

**Covid19 Risk Assessments
Windsor Albion Co-operative
Albion Towers**

Hazard	Affects who	Risk Rating	Control Measures	Residual Risk
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – elderly, pregnant workers, those with underlying health conditions • Anyone else who may come into physical contact with you in relation to the business 	Medium	<p><u>Handwashing</u></p> <ol style="list-style-type: none"> 1. Hand washing facilities with soap and water in place. 2. Stringent hand washing taking place. 3. Disposable paper towels 4. Staff encouraged to protect the skin by applying emollient cream regularly. 5. Gel sanitisers in any area where washing facilities not readily available. <p><u>Cleaning</u></p> <ol style="list-style-type: none"> 1. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception areas using appropriate cleaning products and methods. 2. Frequently cleaning and disinfecting the lift areas using appropriate cleaning products and methods. <p><u>Social Distancing</u></p> <ol style="list-style-type: none"> 1. 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. 2. Taking time to review work schedules including start and finish times / shift patterns, working from home etc. to reduce workers on site at any one time. Also relocating workers to other tasks. 3. Redesigning processes to ensure social distancing in place. 4. Conference calls to be used instead of face to face meetings. 5. Ensuring sufficient rest breaks for staff. 6. Social distancing also to be adhered to in canteen area and smoking area. <p><u>Wearing of Gloves</u></p> <ol style="list-style-type: none"> 1. 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><u>RPE</u></p>	Medium

			<ol style="list-style-type: none"> 2. Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. 3. Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- Tight fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearers seal. <p><u>Symptoms of COVID-19</u></p> <ol style="list-style-type: none"> 1. If anyone becomes unwell with a new continuous cough or a high temperature in the work place, 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. 2. If advised that a member of staff or public has developed Covid-19 and were recently on the premises (including where a member of staff has visited other work place premises such as domestic premises) the management team of the work place will contact 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><u>Drivers</u></p> <ol style="list-style-type: none"> 1. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. <p><u>Mental Health</u></p> <ol style="list-style-type: none"> 1. Management will promote mental health and wellbeing awareness to staff during the coronavirus outbreak and will offer whatever support they can to help. 	
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