

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>Office Rules List of office rules to be adhered to by all employees of RMS.</p> <p>Hand Washing Hand washing facilities with soap and water in place.</p> <p>Employees are aware of the importance of frequent hand washing.</p> <p>Drying of hands with disposable paper towels.</p>	<p>HR to send out the rules to all employees on returning to the office once finalised.</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 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.</p> <p>Tissues available throughout the workplace.</p>	<p>HR / Line manager</p> <p>HR / Line managers</p>	<p>On return to the office</p> <p>May 2020</p>	<p>May 2020</p>

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	<p>contact with you in relation to work</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 office entry/exit points and on each floor.</p> <p>Cleaning</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, reception area using appropriate cleaning products and methods.</p> <p>Employees not to use any other person's laptop / computer / telephone.</p> <p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre</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>Cleaning company requested to attend the workplace more frequently to clean high use areas.</p> <p>Employees requested to clean their own workstations with an antibacterial wipe at the end of each day- including telephones.</p> <p>Employees to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p>	<p>Cleaning Company Employees</p> <p>Managem ent / HR / Employee</p>	<p>Daily</p> <p>Daily</p>	<p>Daily</p> <p>Daily</p>
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		<p>No visitors to the office unless essential – 2m social distancing guidelines sent prior to a visit</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 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>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>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>Line Manager</p> <p>Line manager</p>	<p>If required</p> <p>If required</p>	
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