**Heathcock Covid-19 Risk Assessment**

**04.07.2020**

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.

**What is the hazard?** Spread of Covid-19 Coronavirus

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who might be harmed?** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| * **Staff** * **Visitors to premises** * **Cleaners** * **Contractors** * **Drivers** * **Vulnerable groups –** Elderly, Pregnant workers, those with existing underlying health conditions * **Anyone else who physically comes into contact with you anyone in relation to the business** | **Hand Washing**   * 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/> * Gel sanitisers in any area where washing facilities not readily available   **Cleaning**  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.  **Social Distancing**  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  <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>  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 tasks.  Redesigning processes to ensure social distancing in place.  Ensuring sufficient rest breaks for staff.  **Wearing of Gloves**  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.  **PPE**  *Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours*  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>  **Deliveries**  Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference  <https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>  COVID-19-guidance on freight transport.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)  **Emergency Procedures**  In unexpected or emergency situations, risks relating to breaches of social distancing must be mitigated. This is to be achieved by the calling of Emergency Services when necessary. | 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.  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>  Staff will wash or gel sanitise hands between serving each customer / handling a customers plates / glasses etc  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  All tables / seating will be disinfected between groups dining or eating.  Toilets will be checked / cleaned on an hourly basis by staff members. Antibac wipes will be made available to encourage customers to wipe down surfaces after themselves.  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.  Internal communication channels and cascading of messages through managers will be carried out regularly to reassure and support employees in a fast-changing situation.  Front of house staff will be either behind the bar or customer facing, and will remain in the same place for the whole shift.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  Staff to use paper towels to avoid touching hot plates in place of gloves which could be dangerous.  All staff will be given several washable face masks with removable inserts. Staff to take home and wash masks at the end of each shift.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Communicate with companies who deliver to us to ensure welfare facilities will be available to our drivers. Delivery drivers to leave parcels outside and avoid coming in to the building in order to protect staff.  Regular communication of mental health information and open door policy for those who need additional support.  Manager on duty is to actively risk assess the ongoing situation. If it is assessed that dealing with the issue on site using staff members would put them at unnecessary risk of Covid-19 transmission, the Emergency Services must be called to deal with the issues. | Manager to communicate measures to each staff member.  Manager to ensure that there are adequate handwashing and drying supplies in place.  Manager on shift to complete an initial cleaning schedule.  Manager to communicate social distancing measures to staff before re-opening and remind all staff of responsibilities hourly when on shift.  Manager to instruct on glove use, frequency of changing and safe disposal.  As above relating to face coverings.  All staff to complete a return to work form prior to re-opening and to report any symptoms verbally to manager.  Signs will be placed outside for delivery drivers.  Managers will operate an open door policy to all staff members.  Manager on duty at the time of the incident. | By the re-opening date of 13th July 2020  At the beginning of each working day and at regular intervals throughout the day.  Schedule to be completed for re-opening and completed on an hourly basis / between sittings.  Staff to be notified prior to re-opening and on an hourly basis while on shift.  Staff instructions to be carried out prior to re-opening and on an hourly basis while on shift.  As above relating to face coverings.  Return to work form to be completed prior to re-opening.  Symtom reporting to happen immediately as symtoms are shown.  To be in place by the time we re-open.  Ongoing.  Ongoing, but training to be given prior to opening. |  |