

What are the hazards?	Who might be harmed	Controls Required & Actions in Place	Additional Controls Put in Place	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus All areas of this Risk Assessment fall within both Low and high risk category.	• All Staff • Visitors to your premises • Contractors • Drivers • Vulnerable groups – Elderly, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business	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/ • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available Entry & Exit points Social distancing measures apply to all entry and exit points of the building. Hand washing or sanitiser available at these points.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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. Paper towels will be made available throughout the workplace. Encourage staff to report any problems and to carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm Posters, leaflets and other materials are displayed to help stop spread of Covid-19 through handwashing Gel sanitiser stations put up at several locations around site. Follow signage advice at entry and exit points. ie. 2 people in area at one time etc. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	S.Brown S.Brown S.Brown S.Brown S.Brown S.Brown	Mar Mar Mar Mar Mar Ongoing	✓ ✓ ✓ ✓ ✓ ✓

		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.	Working and bench areas to be kept as tidy as possible to enable regular cleaning.	S.Brown	Ongoing	✓
		Social Distancing 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 Taking steps to discuss and 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 if required.	Staff to be reminded on a daily / weekly basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	S.Brown	Ongoing	✓
		Redesigning processes and workstations to ensure social distancing in place.	Safe working stations created using screens and distancing measures applied.	S.Brown	May	✓
		Conference calls to be used instead of face to face meetings.	Zoom, Microsoft Teams etc to be used to replace face to face meetings.	S.Brown	May	✓

		Social distancing also to be adhered to in tea-break areas. <u>Wearing of Gloves</u> Where deemed necessary the wearing of gloves is required through signage etc, 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. <u>Wearing of face masks</u> To be worn when social distance measures cannot be guaranteed or maintained. Face masks are not to be shared and disposed of safely. <u>PPE</u> 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	Gloves are made readily available. Gloves to be worn in high touch point areas ie. Inspection, CAD room, tool changing stations. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Facemasks to be worn when moving around the workshop away from safe work stations. Face mask to be worn when another member of staff enters a safe work station and or closes within 2 metre distance rule. Face masks to be worn whenever close working conversations are required. Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.	S.Brown	Mar	✓
				S.Brown	Mar	✓
				S.Brown	Mar	✓
				S.Brown	Ongoing	✓

		Where PPE is a requirement for risks associated with the work undertaken usual measures will be followed- <u>Symptoms of Covid-19</u> 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. Line managers will maintain regular contact with staff members during this time. <u>Refreshments and Tea Breaks</u> Hands to be washed before and after use of drinks machines also before eating. Only acquire or purchase your own refreshments. Always adhere to social distancing guidelines at breaktimes. <u>Drivers</u> Procedures in place for Drivers to ensure adequate safety against Covid-19 (PPE) Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected Follow H&S signs and guidelines to be compliant With any Covid-19 symptoms. Refreshment machines and areas to have high level cleaning at the end of each working shift. MPE delivery vehicles to carry PPE on board. Delivery personal to carry out own stock check of vehicle before leaving premises. If delivery or collection of goods cannot be performed safely then contact to be made to managers.	S.Brown	Mar	✓
				S.Brown	Mar	✓
				S.Brown	Mar	✓
				S.Brown	Mar	✓

		Mental Health 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	Regular communication of mental health information and open door policy for those who need additional support. .	S.Brown	Ongoing	✓
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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. The vast degree from the effects of this illness means that all aspects of this risk assessment range from Low risk to High risk.

This is MPE **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is highly likely, because of the changing nature of the situation that not all scenarios can be covered in this document and this also requires each and every employee's full cooperation and common sense to be applied in these unique circumstances. To keep up to date with HSENI advice to workplaces in this fast changing situation visit <https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-update>

MPE RISK ASSESSMENT FOR Covid-19 IN THE WORKPLACE.

12/05/2020