

This RA outlines the current risks now apparent with the Covid19 pandemic. It should be used in conjunction with “Method Statement - Managing the risk of COVID-19 in the workplace” to tie together the operational specific ways of alleviating the risks outlined below.

Hazard	Who is at risk?	Controls required	Additional Controls	Action by?	Action by when?
Transmission of COVID-19 Coronavirus	<ul style="list-style-type: none"> - Staff - Subcontractors - Clients and visitors - Cleaners - Delivery operatives 	<p>Hand Washing</p> <ul style="list-style-type: none"> - Hand washing facilities with soap and water in place. - Stringent hand washing taking place. - 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. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ - Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ - Gel sanitisers in any area where washing facilities not readily available 	<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, 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 https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>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</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>See COVID-19 Method Statement for context specific to Spiritland Productions facilities.</p>		

Transmission of COVID-19 Coronavirus	<ul style="list-style-type: none"> - Staff - Subcontractors - Clients and visitors - Cleaners 	Cleaning <ul style="list-style-type: none"> - Frequently cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, shared operational equipment using appropriate cleaning products and methods. 	<p>Rigorous checks will be carried out by on duty engineer to ensure that the necessary procedures are being followed.</p> <p>See COVID-19 Method Statement for context.</p>		
Transmission of COVID-19 Coronavirus	<ul style="list-style-type: none"> - Staff - Subcontractors - Clients and visitors - Cleaners - Delivery operatives 	Social Distancing <ul style="list-style-type: none"> - Reducing the number of persons in any work area to comply with the 2-metre 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. (8x8 Virtual Office) - Ensuring sufficient rest breaks for staff. 	<p>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.</p> <p>All staff and visitors to facilities are required to sign a Covid19 Guidance and Contact form on entry.</p> <p>See COVID-19 Method Statement for context.</p>		
Transmission of COVID-19 Coronavirus	<ul style="list-style-type: none"> - Staff - Subcontractors - Clients and visitors - Cleaners - Delivery operatives 	Symptoms of Covid-19 <ul style="list-style-type: none"> - 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 	<p>Internal communication channels and cascading of messages through management structure will be carried out</p>		

		<p>stay at home guidance. Managers will maintain regular contact with staff members during this time.</p> <ul style="list-style-type: none"> - If advised that a member of staff or public has developed Covid-19 and were recently on our facilities (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/ 	<p>regularly to reassure and support employees in a fast changing situation.</p> <p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>See 1.4 of COVID-19 Method Statement</p>		
Transmission of COVID-19 Coronavirus		<p>Drivers</p> <ul style="list-style-type: none"> - Ensure procedures are 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 COVID-19 guidance on freight transport with respect to driving OB vehicles. - Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. 	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to drivers. Allow delivery drivers adequate breaks to allow the use of proper welfare facilities.</p>		

<p>Staff wellbeing as a result of COVID-19 crisis</p>		<p>Mental Health</p> <ul style="list-style-type: none"> - Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ and www.hseni.gov.uk/stress 	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>See 1.4 of COVID-19 Method Statement</p>		
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