

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.

Reviewed 24th February 2022

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</u></p> <ul style="list-style-type: none"> • Contact points on doors cleaned regularly <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><u>Visitors</u></p> <ul style="list-style-type: none"> • Must be prebooked before visit • No general admission without appointment <p><u>Cleaning</u></p>	<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>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Screensavers on repeat</p>	<p>Senior Management Team</p> <p>Facilities Manager</p> <p>All Employees</p>	<p>Already in place</p> <p>Already in place</p> <p>Already in place</p>	<p>✓</p> <p>✓</p> <p>✓</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</p> <ul style="list-style-type: none"> No longer required but staff are encouraged to practice their own personal preference. <p>Positive Covid-19 Case</p> <p>Any member of staff who tests positive for COVID-19 must isolate at home and not return until they have a negative test. Anyone isolating can work from home but only if they are well enough to do so and can perform their duties. If you are in close contact with someone who tests positive but have no symptoms then you are not required to isolate.</p> <p>Vulnerable People</p> <p>Any person that are deemed venerable to COVID-19 will permitted to work from home until a time they are comfortable to return to the office. If outbreaks occur, then they will be encouraged to not return to the office until this has passed.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. This will include the Huddle as a method of communication</p>		<p>Already in place</p> <p>24/02/2022</p> <p>24/02/2022</p> <p>Already in place</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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