

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Customers/Visitors to premises</p> <p>Delivery Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with staff in relation to the business</p>	<p>Hand Washing Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Hand Gel Sanitiser Dispensers at entrances and all staff and visitors encouraged to use them upon entering the premises</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. 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 will be displayed.</p>	All Staff and Visitors to the premises	Ongoing	

		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, card machine using appropriate cleaning products and methods.</p> <p>Frequent cleaning of all items staff share with other members of the team, for example balloon inflating equipment, tills, card machines. It will be essential for these to be cleaned thoroughly at the start and end of all shifts as only one member of staff will be using them throughout the day as per new COVID-19 rota.</p> <p>Where possible, staff will be given their own equipment to use that will not be allowed to be shared among the team. IE scissors, knives, pens.</p>	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	All Staff	Ongoing	
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		<p>Social Distancing Social Distancing- Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</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. Also relocating workers to other tasks.</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>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.</p> <p>Only 2 customers allowed on the premises at any one time</p>	<p>All staff and visitors to the premise</p>	<p>Ongoing</p>	
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		<p>Social distancing also to be adhered to in break area and smoking area.</p> <p>Social Distancing Signs/Posters on entrances reminding visitors not to enter if they feel unwell and of the social distancing measures in place.</p> <p>Arrows for one way systems are in place on the floor for all visitors to adhere to.</p> <p>2m stand here sign in front of the counters to ensure customers wait to be called to the counters.</p> <p>All counters have screens in place to eliminate the face to face contact with customers.</p> <p>No minimum spend on card has been introduced. Customers will be encouraged to pay contactless or card to reduce contact with cash.</p> <p>Website has click and collect and delivery options added and customers encouraged to order via website to reduce wait times in shops.</p>				
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		<p><u>Wearing of Gloves</u> A pair of gloves will be provided to staff if they choose to wear them..</p> <p>Staff will be instructed on how to remove gloves carefully to reduce contamination.</p> <p>HOWEVER staff will be encouraged to not wear them and to continue to wash hands regularly as this has been advised to be the best way to help reduce the spread of the virus.</p> <p><u>PPE</u> Staff will be issued face coverings and encouraged to wear them at work.</p>	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	All Staff	Ongoing	
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		<p><u>Symptoms of Covid-19</u></p> <p>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.</p> <p>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>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> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	All Staff	Ongoing	
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		<p><u>Drivers</u> Procedures in place for Delivery Drivers to ensure adequate welfare facilities available during their work.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p>	<p>Delivery Drivers</p>	<p>Ongoing</p>	
		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Mental Health Champions will be on hand during working hours.</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Management</p>	<p>Ongoing</p>	

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.