



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.

This is a **generic Risk Assessment** for dealing with the current Covid-19 situation in the offices. This risk assessment works along side other health and safety risk assessments in place and does not mean health and safety has changed.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who and when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to the offices • Cleaners • Contractors • Delivery 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 	<p>Hand Washing and respiratory hygiene</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly after consultation with their GP • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available • Tissues readily available for respiratory hygiene, tissues to be placed into small (dog poo) bags and tied before placing in bins 	<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. 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>If no tissues to sneeze or cough into the crook of their arm / elbow</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public</p> <p>Posters, leaflets and other materials are available for display.</p>		



	<p>Cleaning</p> <p>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 and toilets, using appropriate cleaning products and methods.</p> <p>Frequent cleaning means – if 1 person is alone in the building/office, they are to clean on arrival and departure. If more than 2 people – to clean all high-risk areas on arrival, midday and the last person to depart to clean before leaving.</p> <p>Staff will be responsible for their own work space, they will clean the equipment they use on arrival, midday and departure each day, ensuring they leave a clean and tidy work area at the end of the day.</p> <p>All waste on desks and in bins are to be emptied at the end of the day as staff leave.</p> <p>Social Distancing</p> <p>Social Distancing – We have reduced the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>We will continue to monitor individuals in the offices to ensure the amount of individuals does not compromise the 2 metre distance rules</p> <p>We will continue to have a small staff team to man the phone and operate the offices. This will not increase or change without further risk assessments</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Managers to ensure staff are adhering to the cleaning process.</p> <p>Specific cleaning guidance below to be followed if there has been an individual with suspected or confirmed COVID 19 in the office or building https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings (this guidance is for office areas only, not for healthcare areas)</p> <p>Printer/photocopier to be wiped down after each use, staff to print all at once where possible, and limit the use</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>Adhere to the guidance https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work</p> <p>In an emergency, people do not need to leave a 2m space, if it would be unsafe. Good Hand hygiene and Respiratory hygiene to continue once emergency has concluded</p>		
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