

# RISK ASSESSMENT: Safe working Covid 19



<b>Activity</b>	Working at CHL reduction of the spread of Covid 19 within the work place
<b>Tools/equipment used</b>	N/A

<b>Hazards</b>  <i>(List what will cause harm)</i>	<b>Who might be harmed &amp; how?</b>	<b>Control measures and precautions already in place</b>  <i>(List what Orwell are already doing)</i>	<b>Severity of injury</b>	<b>Likelihood</b>	<b>Risk score see below</b>	<b>What further action will be taken?</b>
						<i>(By whom &amp; when)</i>
Unnecessary spread of Spread of Coronavirus	<ul style="list-style-type: none"> <li>•Staff</li> <li>•Tenants</li> <li>•Contractors</li> <li>•Drivers</li> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to the business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and hot water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Paper towels are supplied for drying of hands</li> <li>• Gel sanitisers are provided in any areas where washing facilities not readily available such as photocopiers and desks.</li> </ul> <p><b>Communication</b></p> <p>Teams will communicate on a day by day basis using teams, workplace or for a socially distances meeting in the garden if booked.</p>	4	1	4 low	<p>Staff to be reminded on a regular basis to wash their hands for at least 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.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>
		<p><b>Cleaning and toilets</b></p> <p>Frequently of cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, walls etc this will be done by using appropriate cleaning products and methods.</p>	4	2	8 low	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed via e mail photos if required.</p>

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		<p>Increased frequency of cleaning. All toilets will be cleaned at lunch time and in the evening, staff are reminded to sanitise hands before and after using toilets, please make sure only one person uses the toilet each time and the sign on the toilet is placed to “occupied”.</p> <p>Each desk has been provided with a cleaning station, so all desks can be sanitised, new cloths to be used each day to prevent cross contamination, waste will be disposed of in sealed bags on site after being stored for 72 hours.</p> <p><b>Social Distancing</b> Social Distancing -Reduced the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the government desks are bookable via teams for 3-hour slots, staff will not be accommodated if they turn up without booking a slot.</p> <p>Reviewed work schedules including start &amp; 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 if needed.</p> <p>Redesigned processes to ensure social distancing in place, all staff must follow the one-way system that is clearly marked on the floor by arrows.</p> <p>Conference calls can be used instead of face to face meetings.</p>	4	2	8 low	<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>Remind staff to keep their distance</p> <p>If staff are approached where social distancing is not being adhered to, then staff must leave area immediately and continue their duties elsewhere.</p>
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		<p>Ensuring sufficient rest breaks for staff.</p> <p><b>Wearing of Gloves</b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these are provided. Staff are instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <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>	4	1	4 Low	<p>Regular communication of mental health information and open-door policy for those who need additional support via phone or e mail and workplace if needed.</p>

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Assessed by: Simon Bennett, Head of Estate Services

I have read this risk assessment (or it has been explained to me). I understand the hazards involved with this job and the precautions put in place for my health and safety and that of others.

PRINT NAME	SIGNED	DATE

Worst Case Outcome (a)				Likelihood/Probability (b)				Risk Rating (a x b)		
Fatal	Major Injury	Minor Injury	No Injury	Likely	Probable	Possible	Unlikely	High	Med	Low
4	3	2	1	4	3	2	1	>16	12-15	1-11