

**Val Wade Recruitment
Covid-19 Risk Assessment**

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.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Employees • Visitors • Cleaners • Contractors • Anyone who physically visits our office. 	<p><u>Hand Washing</u> Hand washing facilities with soap and water in place. Stringent hand washing taking place.</p> <p>See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels. https://www.nhs.uk/news/lifestyle-and-exercise/paper-towels-may-be-more-hygienic-than-air-dryers/</p> <p>Hand sanitisers gel in areas where washing facilities are not readily available.</p> <p>Employees encouraged to protect the skin by applying emollient cream regularly. https://www.nhs.uk/conditions/emollients/</p>	<p>Display posters promoting hand- washing.</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 or using the hot air dryer (WC). Employees will be informed that they will need to take extra time to dry hands thoroughly when using the hot air dryer.</p> <p>Employees 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>Hand sanitiser gel will be provided on every desk, it will be available to visitors on arrival and will be placed in multiple locations within the office.</p> <p>Employees to continue using own personal hand cream.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/covid-19-coronavirus Put up signs throughout the office to encourage employees to regularly wash or sanitize their hands.</p>	<p>OM</p> <p>Management</p> <p>Management</p> <p>OM / Employees</p> <p>Employees</p>		

		<p><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, desks/tables, meeting rooms, printer, scanner, microwave, kettle by using appropriate cleaning products and methods (Antibacterial spray or antibacterial wipes)</p>	<p><u>Workstations</u> Employees need to ensure that their workstations (desk, keyboard, mouse, office phone, arm rest, handles on pedestal and mobile phones) are regularly disinfected.</p> <p>Avoid sharing telephone handsets and workstations but if this is not possible then ensure that workstations/phones and mouse are disinfected after use. And wash hands.</p> <p><u>Office stationery</u> No sharing of office stationery allowed.</p> <p><u>Lunch breaks</u> Staggering lunch breaks. Only one person will be allowed in the kitchen at any one time to ensure social distancing is adhered to.</p> <p>Encourage employees to bring in packed lunch, with eating and drinking utensils.</p> <p><u>Kitchen</u> Ensuring extremely high hygiene for any food making. Employees will need to thoroughly wipe down kitchen work surfaces before and after use.</p> <p>To avoid cross contamination, employees will need to clean all dishes and utensils thoroughly before use.</p> <p>Rigorous checks will be carried out by Office Manager to ensure that the necessary procedures are being followed.</p>	<p>Employees</p> <p>Employees</p> <p>Management</p>		
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		<p><u>Fire Evacuation</u> All employees must be familiar with the fire evacuation plan</p>	<p>On return to work, employees will be reminded on the fire evacuation safety protocol.</p>	<p>Fire Marshall</p>		