

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.

This is a **Risk Assessment** for dealing with the current Covid-19 situation in the **WORKSHOP** workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances. Much more specific assessments, such as that for health care workers, may look quite different although many of the principles would still be relevant. To keep up to date with HSENI advice to workplaces in this fast changing situation visit <https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-update>

Interim Risk Assessment for Workshop Engineers

1. INTRODUCTION																											
Spread of Covid-19 Coronavirus	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><u>Who might be harmed</u></td> <td style="width: 70%;">CONTENTS</td> </tr> <tr> <td>•Staff</td> <td>2. General - Eco House 2</td> </tr> <tr> <td>•Visitors to our premises</td> <td> Entry and exit of building 2</td> </tr> <tr> <td>•Cleaners</td> <td> Hand Washing 2</td> </tr> <tr> <td>•Couriers</td> <td> Cleaning 3</td> </tr> <tr> <td>•Contractors</td> <td> Social Distancing 4</td> </tr> <tr> <td>•Drivers</td> <td> Wearing of Gloves 5</td> </tr> <tr> <td>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</td> <td> PPE 5</td> </tr> <tr> <td>•Anyone else who physically comes in contact with you in relation to your business</td> <td> Masks/Face Coverings 6</td> </tr> <tr> <td></td> <td> Symptoms of Covid-19 6</td> </tr> <tr> <td></td> <td> Drivers 7</td> </tr> <tr> <td></td> <td> Mental Health 7</td> </tr> <tr> <td></td> <td>3.Workshop 8</td> </tr> </table>	<u>Who might be harmed</u>	CONTENTS	•Staff	2. General - Eco House 2	•Visitors to our premises	Entry and exit of building 2	•Cleaners	Hand Washing 2	•Couriers	Cleaning 3	•Contractors	Social Distancing 4	•Drivers	Wearing of Gloves 5	•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	PPE 5	•Anyone else who physically comes in contact with you in relation to your business	Masks/Face Coverings 6		Symptoms of Covid-19 6		Drivers 7		Mental Health 7		3.Workshop 8
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What are the hazards?	who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
2. General - Eco House						
		<p>ENTRY AND EXIT OF BUILDING A one-way approach is to be adopted or staggered entry and exit to ensure social distancing.</p> <p>Logging in/out shall be by text/app to HR and will remain the responsibility of the department manager to monitor and validate.</p>	<p>Staff encouraged to use Signin Companion App and sign in and out on their mobile phones, eliminating the need to touch the iPad in reception.</p>			
		<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. <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p>	<p>Employees to be reminded on a weekly basis to wash their hands for 20 seconds with soap and water and the importance of proper drying with disposable towels. The use of the hand driers is not recommended during the COVID -19 crisis. Employees 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>			

		<ul style="list-style-type: none"> • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</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>All disposable gloves, masks, rags and other consumables are to be disposed of in the general waste compactor directly in the service yard, THEY MUST NOT be left lying around or in DMR bins.</p> <p>Posters, leaflets and other materials are available for display for ACM employees. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>			
		<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, reception area using appropriate cleaning products and methods</p>	<p>Cleaners to be instructed on company requirements</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.

<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>

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.

Redesigning processes to ensure social distancing in place.

Conference calls to be used instead of face to face meetings.

Social distancing also to be adhered to in canteen area and smoking area.

Ensuring sufficient rest breaks for staff.

Rigorous checks will be carried out by line managers who are responsible to ensure that the necessary procedures are being followed.

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

Department Management checks to ensure this is adhered to.

Department manager to risk assess all activities to ensure all H&S requirements are being met particularly those that require more than one person

No sharing of phones or other communication equipment

Use of the **dishwasher** and **microwave** is not allowed. Cleaning of cups, plates and utensils is to be carried out in the sink by hand in HOT water with soap. The item should then be dried and put away.

Consider taking breaks outdoors when weather permits. Break times should be staggered to ensure no more than one person in the kitchen area at any time. Where there is a need for more than one person social distancing must be observed. Hands

			<p>must be washed or sanitised and old PPE must be discarded before entering the kitchen area.</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>WEARING OF GLOVES 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>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
		<p>PPE <i>Public Health guidance on the use of PPE (personal protective equipment) 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</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p>	<p>All disposable gloves, masks, rags and other consumables are to be disposed of in the general waste compactor directly in the service yard, THEY MUST NOT be left lying around or in DMR bins.</p>			

		Wearers must be clean shaven.			
		<p>MASKS/FACE COVERINGS</p> <p>Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you've touched it • continue to wash your hands regularly • change and wash your face covering daily • if the material is washable, wash in line with manufacturer's instructions; if it's not washable, dispose of it carefully in your usual waste • practice social distancing wherever possible 	ACM to provide face coverings/masks, employees can use their own personal items but must adhere to the guidelines		
		<p>SYMPTOMS OF COVID-19</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.</p>	Line managers/HR will offer support to staff who are affected by Coronavirus or has a family member affected.		

		<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>DRIVERS</p> <p>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>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>Consumable orders to be actioned by one person and a safe distance to be maintained from courier drivers collecting orders.</p> <p>Only one person is authorised to drive a company vehicle at any time. No passengers.</p>		
		<p>MENTAL HEALTH</p> <p>Management will promote mental health & wellbeing awareness to staff during the</p>	<p>Regular communication of mental health information and open door</p>		

		<p>Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>policy for those who need additional support</p> <p>Department managers to update regularly on any health issues with their team</p>			
3.WORKSHOP						
		<p>Social distancing</p> <p>Engineers to ensure social distancing at all times – communication and risk assessment to be shared with all workshop engineers.</p>	<p>To minimise risk, front door and yard gates to be kept locked at all times whilst just the workshop is operational.</p> <p>Engineers are not permitted to enter the offices (only the reception area).</p> <p>Create a one-way system around the workshop to avoid close contact.</p>			
		<p>PPE</p>	<p>Workshop engineers to wear gloves and a mask (both provided by ACM) at all times.</p> <p>Use of workshop toilets to be restricted to one person at a time. Notice or lock on main door to indicate engaged or vacant.</p> <p>All workshop staff to wear overalls.</p> <p>Gloves to be worn at all times during workshop activities</p>			

			<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF) respirators should be issued to individuals and not shared between users.</p> <p>Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p>Engineers to not share hand tools. Essential Tools that need to be shared MUST be cleaned and/or only used while wearing gloves.</p> <p>All disposable gloves, masks, rags and other consumables are to be disposed of in the general waste compactor</p>			
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			directly in the service yard, THEY MUST NOT be left lying around or in DMR bins.			
		Fork Lift	Forklift must be cleaned after each use.			
		Cleaning	Department Manager to ensure regular cleaning of the area is undertaken. Initially to include workshop toilets and kitchen area until the rest of the building is occupied and cleaners reinstated.			