



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.

Sites applicable:

Flixton Head Office / Heywood Branch / Elland Branch / Bristol Branch **CLOSED / Liverpool Branch / East Midlands branch / Doncaster Branch / London Branch / Onsite Portakabin at TJ Morris / Onsite Portakabin at JD Sports Ltd**

Reviewed 28th July 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your 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 	<p><u>Entrance & Exit Protocols</u></p> <ul style="list-style-type: none"> • Designated entrances and exits where possible • Ant bacterial gel and wipes and self-testing thermometers in place at every entrance <p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand driers for drying of hands • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular basis to wash their hands for 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 - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. 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>	Senior Management Team Facilities Manager All Employees	13/3/20	✓

		<p>Facilities</p> <ul style="list-style-type: none"> • Restricted use of communal kitchen facilities • Unlimited Bottled water available for all staff • Flasks provided to all staff to bring own hot drinks <p>Cleaning</p> <ul style="list-style-type: none"> • 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. • Personal workstation cleaning materials provided • Hot desk cleaning protocols <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 1-metre gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other floors or premises.</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>18/6/20</p> <p>18/3/20</p> <p>13/3/20</p>	<p>✓</p> <p>✓</p> <p>✓</p>
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