

RISK ASSESSMENT - SITES COVERED, SHAFTESBURY & READING

Covid-19 is an illness that can affect your lungs and airways. It is caused by a newly discovered 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 our premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with us in relation 	<p>Hand Washing</p> <ul style="list-style-type: none"> 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/ Staff encouraged to protect the skin by applying emollient cream regularly 	<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. Paper towels will be made available throughout the workplace.</p> <p>Dedicated staff/delegate to deal with visitors to reception and yard area.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p>			

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	to our business	<p>https://www.nhs.uk/conditions/emollients/</p> <ul style="list-style-type: none"> Gel sanitisers in any area where washing facilities not readily available <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. This includes shared equipment such as pallet trucks, pallet turners and forklift trucks.</p> <p>Workstations to be cleared at the end of each working day.</p> <p>HGV and company vehicles that workers take home to be kept clean.</p> <p>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</p>	<p>https://www.publichealth.hscni.net/publications?keys=coronavirus Posters, leaflets on display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Cleansing wipes available at workstations for laptops/keyboard/ telephones /mobiles/headphones</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Desks marked to highlight those not in use. Dual use of workstation equipment to be avoided.</p>			
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		<p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing</p> <p>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.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in communal areas such as kitchen/staff areas.</p> <p>Exception to social distancing would be an emergency, for example an accident or fire, staff would not have to stay 2m apart if it would be unsafe. Staff involved in the provision of assistance to others should pay particular attention to sanitising measures</p>	<p>Floor markers/tape in situ (one-way flow system not possible) and whenever possible staff using back to back or side to side working</p> <p>Fixed teams of partnering so each person works with only a few others</p> <p>Face to face working on the Mullers in the Bindery and when plating up in the Web is unavoidable. Staff will be provided with face shields and we will use a consistent pairing system.</p> <p>Site based, mobile working assessments and home working and display screen assessments (covers cyber security risks) along with photographic evidence will be carried out. Includes HSE guidance along with a video. https://www.youtube.com/watch?v=Af7g5j14muc</p> <p>First aid cover has not been compromised due to Covid-19.</p>			
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		<p>immediately afterwards including washing hands.</p> <p><u>Wearing of Gloves</u> 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.</p> <p><u>RPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to clinical settings, like a hospital, or a small handful of other roles. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</i></p> <p><u>Symptoms of Covid-19</u> 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>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Posters on display</p> <p>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.</p>			
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		<p>Line managers will maintain regular contact with staff members during this time.</p> <p>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/</p> <p><u>Drivers</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>COVID-19 Risk assessment of each employee will be carried out as staff are recalled to work.</p> <p>COVID-19 and infectious diseases in the workplace Policy displayed on notice boards https://hub.blackmore.co.uk/docs/Coronavirus%20and%20Infectious%20Diseases%20Policy.pdf</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our driver. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>			
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		<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. https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ https://www.hse.gov.uk/stress/help-employee.htm</p>	<p>Regular communication of mental health information and open door policy for those who need additional support. Posters on display. Mental wellbeing Audio guide and mood self assessment available - https://www.nhs.uk/conditions/stress-anxiety-depression/moodzone-mental-wellbeing-audio-guides/ https://www.nhs.uk/conditions/stress-anxiety-depression/mood-self-assessment/</p> <p>Printing Charity free confidential helpline. Information, advice and counselling service. Leaflet distributed to all staff and displayed on notice board.</p>			
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Name of Assessor/s: Andrew Robbins, Managing Director

Nigel Hunt, Production Director.

Carol Wright, Compliance Administrator.

I confirm that I have read and understood the identified hazards and associated risk and fully understand COVID-19 prevention

I agree to comply with the control measures which have been implemented

Name	Signature	Date