



What are the hazards?	Who might be harmed?	Controls Required	Additional Controls
<p>Spread of COVID-19 Coronavirus</p>	<p><b>Staff</b></p> <p><b>Visitors to premises</b></p> <p><b>Cleaners</b></p> <p><b>Contractors</b></p> <p><b>Drivers</b></p> <p><b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></p> <p><b>Anyone else who physically comes in contact in relation to the business</b></p>	<p style="text-align: center;"><b><u>Hand Washing</u></b></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance.</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p><a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p style="text-align: center;"><b><u>Cleaning</u></b></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 style="text-align: center;"><b><u>Social Distancing</u></b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency</p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; 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.</p>	<p>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.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Employees encouraged to carry their own towel to use to dry hands after washing.</p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">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</a></p> <p>Posters, leaflets and other materials are available for display.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>

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