**Undertaking a Risks Assessment of your workplace**

After planning the important issues about health and safety and communicating them to your workforce, the Enterprise Response Team can conduct a Risk Assessment of their workplace. The example below can be used to conduct an assessment of the risks at your workplace.

Each employer should consider his/her own unique circumstances.

The blank worksheet annexed can be downloaded and filled for your company.

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| **What are the hazards?** | **Areas** | **Who might be harmed?** | **Controls Required** | **Additional Controls** | **Action by whom?** | **Action by when?** | **Status** |
| Spread of Covid-19 Coronavirus |  |  |  |  |  |  |  |
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| **What are the hazards?**  **Example:** | **Areas** | **Who might be harmed?** | **Controls Required** | **Additional Controls** | **Action by whom?** | **Action by when?** | **Status** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Spread of Covid-19 Coronavirus | **Reception** | * **Staff** * **Visitors to your premises** * **Cleaners** * **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** | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * Paper towels/hand dyers for drying of hands * See hand washing guidance. * Gel sanitisers in any area where washing facilities are 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 gap recommended by the Ministry of Health  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.  Conference calls to be used instead of face to face meetings.  Ensuring sufficient rest breaks for staff.  Social distancing also to be adhered to in canteen/mess area and smoking areas.  **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  Where PPE is a requirement for risks associated with the work undertaken the following measures will be applied:  Tight-fitting respirators (such as disposable 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 can protect the wearer.  Wearers must be clean shaven.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace he/she 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 was recently in your premises **(including where a member of staff has visited other work place premises)** the management team of the workplace will contact the Ministry of Health to discuss the case, identify people who have been in contact with him/her and will take advice on any actions or precautions that should be taken.  **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](about:blank)  .  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  **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/](about:blank)  [www.hseni.gov.uk/stress](about:blank)  Suspect cases at the workplace  Employers should request their affected employees to:   * Monitor their health, including doing temperature checks at least twice daily * Adopt good personal hygiene; and * See a doctor immediately if they are unwell, and inform their supervisors or the HR department immediately. * They should stay at home on sick leave even if they feel that their symptoms are mild.   When updated of the outcome of the tests for the suspect case, the employer should also notify other employees of the outcome.  **What to do if there is a confirmed case at your workplace**  If someone at the workplace is a confirmed case, MOH’s contact tracing officers will engage the employer to identify any persons at the workplace, including business associates, who may have had close contacts with the confirmed case. Employers should cooperate with the contact tracing officers and provide them with the necessary assistance and support. | 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, 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) important to remind everyone of the public health advice  Posters, leaflets and other materials are available for display.  Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed.  Staff to be reminded on a daily basis of the importance of social distancing both at the workplace and outside.  Management checks to ensure this is adhered to.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing.    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.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Communicate with companies you deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.  Regular communication of mental health information and open-door policy for those who need additional support. |  |  |  |
|  | **Mess room or canteen** | * **Staff** * **Visitors to your premises** | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * Paper towels/hand dyers for drying of hands. * Refer to information provided above on hand washing guidance.   **Handwashing**  **Cleaning**  **Social Distancing**  Social distancing also to be adhered to in canteen/mess area. |  |  |  |  |
|  | **Open office** | **Staff** | **Social Distancing**  Take 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 consider relocating workers to other tasks.  Redesign processes to ensure social distancing is in place.  Conference calls to be used instead of face to face meetings.  Ensuring sufficient breaks for staff. |  |  |  |  |