

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	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Visitors to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant staff, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business. 	<p>Commuting</p> <ul style="list-style-type: none"> Cycle, run or walk to work where proximity to the office allows it. Consider driving to work if this is practical. If using public transport self- distance where possible and where not use a face mask. <p>Hand Washing/Sanitising.</p> <ul style="list-style-type: none"> Hand sanitiser units have been installed at the staff entrance and client entrance. Hand sanitiser units have been installed outside every bathroom. 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. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel sanitisers in any area where washing facilities not readily available. <p>Cleaning</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, bannisters, lift buttons</p>	A machine washable face mask has been provided to everyone in the firm and single use face masks are also available if required.	AMK		AC
			Gloves are also available on request. However, wearing of gloves is no substitute for good hand washing/use of hand sanitiser.	LM		AC
			Everyone entering the building must use the hand sanitiser provided before proceeding into the office	LM		NH
			Everyone must wash their hands on a regular basis for 20 seconds with water and soap and it is important to properly dry hands with disposable towels. Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and avoid touching you face, eyes, nose or mouth with unclean hands. Tissues have been made available at every workstation.	ALL		N/A
			Tissue dispensers have been installed on the back of each bathroom door with tissues to open the bathroom door. A bin has been placed outside the bathroom for the used tissue.	SCB		AC
			Gel sanitiser has been made available in the lift and in each office, meeting room and the breakout room.	AMK/LM		AC
			Packs of antibacterial wipes have been made available at each workstation for regular cleaning of desks, phones and keyboards by the desk occupant.	LM		AC

		<p>premises such as domestic premises), the management board 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/</p> <p>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</p>	Reception will be protected by a high screen. Stickers will mark out 2 metre social distancing in the entrances, reception, corridors and breakout area.	LM		NH
			When using the stairs stay 2 metres apart by standing in the corridor if you encounter someone else	LM		NH
			The lift to be used by one passenger at a time.	LM		NH
			Tables and chairs in the breakout area will ensure that social distancing is adhered to.	LM		AC
			All visitors must complete a questionnaire before being allowed to access the building. For clients this can be sent to them to complete by email. For adhoc visitors a supply will be made available at reception. Anti-bacterial pens will be provided to complete these.	LM		AC
			Only three visitors to be allowed in reception at any one time. Chairs to be placed 2 metres apart in the client entrance in case of overflow	LM		AC
			All visitors must use the client entrance and use hand sanitiser before proceeding to reception.	LM		NH
			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.	Team Leaders		
			Line managers will offer support to those who are affected by Coronavirus or has a family member affected.	Team Leaders		
			Regular communication of mental health information and open-door policy for those who need additional support.	LM		LM