

Assessed By:	David Heys	CON 03	Date: 11th May 2020	Review: 11th June 2020
Section	Hazard	Affected Parties	Controls	Additional Controls
Mobile workers and office staff	Spread of Covid-19 Coronavirus	M.S.O.T.C Vulnerable groups, Contractors, Visitors, those with existing health conditions. Anyone that physically comes into contact with the business.	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any area where washing facilities not readily available • Drying of hands with disposable paper towels. 	<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, and 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 - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>

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Mobile workers and office staff	Spread of Covid-19 Coronavirus	M.S.O.T.C Vulnerable groups, Contractors, Visitors, those with existing health conditions. Anyone that physically comes into contact with the business.	<p>Social Distancing</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</p> <p>Setting up offices so that staff are facing back to back with a 2 metre distance.</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>

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Mobile workers and office staff	Spread of Covid-19 Coronavirus	M.S.O.T.C Vulnerable groups, Contractors, Visitors, those with existing health conditions. Anyone that physically comes into contact with the business.	<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.</p> <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</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>

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Mobile workers and office staff	Spread of Covid-19 Coronavirus	M.S.O.T.C Vulnerable groups, Contractors, Visitors, those with existing health conditions. Anyone that physically comes into contact with the business.	<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Weekly calls to Furlough staff with updates</p>

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