

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.

Office & Warehouse Risk Assessment.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Actioned	Done
<p>Spread of the virus</p> <p>Possible transmission of the virus to workers from other workers</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> • virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc 	<ol style="list-style-type: none"> 1. Staff 2. Postal Staff 3. Delivery Drivers 4. Visitors to your premises 5. Cleaners 6. Customers 7. Contractors 8. Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions 9. Anyone else who physically comes into contact with you in relation to your business 	<p><u>1.0 Hand Washing</u></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. <ul style="list-style-type: none"> • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available <p><u>2.0 Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and Fork lift controls using appropriate cleaning products and methods.</p> <p>All deliveries to PCE, Letters, Boxes etc will be placed on the floor by delivery driver or postal staff. These will be left for 1 hour after they are sprayed with a disinfectant by PCE staff.</p>	<p>1.0 Employees to be reminded on a regular basis to wash their hands for a minimum of 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, toilet roll, or kitchen roll will be made available throughout the workplace.</p> <p>2.0 Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Posters, and other materials are displayed.</p>		

people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

3.0 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 England

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 in Canteen, Toilets and smoking areas.

4.0 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.

3.0 Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.

Management checks to ensure this is adhered to.

Must include break times – stagger breaks. At HO, maximum 2 people in canteen. Must clean down tables, kitchen surfaces after use with disinfectant & dry off with paper towels.

Mark out 2-metre distances in canteen.

Sign on door from office areas into warehouse:

Maintain 2m social distancing.

Consider 1-way system between offices & warehouse to minimise contact on stairs.

Use of toilets, hand washing – 1-person at any one time.

4.0 Staff to be reminded that wearing of gloves is not a substitute for good hand washing but gloves must be worn when handling goods delivered by a delivery driver or postal worker before they are disinfected.

		<p><u>5.0 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. Line managers will maintain regular contact with staff members during this time.</p> <p>A record of Visitors to PCE will be kept and this must include the visitors Company and contact Tel no. 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.</p> <p><u>Drivers</u> Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <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>5.0 Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Regular communication of mental health information and open door policy for those who need additional support. Internal communication channels and cascading of messages through line managers will be carried out regularly.</p> <p>Posters – regular hand washing, “Follow Catch it, Bin it, Kill it”, 2m social distancing.</p> <p>Visitors – only essential visitors should be allowed i.e. delivery/collection drivers, postal, maintenance / breakdown.</p> <p>Once available encourage employees to download NHS contact & tracking App.</p>		
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