

Hazard : The transmission of Covid – 19

Who is at risk: Office staff, Senior managers and Directors, Visitors to site.

If in doubt contact your line manager, or Covid – 19 manager, or a company director

Washing your hands

While coronavirus is not likely to survive for long periods of time on outdoor surfaces in sunlight, it can live for more than 24 hours in indoor environment. Washing your hands with soap and water for at least **20 seconds**, or using hand sanitizer, regularly throughout the day **will reduce the risk of catching or passing on the virus.**

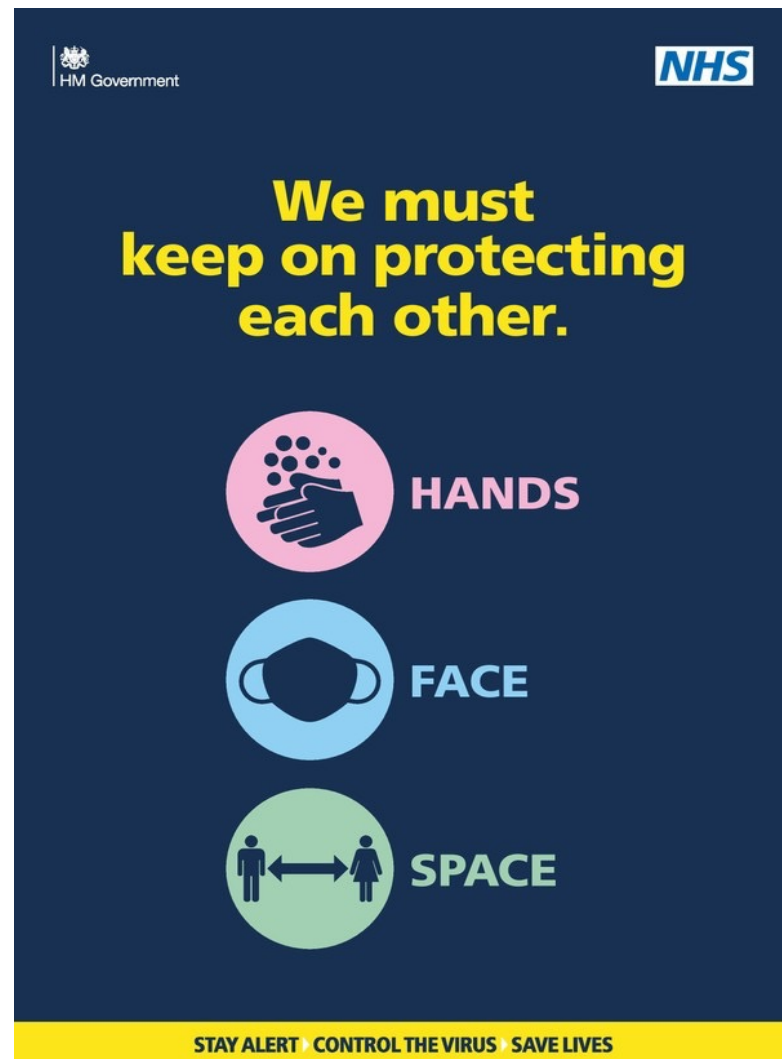
Covering your face

Coronavirus is carried in the air by tiny respiratory droplets that carry the virus. Larger droplets can land on other people or on surfaces they touch while smaller droplets, called aerosols, can stay in the air indoors for at least 5 minutes, and often much longer if there is no ventilation. Face coverings reduce the dispersion of these droplets, meaning if you're carrying the virus you're less likely to spread it when you exhale.

Making space

Transmission of the virus is most likely to happen within 2 metres, with risk increasing exponentially at shorter distances. While keeping this exact distance isn't always possible, remaining mindful of surroundings and continuing to make space has a powerful impact when it comes to containing the spread.

NHS Test and Trace QR poster is displayed.



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Who is at risk: Staff feeling unwell with possible Covid – 19 symptoms.

Controls required: Staff must stay away from the work place, and inform their line manager as soon as possible. They must stay at home and self isolate with anyone they live with and get a test. This also applies to anyone in the household support bubble. If the test is positive follow the NHS Instructions and inform your line manager.

Additional controls: All staff must make themselves aware of the latest Government guidance regarding self isolation and reporting symptoms to gain a test.

Monitor:
Line manager.
Senior manager
Director

The main symptoms of coronavirus (COVID-19) are:

A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).

A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).

A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you have any of these symptoms, get a test to check if you have coronavirus and stay at home until you get your result.

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Who is at risk: Staff returning to work after illness or self isolation

Controls required: All staff must complete an online NHS isolation note.
All staff will have a return to work conversation with their line manager and will complete the company return to work documentation.

Washing Hands:

Returning staff must be aware of the need to regularly wash their hands for a minimum of 20 seconds.

Using hand sanitiser products:

A supply of 70% alcohol hand sanitiser is available within every department for use by Staff and customers.

Use of PPE equipment:

Face masks, visors, safety glasses, disposable gloves, disposable aprons. Are available within every department.

Entry to areas or vehicles within the business is restricted, to minimise contact between staff: Staff to follow signage or verbal instructions issued by line managers

Additional controls: All staff must make themselves aware of the latest Government guidance regarding self isolation and reporting symptoms to gain a test.

Catch it - Bin it - Kill it method must be followed to reduce the impact of coughs and sneezes.

All used PPE to be disposed of with care. Double bagged and securely tied.

Maintain distance between co-workers. Follow the Government guide lines.

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Who is at risk:

Staff, Managers and Directors working within the Office

Controls required:

70% alcohol hand sanitisers are available within the head office area. High touch and shared items are regularly cleaned throughout the day. For example office equipment, cleaning equipment, computers, file storage etc.

Additional controls:

Wear a mask when working within 2 meters of co-workers.
Increase ventilation by opening windows and doors.
Wash hands regularly for 20 seconds or more.

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Senior manager
Director

Visitors to the office including Staff, Maintenance, contractors, managers and directors.

Should be kept to a minimum. Social distancing, use of masks, hand sanitising and regular hand washing should be encouraged.

All visitors must register through NHS Track and trace using the NHS app.

Staff handling post and packages

Outer packaging and envelopes should be disposed of immediately after opening. Staff must wash their hands after handling post and deliveries.

Staff should not touch their eyes nose or mouth until they have washed their hands thoroughly

Staff handling Cash, and paperwork collected from operational businesses

Should wear disposable gloves where possible, alternatively regular hand washing and use of hand sanitiser is required.
A separate area must be made available for the sorting of paperwork and counting of cash.

Cash and paperwork collected from businesses should be placed in plastic bags for transport, not in cloth bags.

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Who is at risk:

Delivery drivers.

Controls required:

Must all report to the main office. Hand washing and Hand sanitising facilities are available for all visitors.

Additional controls:

Signage will inform all visitors of these requirements.
All entrance and storage areas must be kept clear of obstructions.

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All Staff - use of PPE, Use of desks and office equipment, Traveling in company vehicles or on company business.

A stock of disposable masks, gloves, aprons, hand sanitiser and visors must be available within the office.

The office manager should request stock top ups as necessary.

Desks and office equipment should not be shared unless they are cleaned and disinfected first.

A suitable anti viral cleaner should be used on all high touch surfaces and items.

Staff traveling in any vehicle on company business should comply with a single occupant rule. If more than one person must share a vehicle then face masks must be worn.

Internal high touch surfaces must be cleaned with a suitable anti-viral cleaner.

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Who is at risk: All pub staff, Bar, Food service, Kitchen staff, Cleaners / housekeepers, senior managers, Directors, Customers using the facilities

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Who is at risk:

Mental Health and individuals at higher risk

Controls required:

Promote mental health and well being awareness to all staff.

www.mind.org.uk

Clinically extremely vulnerable individuals should not carry out work outside the home unless safe to do so.

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.

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.

Consideration must be given to individuals with protected characteristics or people living with extremely vulnerable individuals.

Additional controls:

Regular communication of mental health information open door policy for those who need additional support.

Extremely vulnerable individuals must not be allowed to work on site within this environment.

Vulnerable individuals should only work on site after a thorough review has taken place by the employer and employee.

Individuals with protected characteristics or those living with extremely vulnerable individuals must inform their line manager and appropriate safe guards will be taken.

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Senior manager
Director