

**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.**

This is a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is a continually evolving pandemic which we cover all current scenarios and each employee should consider their each unique circumstances. To keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm>

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action & Owner?	Target Date?	Confirm
Spread of Covid-19 Coronavirus	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 our business	<p><b>Hand Washing</b></p> <p>Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>	<p>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, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a> To help reduce the spread of coronavirus (COVID-19) reminding everyone of the</p>	Employee Working Differently Document to be generated	12/05/20	Complete
		<p>Drying of hands with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p>		Line managers to advice employees to contact NHS 111 immediately	11/05/20	Complete

		<p>Staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p><b>Cleaning</b> 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.</p> <p><b>Social Distancing</b> 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</p>	<p>public health advice - <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>All employees to have own bottle of hand sanitiser. Unit's A &amp; C to have Hygiene centres to be set up, to include pumped refills.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Introduction of 1 minute training and site wide posters.</p> <p>All employees to follow guidelines set out in the Working differently guidance.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	<p>As per guidance</p> <p>All items to be captured in Edgetech's WDP</p> <p>Purchase of items &amp; signage, and installation of Hygiene centres JB</p> <p>Include in the Working Differently doc</p> <p>Signage to be installed on desk, office, warehouse &amp; production areas. WDP issued to all employees and recorded test</p>	<p>12/05/20</p> <p>12/05/20</p> <p>12/05/20</p> <p>14/05/20</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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	<p>Taking steps to review work schedules including staggered start &amp; 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.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Social distancing also to be adhered to in company car parks</p> <p><b><u>Wearing of Gloves</u></b> 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</p>	<p>All un-furloughed staff to be communicated to with regards to changes in start &amp; finish times</p> <p>One way systems to be implemented where practicably , 2 metre apart taping of floor areas, signage &amp; high barriers to be installed</p> <p>Skype &amp; Microsoft meetings to be utilised</p> <p>Staggered breaks to be implemented</p> <p>2 metre distancing Markings &amp; signage to be install. Policy added to WDP</p> <p>Review current parking process.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Contract changes where applicable to be sent out to employees as &amp; when required, with full approval before return.</p> <p>Signage to be installed on floor areas. Perspex barriers in place along with additional being installed</p> <p>All Meetings now carried out via Skype</p> <p>Included in WDP</p> <p>Included in WDP.</p> <p>Implement 100% reverse parking policy &amp; communicate to all employees.</p> <p>Surgical Gloves to be made available &amp; kept in Hygiene Stations for all to access</p>	<p>14/05/20</p> <p>08/05/20</p> <p>01/05/20</p> <p>14/05/20</p> <p>14/05/20</p> <p>14/05/20</p> <p>11/05/20</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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	<p>carefully to reduce contamination and how to dispose of them safely.</p> <p><b>RPE</b> <i>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</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>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.</p> <p>Wearers must be clean shaven.</p>	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>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).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>	<p>All RPE that is used on site that requires face-fit testing, Edgetech UK Ltd have a full list of all employees training</p> <p>Wipes to be made available for cleaning of all employees carrying out task that are all Fit Test Mask</p> <p>Nil task on site require Face Fit Mask due solely to Covid-19</p> <p>Disposable mask and reusable full face visors to be made available to all employees &amp; stored in Hygiene Centres</p>	<p>01/05/20</p> <p>01/05/20</p> <p>01/05/20</p> <p>11/05/20</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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	<p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Deliveries into our site</p> <p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - <a href="https://www.hse.gov.uk/search/search-results.htm?gsc.q=wellbeing#gsc.tab=0&amp;gsc.q=wellbeing&amp;gsc.page=1">https://www.hse.gov.uk/search/search-results.htm?gsc.q=wellbeing#gsc.tab=0&amp;gsc.q=wellbeing&amp;gsc.page=1</a></p>	<p>Include guidelines in the Working Differently Practices</p> <p>Allow delivery drivers into Edgetech full access to welfare facilities.</p> <p>Control system to be put in place limiting the areas drivers access to the goods in warehouse</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Edgetech offers all employees access to the following EAP system. AXA</p>	<p>Issued to all un-furloughed employees</p> <p>Process in place and to be adhered to. JS to re-iterate to Warehouse Team</p> <p>Posters displayed around site, weekly communication sent to all employees. All, GC</p>	<p>Ongoing</p> <p>18/05/20</p> <p>21/05/20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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