Covid-19 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.

Who might be harmed?

- 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.

What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Public Health guidance on the use of Personal Protective Equipment (PPE) 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. **Hand Washing** - Hand washing facilities with soap and water in place. - Stringent hand washing taking place. - See hand washing guidance posters. - Drying of hands with disposable paper	Also reminded to catch coughs and sneezes in tissues and to follow '**Catch it, Bin it, Kill it**.' As well as to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. 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	TM - adequate hand washing facilities in place. Guidance posters and info communicated to all staff. Paper towels available. Gel sanitisers available. Barrier cream provided in the works area.	7/1/2021	All areas have been reviewed by the senior management team. Complete

Spread of Covid-19 Coronavirus	towels. • Staff encouraged to protect the skin by applying emollient cream regularly • 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 and reception area; using appropriate cleaning products and methods. Nano septic touch pads have been introduced on all touch door areas. **Social Distancing** Social Distancing: Reducing the number of persons in any work area to comply with the two-metre (2 metre/6.5 foot) gap recommended by the Public Health Agency. Taking steps to review work schedules including start and 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.	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 To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Robust continuous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Daily audits will be carried out and forwarded onto Group HSE at the end of each working week for review. Staff to be reminded on a daily basis of the	TM – Works cleaners clean all surfaces twice a day. Posters and information displayed as required. TM - social distancing is implemented and audited daily. Numbers of people working on site are reduced naturally due to the changing of shop floor shift patterns Along with staff who are working from home.	7/1/202	All areas have been reviewed by the senior management team. Complete

| Spread of Covid-19 Coronavirus | Redesigning processes to ensure social distancing in place.

Mandatory wearing of face masks when working less than Two meters has now been introduced.

Canteen facilities are provided with the two meter rule being applied to table and chair locations.
Ensuring sufficient rest breaks for staff.

Social distancing also to be adhered to in the smoking area.

Work area one way systems introduced along with the repositioning of desk stations and the introduction of Perspex screens.
Conference calls to be used instead of face to face meetings. | importance of social distancing both in the workplace and outside of it.
Management checks to ensure this is adhered to.
3 ply face masks are being provided

Marking out desks and work areas with tape to outline the two metre distancing.
Fix physical barriers between work stations.

TV Zoom conferencing in now in place with facilities to do this having been provided. | Desks have been removed in order to ensure social distancing is possible.

Social distancing is in place in smoking areas also canteen areas currently open

All work stations have been assessed with appropriate screening having been put into place. | 7/1/2021 | All areas have been reviewed by the senior management team

Complete |
| | **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. | Staff to be reminded that wearing of gloves is not a substitute for good hand washing. | TM - All PPE is readily available with posters detailing the different types of gloves used. | 7/1/2021 | Complete |

| Spread of Covid-19 Coronavirus | **RPE**

Where Respiratory Protective Equipment (RPE) is a requirement for risks associated with the work undertaken the following measures will be followed:

Tight-fitting respirators, such as disposable FFP3 masks and reusable half masks, rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.

Public Health guidance on the use of Personal Protective Equipment (PPE) 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. | To minimise the risk of transmission of COVID-19 during face-fit testing, the following additional measures should be carried out:

Both the fit tester and those being fit tested should wash their hands before and after the test.

Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).

Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.

Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF).

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. | RPE is not required for any task work in Bel Engineering

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Spread of Covid-19 Coronavirus	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.	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. New communication has been given to the works by the CEO Richard Turner	TM - Symptoms have been under observations since the outset of COVID-19 and continue to be so. PHE will be followed in the event that an employee displays any symptoms of the virus.	7/1//2021	Complete
	Drivers 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. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.	TM-communications have been sent out to the main suppliers.		Complete
	Mental Health Management will promote mental health and wellbeing awareness to staff during the		TM - Mental health support and		

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	Regular communication of mental health information and open door policy for those who need additional support.	pathways available through our internal occupational health function. Line managers can refer anyone needing support through the occupational health Lead or HSE Lead.	Ongoing	
Working Safely Measures Carry out a check of your Covid-19 "working safely" measures in line with government guidance using the new IFS system.	Implement any measures resulting from the working safely checks against a time bound action plan. Publish the results of the working safely checks using the new format DOC-GRP-XXX	TM - Self assessment complete and all measures implemented. See BE-OSA-001	7/01/2021	Complete