

BL Head Office		COVID - 19 Risk assessment		Covid - 19 Manager Mr J G Cooke			
24.06.20	Completed version			Contact details: Tel - 07964 038912 email - johncooke@braddicks.co.uk			
Hazards / Risk	Who is at risk	Controls required	Additional controls	Action by who	Action when	Problems	
Spread of Covid-19	Visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Office staff, Members of the general public.	<p>Staff return and fitness to work following furlough or Covid related layoff. Before returning to work all staff will complete a return to work questionnaire, This will enable the company to assess if a staff member has any health and well being issues which may delay a return to work. Or if they have any home caring issues, which may preclude them from coming into work on certain days or times. The questionnaire will also identify those staff with partners and other family members who may have symptoms or be self isolating or high risk shielding.</p> <p>A return to work and fitness questionnaire must be completed by each staff member before being allowed to return to work.</p>	<p>Staff members must report any changes to their personal circumstances to their line manager.</p> <p>For example, if they or a family member or partner need to self isolate because they develop Covid symptoms or are subject to a positive test.</p>	<p>Director</p> <p>Office manager</p> <p>HR Manager</p>	<p>Before returning to work</p>	<p>Director</p> <p>Office manager</p>	
		<p>Hand washing Stringent hand washing to take place using soap and water for minimum of 20 seconds.</p> <p>Signage detailing correct method of hand washing to be available in all washrooms, offices, kitchens, and other ancillary areas. Hand drying using disposable paper towels.</p>	<p>Employees to be reminded on a regular basis to thoroughly wash their hands using soap and water for a minimum of 20 seconds and the importance of proper drying with disposable paper towels.</p> <p>Staff must be reminded to avoid touching face, eyes, nose or mouth with unclean hands or whilst wearing a face mask or safety glasses.</p> <p>Tissues will be available within the workplace and staff will be reminded to follow the Catch it - Bin it - Kill it method to reduce the impact of coughs and sneezes.</p>	<p>Director</p> <p>Office manager</p>	<p>Daily and throughout every shift</p>	<p>Director</p> <p>Office manager</p>	

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Risk assessment prepared by J G Cooke - Director & Covid Manager						

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Spread of Covid-19	Visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Office staff, Members of the general public.	<p>Visitors / staff reports that they are feeling unwell Advise the person or whoever is caring for them to return home and contact 111 on-line coronavirus service, alternatively they should telephone the 111 coronavirus service. If they need direct intervention from our staff then the most senior manager on duty must be advised and before approaching the person emergency PPE must be worn .(see the section for PPE below). The person should be asked if they can be seated outside. If not then a suitable location should be found inside the building with a minimum of 2.0 mtrs social distancing around them. Once the person is seated and secure the manager may contact the coronavirus service and ask for further advice. Symptoms of Covid-19 - if any staff 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. Line manager + HR manager will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises the line manager 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. www.publichealth.hscni.net telephone 111</p>	<p>Take the persons name and contact details. Ask the person to inform us as soon as they have been given direction from the coronavirus service.</p> <p>Do not approach the person until emergency PPE is in use. Disposable gloves, face mask, full face shield.</p> <p>Inform your office manager as soon as possible and make the person as comfortable as possible.</p> <p>Director, office manager and HR manager will offer support to staff who are affected by Coronavirus or have a family member affected.</p> <p>Wash hands immediatley after dealing with the situation. Do not touch your face nose or eyes until hand washing has been carried out.</p>	<p>Director</p> <p>Office manager</p> <p>HR manager</p>	<p>A.S.A.P.</p> <p>Timing dictated by level of problem and situation</p>	<p>Director</p> <p>Office manager</p> <p>HR manager</p>
Spread of Covid-19		<p>Hand sanitisers Located at the main entrance for the use of staff and visitors and available in strategic areas within the offices. A supply of hand sanitiser should also be kept in all vehicles used for business purposes.</p> <p>Hand sanitser must be available for use by all staff, Public, suppliers and visitors. Extra attention to be given to regular use of hand sanitser during busy times. Encourage staff to protect the skin by applying Emollient cream regularly.</p>	<p>Make sure that sufficient stocks of hand sanitiser and emollient cream are available.</p> <p>Regular hand washing is the preferred method of sanitising the hands.</p>	<p>Director</p> <p>Office manager</p>	<p>Check supplies and signage daily.</p>	<p>Office manager</p>

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Spread of Covid-19		<p>Access for staff and visitors Limitations to be placed on suppliers, visitors and contractors who may wish to enter the office area. Visitors must sign in and out and clear dates , times and duration of visits should be recorded.</p> <p>Permissions to enter will consider strict social distancing requirements in any location and can only be issued by the office Manager a senior manager or director.</p> <p>All vehicles used on company business should contain one person only. Where this is not possible then face masks must be worn.</p>	<p>Vehicles used on company business must be thoroughly cleaned and kept clean using anti viral detergent on all high contact points.</p>	<p>Director</p> <p>Office manager</p>	<p>Prior to opening and then reminders to staff on a regular basis</p> <p>Prepare signage ASAP</p>	<p>Director</p> <p>Office manager</p>

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Spread of Covid-19	Visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Office staff, Members of the general public.	<p>Social distancing Reducing the number of staff and customers within the work area to enable compliance with the current social distancing guide lines recommended by the public health agency.</p> <p>Some use of home working may be appropriate to reduce staff numbers within the office area.</p> <p>Reduce staffing levels to a safe minimum, this is a number sufficient to carry out the work whilst maintaining social distancing and enhanced cleaning regimes. Staggering shift start times may be feasible in certain circumstances.</p> <p>Ensure sufficient rest breaks for staff. Rest breaks could be staggered where possible and social distancing must be maintained during rest breaks</p>	<p>Social distancing must be maintained wherever possible.</p> <p>"Where social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all mitigating actions possible to reduce the risk of transmission between their staff "and customers.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</p>	<p>Director</p> <p>Office manager</p>	<p>Prior to opening then ongoing staff training</p>	<p>Director</p> <p>Office manager</p>
		<p>Handling of postal and parcel deliveries</p> <p>Staff to take great care when handling postal or parcel deliveries. All external packaging to be immediately and safely disposed of. Staff must thoroughly wash their hands after handling all incoming deliveries and before moving the products to their final storage areas.</p> <p>Disposable gloves should be available for staff to wear whilst handling these deliveries.</p>	<p>Staff must not touch face, eyes, nose or mouth until they have thoroughly washed their hands.</p>	<p>Office manager</p>	<p>Prior to opening then ongoing staff training</p>	<p>Office manager</p>

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Spread of Covid-19	Visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Office staff, Members of the general public.	<p>Mental Health Management will promote mental health and well being awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. www.mind.org.uk/information-support/coronavirus-and-your-wellbeing</p>	Regular communication of mental health information and open door policy for those who need additional support.	Office manager HR manager Director Staff members	Ongoing awareness	Director HR manager
		<p>Individuals who are at higher risk</p> <p>Clinically extremely vulnerable individuals should not carry out work outside the home.</p> <p>A demographic risk assessment will be required for all staff who fall within the four key demographic factors. These are: Age - Gender - Ethnicity - religion or beliefs.</p> <p>Clinically Vulnerable individuals must take extra care in observing social distancing and should only work outside the home if safe to do so. A demographic risk assessment will be required in this case.</p> <p>Consideration must be given to individuals with protected characteristics or people living with extremely vulnerable individuals.</p>	<p>Extremely vulnerable individuals should not be allowed to work on site within this environment.</p> <p>Vulnerable individuals should only work on site after a thorough review has taken place by the employer and employee. Social distancing policies and rules must be strictly adhered to.</p> <p>Individuals with protected characteristics or those living with extremely vulnerable individuals must inform their line manager or HR manager and appropriate safe guards or action will be taken.</p>	Director Office manager HR manager Employee	Ongoing awareness	Director Office manager HR manager

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Spread of Covid-19	Visitors, Suppliers, Delivery drivers, Maintenance staff, Senior Managers & Directors, Contractors, Office staff, Members of the general public.	<p>Immediate operational adjustments.</p> <p>Limit the number of people within any work area in order to comply with social distance guidelines.</p> <p>Do not share desks or equipment. If they must be shared then they must also be sanitised before further use.</p> <p>Monitor and maintain stocks of PPE, sanitiser and cleaning materials.</p> <p>All contractors or other people working within this site must be made aware of this risk assessment and its contents. Failure to comply with the contents of this risk assessment could result in them being asked to vacate the site.</p> <p>All staff travelling in any vehicles on company business must comply with the single occupant rule. If more than one occupant is necessary then face masks must be used.</p> <p>Anti viral cleaner must be used on all high touch areas for example apply before opening and dealing with till drawers and safes. If cleaner is not available then disposable gloves should be worn and disposed of safely.</p>	<p>Inform your line manager in good time when PPE and sanitising stocks need replacing.</p> <p>All contractors will be asked to sign a copy of this document detailing their understanding and compliance with this risk assessment.</p> <p>Great care must taken to avoid potential cross contamination when transporting cash and other items between sites. Risks associated with cross contamination must be considered, with items being enclosed in sealed disposable plastic bags.</p> <p>A desk will be allocated for the counting and checking of money and will not be used for any other purpose. The desk will be thoroughly cleaned after each use.</p>	Director Office manager	All Prior to opening with regular reminders	Director Office manager
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