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| Assessment Reference: | Supplementary 01 | Location: | Premises, Clients sites, Public Places |
| Subject of Assessment: | Covid-19 | Date of Assessment: | 20/04/20 |
| Names of Assessors: | E Igor | Signature of Managers Acceptance: | |

| SEVERITY OF HAZARD (How bad it may be) | | LIKELIHOOD OF HARM (The chance it may occur) | | SEVERITY | | | | | |
|----------------------------------------------------------|---|-------------------------------------------------|---|-------------------------------------------------------|---|----|----|----|----|
| | | | | 1 | 2 | 3 | 4 | 5 | |
| LIKELIHOOD | 5 | Fatality | 5 | Almost certain | 1 | 2 | 3 | 4 | 5 |
| | 4 | Major injury, resulting in disability | 4 | Probable | 2 | 4 | 6 | 8 | 10 |
| | 3 | Injury requires doctor's or hospital attendance | 3 | Possible | 3 | 6 | 9 | 12 | 15 |
| | 2 | Minor injury, 1 st aid required | 2 | Possible (under unfortunate circumstances) | 4 | 8 | 12 | 16 | 20 |
| | 1 | Minor Injury, no 1 st aid required | 1 | Rare | 5 | 10 | 15 | 20 | 25 |
| Likelihood (L) x Severity (S) = TOTAL RISK RATING | | | | | | | | | |
| Total Risk Rating | | | | Priority of Action | | | | | |
| Below 6 | | | | No immediate action necessary, but keep under review. | | | | | |
| 7-14 | | | | Action within 0 - 6 months | | | | | |
| 15-25 | | | | Action within next 0 - 1 months | | | | | |
| Timescales listed above are for guidance only | | | | | | | | | |

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|------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------|
| Who is at risk: | Employees <input checked="" type="checkbox"/> | Young Person <input checked="" type="checkbox"/> | Pregnant Women <input checked="" type="checkbox"/> | Inexperienced Person <input checked="" type="checkbox"/> | Contractors <input checked="" type="checkbox"/> | Visitors / Other <input checked="" type="checkbox"/> |
|------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|-------------------------------------------------|------------------------------------------------------|

Describe the task being performed:
 This risk assessment covers the current Covid-19 Pandemic at Client premises their customers sites and public places. 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.

Mechanical Hazards

- | | |
|-------------------------------------------------|----------------------------------------------|
| 1 Entanglement <input type="checkbox"/> | 6 Impact <input type="checkbox"/> |
| 2 Friction / Abrasion <input type="checkbox"/> | 7 Cutting <input type="checkbox"/> |
| 3 Stabbing / Puncture <input type="checkbox"/> | 8 Shear <input type="checkbox"/> |
| 4 Drawing in / Trap <input type="checkbox"/> | 9 High Pressure <input type="checkbox"/> |
| 5 Ejection of Material <input type="checkbox"/> | 10 Other <input checked="" type="checkbox"/> |

Other Hazards

- | | | |
|--------------------------------------------|-----------------------------------------------|----------------------------------------------|
| 11 Electricity <input type="checkbox"/> | 16 Substances <input type="checkbox"/> | 21 Fall from Height <input type="checkbox"/> |
| 12 Noise <input type="checkbox"/> | 17 Lighting <input type="checkbox"/> | 22 Ergonomic <input type="checkbox"/> |
| 13 Slip/Trip/fall <input type="checkbox"/> | 18 Stability <input type="checkbox"/> | 23 Traffic <input type="checkbox"/> |
| 14 Vibration <input type="checkbox"/> | 19 Hot/Cold Surfaces <input type="checkbox"/> | 24 Temp/Humidity <input type="checkbox"/> |
| 15 Radiation <input type="checkbox"/> | 20 Fire <input type="checkbox"/> | 25 Other <input checked="" type="checkbox"/> |

| What are the hazards and Why? | Who Might be harmed and why | Current control measures | Risk rating | Additional control measures required? | Action by who and when | Date completed | Residual risk |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------------------|----------------------------|----------------|---------------|
| Spread of Covid-19 Coronavirus | Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business | <p>Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. 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.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available</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> | 2 x 5 = 10 Total Risk Rating | Supplies of Hand Wash to be checked daily. | H&S Mgr / M.D. ASAP | TBC | 5 |

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| | | <p>Social Distancing</p> <p>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 Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Steps to review work schedules including start & finish times/shift patterns to reduce number of workers on site at any one time. Redesigning processes where possible to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Wearing of Gloves</p> <p>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.</p> <p>PPE</p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous</p> | | <p>Additional remote desk set up for accounts in the boardroom or spare officers to ensure social distancing..</p> <p>Allow for Access and Egress without close physical contact.</p> <p>Try to limit 50% of staff working at any 1 time.</p> <p>Staff over the age of 65 should be furloughed.</p> <p>Glove supplies to be monitored and provided to all staff if</p> | | | |
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| | | <p>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>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. https://www.publichealth.hscni.net/</p> <p>Drivers</p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> | | <p>required.</p> <p>Keyboards and Hard Surfaces to be cleaned with anti bacterial wipes.</p> <p>Drivers to remain in their cabs when delivering or collecting goods where possible.</p> <p>Drivers using different vehicles must wear gloves when entering the cab and wipe all switches, steering</p> | | | |
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| | | | | <p>wheel, seat belt straps and locks, handles and seat adjusters with anti bacterial wipes.</p> <p>This process must be repeated at the end of the shift.</p> | | | |
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| Date Review No. 1 | Date Review No. 2 | Date Review No. 3 | Date Review No. 4 | Date Review No. 5 |
| By: Dec 2020 | By: | By: | By: | By: |