

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 our Risk assessment for Pinny N Press

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Staff Visitors to your premises Cleaners Contractors Drivers <u>Vulnerable groups</u> Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business	<u>Hand Washing</u> - Hand washing available with soap and water in place. - Stringent hand washing taking place. Entering places of work and regularly inbetween cleaning rooms. - See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ - Drying of hands with disposable paper towels or keeping a seperate towel just for themselves. - Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ - Gel sanitisers supplied and available where washing facilities not readily available	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. Tissues will be made available throughout the workplace. Encourage staff to report any skin 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 - https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets and other materials are available here: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19	N.P.	1-7-20	Yes

		<u>Cleaning</u> 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. Using our specially formulated Covid19 product on all touch surfaces. <u>Social Distancing</u> 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 https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people 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.	Checks will be carried out by managers to ensure that the necessary procedures are being followed. Staff to be reminded regularly about the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Also all our measures will be discussed with each client before resuming our services with them.			
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		Ensuring sufficient rest breaks for staff. <u>Wearing of Gloves</u> 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. <u>Wearing masks and Visors</u> Staff are asked to always wear masks when entering a client's house. Then can remove the masks while cleaning only if the client is not in the room with them. Clients are requested to ideally not be in the room while staff are cleaning. However if this is not possible due to disability or health problems staff will continue to wear a mask and if we have to get within 2 metres of the client then staff will wear visors also. <u>Symptoms of Covid-19</u> 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. If this occurs before the working day staff must report this to their line manager and time off will be arranged. Managers will maintain regular contact with staff members during this time.	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.			
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		www.hseni.gov.uk/stress	Regular communication of mental health information and open door policy for those who need additional support.			