

Telling Architectural Covid-19 Risk Assessment

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.

<u>What are the hazards ?</u>	<u>Who might be harmed</u>	<u>Controls Required</u>	<u>Additional Controls</u>	<u>Action by who?</u>	<u>Action by when?</u>	<u>Done</u>
Spread of Covid-19 Coronavirus	<p>Employees, Visitors to our premises, Cleaners, Contractors</p> <p>Vulnerable groups</p> <p>Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance.</p> <p>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>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 and toilet roll will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p>	<p>Mike Wood</p> <p>Nick Taylor</p> <p>Marek Retel</p> <p>Pawel Wrukowski</p> <p>Mike Wood</p> <p>Nick Taylor</p>	<p>Daily</p> <p>Daily</p>	<p>Ongoing</p> <p>Ongoing</p>

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<p>Spread of Covid-19 Coronavirus</p>	<p>Gel sanitisers in any area where washing facilities not readily available</p> <p style="text-align: center;"><u>Cleaning</u></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. When area is cleaned the cleaner signs to say it have been done</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 are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>Marek Retel</p> <p>Pawel Wrukowski</p>	<p>Daily</p>	<p>Ongoing</p>
	<p style="text-align: center;"><u>Social Distancing</u></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>https://www.gov.uk/governme nt/publications/covid-19-</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>Mike Wood</p> <p>Nick Taylor</p> <p>Marek Retel</p> <p>Pawel Wrukowski</p>	<p>Daily</p>	<p>Ongoing</p>

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<p>Spread of Covid-19 Coronavirus</p>		<p>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>Social distancing also to be adhered to in canteen area and smoking area.</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>	<p>Mike Wood</p> <p>Pawel Wrukowski</p>	<p>Daily</p>	<p>Ongoing</p>
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<p>Spread of Covid-19 Coronavirus</p>	<p><u>Wearing of Gloves</u></p>	<p>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>Mike Wood Nick Taylor Marek Retel Pawel Wrukowski</p>	<p>Daily</p>	<p>Ongoing</p>
	<p><u>Face Masks</u></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</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</p>	<p>Nick Taylor Marek Retel Pawel Wrukowski</p>	<p>Daily</p>	<p>Ongoing</p>

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<p>Spread of Covid-19 Coronavirus</p>	<p>equipment (RPE) can protect the wearer.</p> <p>Wearers must be clean shaven.</p>	<p>(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)</p> <p style="text-align: center;">Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>	<p>Nick Taylor</p> <p>Marek Retel</p> <p>Pawel Wrukowski</p>	<p>Daily</p>	<p>Ongoing</p>
	<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>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>Mike Wood</p> <p>Nick Taylor</p> <p>Marek Retel</p> <p>Pawel Wrukowski</p>	<p>Daily</p>	<p>Ongoing</p>

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<p>Spread of Covid-19 Coronavirus</p>		<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>Reference -</p> <p>https://www.hse.gov.uk/stress/mental-health.htm</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Mike Wood</p> <p>Nick Taylor</p> <p>Marek Retel</p> <p>Pawel Wrukowski</p>	<p>Daily</p>	<p>Ongoing</p>
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