

COVID 19 PROCEDURES

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
<p>Catching and the Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff; • Visitors to premises; • Cleaners; • Anyone else who physically comes in contact with you in relation to our business operation either in or outside the office or at home 	<p><u>Hand Washing</u> Hand washing facilities with soap and water in place. Hand washing facilities are available in the toilets and the shower room. (NOTE the showers are out of use).</p> <p>The use of hand sanitiser must take place by all staff or other persons entering the building and any person in the building who sneezes, coughs or the like.</p> <p>Notice on hand washing guidance to be posted at each washing station.</p> <p>Drying of hands with disposable paper towels. Disposable paper towels to be provided at each hand washing station.</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.</p> <p>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.</p>

COOKE AND ARKWRIGHT STAFFING RISK ASSESSMENT

		<p>Staff encouraged to protect the skin by applying emollient cream regularly. This will be encouraged BUT no creams to be provided by C and A due to possibilities of cross contamination and allergies.</p> <p>Gel sanitisers in any area where washing facilities not readily available. Gel sanitisers to be provided to staff carrying out off site visits.</p> <p>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.</p> <p>This to be carried out daily by external contractors who will be subject to a stringent risk assessment and method statements.</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended.</p> <p>In-office movement plans to be introduced and identified on site by visual aids, posters and procedures. This will identify:</p>	<p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme. Any allergic reactions to any soaps or sanitisers to be reported to NHS via 111.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <ul style="list-style-type: none"> • Posters, leaflets and other materials are available for display. • Visual checks will be carried out by Directors when present to ensure that the necessary procedures are being followed. The responsibility to follow the rules set out remain with the individual staff members. • Any non-employees observed not to be following the advice will be asked to leave the premises. • Any staff observed not to be following the advice will be verbally warned and may be subject to disciplinary action.
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COOKE AND ARKWRIGHT STAFFING RISK ASSESSMENT

		<p>Desks that can be used; Routes for movement including one-way markings; Use of toilets; Use of the kitchen; Use of the car park</p> <p><u>Work Schedules</u> Taking steps to review work schedules including start & finish times, working from home etc. to reduce number of staff in the office at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Staff to be encouraged to take breaks from work to attend to personal hygiene.</p> <p><u>Meetings</u> No face to face meetings to be convened in the office. External face to face meetings only to be attended if the achievement of social distancing can be confirmed prior to attendance. The use of Teams/conference calls to be encouraged.</p> <p><u>PPE</u> C and A will adhere to government recommendations in respect of the wearing of PPE.</p>	<ul style="list-style-type: none"> • Staff to be reminded of the importance of social distancing both in the workplace and outside of it via posters. • Internal communication channels and cascading of messages through line 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. • A strict online diary system to be put in place to record the presence of staff in the office that can be used to trace if an outbreak of an infection is reported by a member of staff.
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COOKE AND ARKWRIGHT STAFFING RISK ASSESSMENT

		<p>The following will be made available to staff if requested:</p> <ul style="list-style-type: none">• 3 layer face masks;• Gloves;• Hand sanitisers <p>No guarantees will be given as to the effectiveness of the PPE to prevent catching or the spread of Covid 19 or any other virus.</p> <p><u>Symptoms of Covid-19</u></p> <p>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.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>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), the management 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.</p> <p><u>Driving</u></p> <p>Persons should not share vehicles where suitable distancing cannot be achieved.</p>	
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		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p><u>Use of Public Transport</u> Staff who access the office by public transport to be offered onsite parking. Staff reliant on public transport to be encouraged to work from home.</p> <p><u>Site Visits</u> Site visits only to be undertaken when no other options of achieving an outcome are possible. Staff to consider use of PPE and comply with government recommendations and their own fears. Pre-site assessment to be carried out with either site agent of the persons being met to establish meeting protocols. Social distancing to be adhered to at all times. Hand sanitisers to be used before and immediately after visit. If visiting an occupied premise, the onsite protocols are to be discussed with the agents or other site personnel prior to attendance to ensure compliance can be met. Once on site,</p>	
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COOKE AND ARKWRIGHT STAFFING RISK ASSESSMENT

		any third-party protocols to be strictly adhered to.	
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