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| south causey inn risk ASSESSMENT  |
| RISK ASSESSMENT 2 – COVID 19 |
| **TASK/ ACTIVITY:** The spread of COVID 19 – General  |
| **TASK DESCRIPTION:** General operations |
| **MAIN HAZARDS:** THE SPREAD OF COVID 19  |
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| **PERSONS EXPOSED:**EMPLOYEES CONTACTORS GENERAL PUBLIC  |
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| CONTROLS REQUIRED  |
| SYMPTOMS AND SELF ISOLATING * Anyone with symptoms – a high temperature and/ or a new and persistent cough - not to leave home and contact management via telephone
* Follow Government guidelines for self-isolating
* Health questionnaires before arriving at site

SHIELDING AND HIGH RISK INDIVIDUALS * Individuals who are vulnerable to be consulted before any return to work is agreed / or attending site as pre current guidelines. If you have any concerns please contact us.

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/>
* Gel sanitisers in any area where washing facilities not readily available
* All to wash hand / use sanitiser on entry and exit of work
* All to wash hand regularly throughout the work day for 20 seconds
* Provide signage to promote hand washing

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. Staff to be responsible for own area and equipment.
* Additional cleaning routines with hospital grade chemicals.
* Provide appropriate cleaning products throughout the workplace for staff to use.
* Cleaning of equipment after use
* Provide signage to promote cleaning of work station and equipment and toilet

SOCIAL DISTANCING * Social Distancing - Reducing the number of persons in any work area to comply current guidelines
* Rearrange common areas to allow for social distancing
* Where the social distancing guidelines cannot be followed in full, the mitigating actions (see below) should be taken to reduce the risk of transmission.

– increasing the frequency of hand washing and surface cleaning– keeping the activity time involved as short as possible– using screens or barriers to separate people from each other– using back-to-back or side-to-side working (rather than face-to-face) whenever possible– reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)* Regular review work schedules including start & 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.
* Ensuring sufficient rest breaks for staff for hand washing and staggering to prevent bottle necks etc in rest areas
* Social distancing also to be adhered to in rest areas and smoking area.
* Reduce job rotation and equipment rotation
* Pairing systems for tasking which cannot be done individually
* Customers only to attend in the number of households stipulated by the government.
* IN CASES OF EMERGENCY I.E FIRE SOCIAL DISTANCING WILL NOT APPLY

PPE* Continue to use PPE where appropriate for the task i.e. Gloves, Goggles, Hi Viz, Safety Harness as before COVID 19
* As it is a non clinical setting the use of additional PPE is not recommended by the government

FACE COVERING * Face covering are not required by law, but employees can choose to wear one.

MENTAL HEALTH * Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support we can to help
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| ADDITIONAL CONTROLS  |
| * To be developed as government guidelines dictate

Which will include:Additional signage for promotions social distancing Introduction of screens where appropriate Checks put in place for cleaning etc. Communicate with those attending site prior to arrival of procedures etcTrial of an app for ordering. |
| LEVEL OF RISK |
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| SIGNED: R. JONES IN CONJUNCTION WITH SUSAN MOISER  |
| DATE: JUNE 2020 |
| REVIEW DATE: JUNE 2021 |