	<p>18th May 2020</p>
Same as above	Same as above	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature or loss of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Staff Managers</p>	<p>Ongoing</p>	<p>18th May 2020</p>

		<p>contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and was recently on our 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.</p>				
Same as above	Same as above	<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	Regular communication of mental health information and open door policy for those who need additional support.	<p>Managers</p> <p>HR</p> <p>Designated Mental Health Champions</p>	Ongoing	18 th May 2020

The Covid-19 Risk Assessment is shared with all staff using email communication.

The Covid-19 Risk Assessment will be reviewed whenever there are any significant changes in government guidance.