**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.**

**Cauliflower Group Ltd risk assessment for The Unit 52 Woolmer Way Bordon.**

**Date 01/06/2020 – to be reviewed weekly from the 1st of July**

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| **What are the hazards?** | **Who might be Harmed / Spread** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| **Spread of Covid-19 Corona virus** | * **Staff** * **Customers** * **Staff Driver** * **Delivery Services** * **Reps** | **Limit Transmitting between Staff and to Customers:**   * Hand Gel Stations for Staff throughout site * Washing signs in bathroom & kitchen for staff and facilitate antibacterial soap. * Prop open some Firedoors in high traffic areas. * See hand washing guidance. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Handwashing Process Posters Near sinks * Drying of hands with disposable paper towels or automatic hand dryer. * Staff encouraged to protect the skin by applying emollient cream regularly.   **Limited Transmission from other sources**   * Deliveries – spray down with Dettol dispose of outer boxes. * Reps - no rep visits until further notice   **Multi Person Contact Points Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, Pin number key pad  **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>  **Working Patterns Reviewed**  Taking steps to 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.  Redesigning processes to ensure social distancing in place.  Conference calls to be used instead of face to face meetings.  **Social Distancing – Canteen Procedures (and other facilities)**  Social distancing also to be adhered to in canteen area and smoking area.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, 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.  **Personal Protection to Review & Source**   * Visors for training * Worker area barriers * Desk Sneeze screens   **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be asked to get tested – results are usually returned within 24 hours.  Managers/Owners must be informed of a positive result.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace 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. <https://www.publichealth.hscni.net/>  **Company Employed Drivers**  Procedures in place for Drivers to ensure adequate welfare facilities available during their work.  Including:   * Gloves * Gel * Disposable Masks   Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  **Mental Health**  Management recognise there is Mental Health & Wellbeing issues for all members of staff including Management during the Coronavirus outbreak.  These are uncertain times and there are no guarantees of how both employment & health can be safeguarded.  Attempts will be made to keep staff informed and provide options where possible as decisions are made. | 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. Tissues will be made available throughout the workplace.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  New staff Inductions -review and update   * Dettol Spray * Hand Gel between class incoming products * Hand gel between schools incoming products   Gloves and wipes to be provided – schedule to be created and tick chart on a clip board  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.   * Workplace Posters in each space. * Distancing lines * Waiting places   Review on temps using public transport  **Normal Working Period:**  Reduce staff onsite  Home working where appropriate  Flexibility in job role  **Peak Period:**  Maximising available spaces -to review  Review shift options  Review Flexible Roles  Side Screens   * No Microwave * No Fridge other than milk * No food prep or storage * Maximum number of staff seating   Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  Review working areas and implement barriers and screens   * Possible temperature checking * High risk staff information collection * Regular staff updates on unfolding situation if required.   In Van Kit  Regular communication on Company plans information and open door policy for those who would like more information. | Erika  Erika/Hugh  Erika  Erika/Hugh  Hugh/Erika  Hugh/Erika  Erika  Erika/Hugh  Erika  Erika  Erika | 1st July  1st July  1st July  1st July  1st July  30th Sept  15th June  15th June  1st July  1st July  20th March | Done  Done  Done  Done  Done  In review  Done  Done  Done  Done  On going |