



## **COVID WORKPLACE RISK ASSESSMENT**

**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.**

Consider SoulPad's unique circumstances when checking hazards. To keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm>

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Staff Visitors to the premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<b>Hand Washing</b> Hand washing facilities with soap and water in place.  Stringent hand washing taking place. See hand washing guidance. <a href="#">How to wash your hands</a>  Drying of hands with disposable paper towels.  Staff encouraged to protect the skin by applying emollient cream regularly <a href="#">Emollients</a>	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. 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.  Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="#">Health surveillance - Skin at work: Work-related skin disease</a>			

		Gel sanitisers in any area where washing facilities not readily available			
		<p><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.</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Posters, leaflets and other materials are available for display. <a href="#">Working safely during coronavirus (COVID-19) - Guidance - GOV.UK</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>		
		<p><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 <a href="#">COVID-19: guidance on social distancing and for vulnerable people</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce the</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>		

		<p>number of workers on site at any one time. Also relocating workers to other tasks.</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>Ensuring sufficient rest breaks for staff.</p>				
		<p><b><u>Wearing of Gloves</u></b>  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><b><u>Drivers</u></b></p>				

		When travelling to/from Foulger, staff should not share vehicles where suitable distancing cannot be achieved.				
		<p><b><u>Mental Health</u></b>  Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -  <a href="#">Coronavirus and your wellbeing   Mind, the mental health charity - help for mental health problems</a></p>	Regular communication of mental health information and open door policy for those who need additional support.			