

**Covid 19 Risk Assessment Form**

<b>Date:</b>	<b>May 2020</b>					
<b>Assessed by:</b>	<b>Karen Syvertsen</b>			<b>Signature:</b>		
<b>Location:</b>	<b>Nemco Ltd</b>					
<b>Task / Premises:</b>	<b>Level 1 Offices</b>					
<b>Review Date:</b>	<b>Signature:</b>					
<b>Step 1 What are the hazards ?</b>	<b>Step 2 Who is affected ?</b>	<b>Step 3 What is already in place?</b>	<b>Step 4 What further action is necessary?</b>	<b>Step 5 How will you put the assessment into action?</b>		
				<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done ?</b>
Spread of Covid-19 Coronavirus	All Office based workers	<p><b><u>Hand Washing</u></b></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place</p> <p>Gel sanitisers in every area</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Additional sanitiser stations available for people entering the building</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and anti-bacterial soap and the importance of proper drying.</p> <p>Encourage staff to report any skin problems.</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. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p>	All Office workers including Management	Immediately	Ongoing
		<p><b><u>Food Hygiene</u></b></p> <p>Make all your own food and drinks whilst on site, and keep your own crockery and cutlery in your desk, to avoid contamination.</p>		All Office workers including Management	Immediately	Ongoing

		Clean the kitchen area after use, to reduce the risk of infection to others.				
		<p><b><u>Cleaning</u></b></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>Immediately an employee advises Nemco they suspect they have Covid 19 symptoms their desk, pc and all equipment should be sanitised as a precautionary measure.</p> <p>Additional doors will be held open to reduce touch points and stop people holding them open for others.</p>	Management checks to ensure this is adhered to.	All Office Admin Staff	Immediately	Ongoing
		<p><b><u>Social Distancing</u></b></p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>Taking steps to review work schedules including start &amp; 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.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>	All Office workers including Management	Immediately	Ongoing

		<p>Redesign office space to ensure social distancing in place.</p> <p>Reducing the amount of movement between departments.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in kitchen area, smoking area and toilets – where there are only two cubicles.</p>	<p>When using the toilets you must ensure you are 2m apart /separated. This can be achieved by either entering a cubicle, using urinals such that you are 2m apart, using sinks such that you are 2m apart. If there is not enough room then exit a safe distance and wait till a space becomes available.</p>			
		<p><b><u>Shop Floor Walkways</u></b></p> <p>If you need to visit the shop floor please observe the following:</p> <p>Introduced a one way walkway system in Unit A, including directional arrows on the floor, priority arrows and passing zones.</p> <p>In Unit B, most walkways are 2m wide, so introduce passing zones and smaller work areas will be access only and wait and pass.</p>	<p>Management checks to ensure this is adhered to.</p> <p>When passing other employees in an area less than 2m wide, turn your head away as you pass to reduce any risk.</p>			

		<p><b><u>Personal Protective Equipment</u></b></p> <p>Nitrile gloves and face masks can be provided to staff who wish to use them.</p> <p>These are provided in addition to PPE that is a requirement for risks associated with the work undertaken.</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>All employees have been issued with a forehead thermometer so that temperatures can be taken before attending work.</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>If a member of your household show symptoms of Covid 19, as above, you are to stay home and contact the company to let us know. You need to take medical advice and arrange to be tested.</p> <p>Line managers/HR team 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, the management team, will discuss the case, identify people who have been in contact with them and will take advice from the Public Health Authority on any</p>	<p>If you cannot observe the 2m distancing for a specific task then face masks must be worn.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. The gloves will need to be replaced regularly</p> <p>A Temperature Check Procedure has been issued, and data logged in all departments.</p> <p>Line managers/HR team will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>You will need to self-isolate for 14 days. Unless you and your family member/housemate have been tested and the result is negative for Covid 19.</p>	<p>All Office workers including Management</p>	<p>Immediately</p>	<p>Ongoing</p>
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		actions or precautions that should be taken				
		<b><u>Mental Health</u></b>  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	Regular communication of mental health information and open door policy for those who need additional support.	All Office workers including Management	Immediately	Ongoing

Approved by: \_\_\_\_\_ Name: \_\_\_\_\_