

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 **Risk Assessment** is specifically for dealing with the current Covid-19 situation in the workplace.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Employees</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in</p>	<p><u>Office Rules</u> List of office rules to be adhered to by all employees of RMS.</p> <p><u>Warehouse Rules</u> List of warehouse rules to be adhered to by all employees of RMS.</p> <p><u>Hand Washing</u> Hand washing facilities with soap and water in place.</p>	<p>HR to send out the rules to all employees on returning to the office once finalised.</p> <p>HR to send rules to warehouse employees. Supply Chain Director to ensure all agency staff have been sent the rules prior to commencement of work</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. Also reminded to catch coughs and sneezes in tissues or</p>	<p>HR / Line Manager</p> <p>Line management</p>	<p>On return to the office If working in the warehouse</p> <p>May 2020</p>	<p>Ongoing</p> <p>May 2020</p>

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	<p>contact with you in relation to work</p>	<p>Employees are aware of the importance of frequent hand washing. Drying of hands with disposable paper towels.</p> <p>Correct hand washing technique posters displayed in the toilets and kitchen areas</p> <p>Gel sanitisers in areas where washing facilities not readily available including entry/exit points and on each floor.</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>Warehouse cleaned by cleaners on a daily basis</p>	<p>crook of elbow if tissues are not available— Follow Catch it, Bin it, Kill it.</p> <p>Avoid touching face, eyes, nose or mouth with unclean hands. Tissues made available.</p> <p>Employees to wash hands prior to and after eating, and when entering the kitchen areas before touching appliances.</p> <p>Posters on display around the workplace.</p> <p>Employees requested to clean high frequency touch points</p>	<p>Employees / cleaning company</p>	<p>Daily</p>	<p>Daily</p>
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		<p><u>Social Distancing</u> Review of start / finish times or leaving one floor at a time.</p> <p>Social distancing also to be adhered to in kitchen / toilets / lifts and smoking areas.</p> <p>Revising processes within the warehouse such as the use of a conveyor belt to ensure social distancing can be maintained.</p> <p>No visitors to the office unless essential – 2m social distancing guidelines sent prior to a visit</p> <p>Agency workers and employees to use separate kitchen and toilet areas</p> <p><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. Employees will be instructed on how to remove gloves carefully to reduce</p>	<p>Employees 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.</p> <p>Posters displayed around the office to remind people of 2m distancing and frequent handwashing</p> <p>Where social distancing cannot be maintained advised to work side by side or back to back</p> <p>Employees to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Managers to review work processes and contact HR if risk assessment is required</p>	<p>Management / Employee</p> <p>Line Manager</p>	<p>Daily</p> <p>If required</p>	<p>Daily</p>
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		<p>contamination and how to dispose of them safely.</p> <p><u>Facemasks</u> Where Risk Assessment identifies wearing of a facemask as a requirement of the job, an adequate supply of these will be provided. Employees will be instructed on how to remove facemasks carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough, a high temperature or loss of smell/taste or if they live with anyone who has any of the above symptoms they will be requested to stay at home and to follow the stay at home guidance for self-isolating. Where possible to the employee will work from home.</p>	<p>Employees to be reminded that wearing face masks does not in itself protect you from COVID-19 and that social distancing requirements should still be adhered to, where possible.</p> <p>Managers to review work processes and contact HR if risk assessment is required</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees.</p> <p>Line managers / HR will offer support to employees who are affected by Coronavirus or has a family member affected.</p>	<p>Line manager</p> <p>Line manager / HR</p>	<p>If required</p>	
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		<p>Line managers / HR will maintain regular contact with employees during this time.</p> <p>If advised that a member of employees 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 inform HR 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>Drivers can access welfare facilities adhering to social distancing whilst in the warehouse and the maximum person limit in toilet / kitchen</p>		<p>Line manager</p>		
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		<p>areas using the separate toilet and kitchen facilities</p> <p><u>Mental Health</u> Employees are able to access the Employee Assistance Programme if they need support on the current situation</p>	<p>Regular communication with employees who may require support through either their line manager or HR</p>	<p>Line manager / HR</p>		
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