

## COVID-19 RISK ASSESSMENT

### **Introduction**

COVID-19 is primarily transmitted from symptomatic and asymptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces.

### **Controls**

- Stopping all non-essential business travel.
- Stopping all non-essential visitors to site – COVID risk assessment required for all essential contractors before allowed on site, and records kept.
- Employees made aware of symptoms - new continuous/persistent cough, high temperature, loss of taste and/or smell, headache, sore throat or runny nose – informed to stay at home or sent home to self-isolate.
- Additional hygiene measures introduced – hand washing – catch it, bin it, kill it slogan for coughs & sneezes or use of crook of arm.
- Signage erected for hand washing and social distancing.
- Purchases of hand sanitiser, additional soap etc.
- Additional cleaning introduced, hand rails, door handles, common surfaces etc.– cleaners hours extended in order to incorporate – supplies available for employees' use.
- Minimising numbers at internal meetings and use of Microsoft teams etc. software.
- Propping open doors and removed gates where practical.
- Introducing one-way systems where possible.
- Social distancing where possible – if not minimising time and use of PPE.
- Control Rooms – restricted numbers, social distancing where possible, use of face coverings and cleaning aids supplied.
- Fork Lift Trucks – cleaning equipment available for shift change-over.
- Kitchen/Canteen areas – restricted access/reduced numbers, staggered breaks.
- Lateral flow test kits made available – recommend test at least once per week.
- Manufacture of hand sanitiser.
- Supply of face coverings to everyone.
- Advice for First Aiders during Covid-19 pandemic.
- Regular senior management team meetings and subsequent updates/bulletins to employees.
- Risk assessment displayed on notice boards, intranet & internet.
- If contacted by NHS Track and Trace or Covid 19 app, employees must follow Government advice, and notify line manager – line manager will then determine if there were any close-contacts and the need for anyone else to self-isolate.
- Following a positive Covid test result, notify line-manager, who will then determine if there were any close-contacts and the need for anyone else to self-isolate.
- Purchase and use of fogging machine for additional cleaning and disinfection of communal areas.
- Signage refreshed periodically to ensure message remains visible and current.