

What are the hazards?	Spread of Covid-19 Coronavirus	Action by who?	Action by when?	Completed?
Who might be harmed?	Staff	TA	TA	Daily
	Visitors to premises			
	Cleaners			
	Contractors			
	Postman			
	Delivery Drivers			
	Anyone else who physically comes in contact with you in the office			
Controls Required	<p>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.</p> <p>Workstation to be cleaned at the end of the day by the member of staff. This includes computer, keyboard, desk phone and any surrounding area they have been in contact with</p>	TA	TA	Daily
	<p>Hand Washing: Hand washing facilities with soap and water in place</p> <p>Stringent hand washing taking place</p> <p>Drying of hands with disposable paper towels</p> <p>Use gel sanitisers when entering and leaving the premises. Where possible use when entering and leaving other areas of the building</p>			

	<p>Visitors/Contractor reporting the office Record of visitors documented on excel spreadsheet</p>			
	<p>Social Distancing Home working to continue as first option, however, now the stay-at-home rule is lifted staff are wishing to return to the office for their own wellbeing</p> <p>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. If this is not possible then 1 metre plus with additional precautions</p> <p>Taking steps to review work schedules including start & finish times, to reduce number of staff on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Meetings where possible to take place via Zoom or Teams</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen and break and smoking area.</p> <p>New seating plan to ensure:</p> <p>Back to back or side to side seating and use of fixed workstations (no hot desking) Use fixed teams or partnering</p>			
	<p>Vulnerable staff Staff who have underlying health conditions/ living with someone with under-lying conditions, in the first instance to work from home</p>			

	<p>Staff with caring responsibilities Continue to allow staff where we can to work from home where business will allow or arrange alternative working pattern</p> <p>Symptoms of Covid-19 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. If advised that a member of staff or public has developed Covid-19 and were recently on our 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.</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</p>			
<p>Additional Controls</p>	<p>Cleaner comes into the office daily to clean all areas of the building</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of working day</p> <p>Cleaning products will be available, and all staff encouraged to use these</p> <p>Open windows and doors frequently to encourage ventilation. Try to refrain from using air conditioning.</p> <p>Staff 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.</p> <p>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.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice:</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Visitors to complete Covid-19 questionnaire when entering premises and maintain record of all visitors.</p> <p>Limit number of visitors to the office at any one time</p> <p>Provide clear guidance on social distancing and hygiene on arrival with signage, website, phone or by email</p> <p>Where practical delivery of goods to be left outside the building to prevent unnecessary entry to the building. Use contactless deliveries where you can</p> <p>Where possible continue with zoom meetings, phone contact</p>	<p>TA</p>	<p>TA</p>	<p>Daily</p>

	Staff returning to work on a rota basis. One week in one week from home so we can manage social distancing in the office.		
	Rigorous checks will be carried out by line managers and appointed health & safety reps to ensure that the necessary procedures are being followed.		
	Printers to be wiped down after each use. One person at the printer at all times		
	Office for binding to be wiped down after each use including equipment used for binding. One person in at each time		
	Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.		
	Staff to be encouraged to bring own lunch and refrain from having to leave the building during working hours		
	Staff to sanitise brew stations and kitchen areas after use		
	Cleaning equipment provided in restrooms and to be cleaned by staff member after each use. Where there are two cubicles together one will be closed off to avoid contact with other staff members.		
	Allocation of private workspace where possible Signage and distancing measure in place.		
	Tables to be removed from the kitchen area and remaining table set 2 metres apart. Pool and darts will not be in use		
	Allocation of private workspace where possible		
	Daily calls with staff working from home		
	Ensuring staff can work safely from home with remote access to work systems		
	Support to EAP through Canada Life		
	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.		
	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.		
	Regular communication of mental health information and open-door policy for those who need additional support.		
	Continue with weekly/daily zoom calls by team to ensure colleagues have contact with other members of the team and feel visible		