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**COVID – Workplace Risk Assessment**

**Date Completed: 14/05/2020**

**Review timescales - minimum monthly or if a significant change in control measures introduced by Government**

**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.**

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| Spread of Covid-19 Coronavirus  Vehicle breaking down on way to site, with limited recovery response | * Staff * Visitors to Combe Estate * 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 | **Hand Washing**  Hand washing facilities with soap and water in place.  Stringent hand washing taking place.  See hand washing guidance.  Drying of hands with disposable paper towels.  Gel sanitisers in any area where washing facilities not readily available including all vehicles  **General Controls**  Avoid signing bits of paper and handing them between individuals – prepare and exchange relevant documentation electronically where possible  Do not touch outside of units/vehicles when taking gloves off and wash/sanitise hands before touching face or getting into vehicle or machine  Avoid sharing transport with others and use your own vehicle to access site  Ensure that you have hygiene facilities available in your vehicle before leaving for a delivery/site visit. This can either be a wash-basin where fitted, or hand sanitiser gel.  **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  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 during breaks and in vehicles.  **Office Area**  Access to be restricted to 2 people at any one time and adhering to the 2m social distance guidance – don’t sit face to face and ensure regular cleaning of shared equipment takes place.  **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.  **Wearing of Masks**  There is very little evidence of widespread benefit from the use of masks however masks are available for staff use if the staff member wishes to wear one. The user should dispose of their own mask daily by double bagging in smaller bag before being placed in the bin.  **Mitigation of Risk**  Where work cannot be carried out in line with 2m social distancing guidelines employees can work side by side or facing away from each other – as opposed to face to face. Where possible this will be restricted to 15 minutes or as short a duration as possible.  **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 observesocial 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/>  **Forestry, Farm, Gardener and Gamekeeper**  Procedures in place for Drivers to ensure adequate welfare facilities available during their work.  Staff should not share vehicles or cabs, where suitable distancing cannot be achieved.  All servicing and non-essential repairs are suspended until further notice. You must therefore check that the vehicle you plan to use is in serviceable condition (including tyres, fluids, brakes etc.) and that it has a current MOT.  Plan routes wisely and try to avoid forest roads where a vehicle may suffer damage to tyres or undercarriage – aim to eliminate the risk of damage or breakdown before leaving the office with good planning.  Park vehicles sensibly on-site to ensure they don’t get stuck and don’t hinder other vehicle movements. Also take consideration of locations for turning and reversing, including with trailers  Carry essential provisions in the vehicle to anticipate potential for long waits for help or recovery – this should include food, water, flashlight, first aid kit, phone, battery charger.  All those attending site visits MUST leave a clear message of task, route, location, who you’re meeting, and what you’re doing.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. | 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.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice  Posters and HSE Guidance on Working safely during COVID-19 in construction and other outdoor work is available for all staff to refer to  Identify staff who will be conducting deliveries and face-to-face meetings and ensure they have necessary hygiene materials, including hand wash/ sanitiser and tissues  Checks will be carried out by line 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 in the workplace and outside of it.  Management checks to ensure this is adhered to.  Frequent cleaning of hands and office equipment to be carried out by staff particularly on entering and before leaving the office.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  Internal communication channels and cascading of messages through 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.  Records maintained of those who are isolating or who develop symptoms at work.  For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation of 7 days minimum should be exercised immediately and management informed.  Should staff members live with someone who is displaying new symptoms themselves, the staff member should self isolate for 14 days.  Communicate with customers/suppliers we deliver to/from to ensure that provision is made for delivery to be made safely and with minimal risk to driver and customer. No cash or cheques to be received, payments to be made via bacs.  Daily vehicle inspections to take place prior to work commencing.  Regular communication of mental health information and open door policy for those who need additional support. |  |  |  |

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| **Date Reviewed** | **Summary of Changes** |
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By signing below, I acknowledge that I have read and understood the contents of the COVID-19 Workplace Risk Assessment and will adhere to it’s recommendations.

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| **Name** | **Signature** | **Date Read** |
| Richard Marker |  |  |
| Nelly Marker |  |  |
| Karissa Marker |  |  |
| Justin Lascelles |  |  |
| Trudi Craig |  |  |
| Matthew Morgan |  |  |
| Jane Harris |  |  |
| Simon Fuller |  |  |
| John Harris |  |  |
| Louis Groves |  |  |
| James Cleal |  |  |
| David Greenaway-Rowe |  |  |