

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.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	All employees and visitors	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand driers for drying of hands • Gel sanitisers in any area where washing facilities not readily available <p><u>Cleaning</u></p> <p>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>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>

		<p><u>Social Distancing</u></p> <p>Social Distancing – When social distancing is recommended by government, reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended.</p> <p>Conference calls to be used instead of face to face meetings if possible.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p><u>Ventilation</u></p> <p>Rooms to be as well ventilated as possible in order to reduce potential viral load.</p> <p><u>Wearing of Face coverings</u></p> <p>Face coverings are optional for situations in which staff and visitors are in close contact.</p> <p><u>Symptoms of Covid-19</u></p> <p>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.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it, in accordance with current regulations.</p> <p>CO2 levels to be monitored in rooms with no external ventilation. In rooms with windows, these should be opened as often as possible to encourage air flow.</p> <p>Face coverings available for anyone who wishes to wear them</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>
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