



## COVID-19 in the Workplace Risk Assessment Summary

Green = Complete/Orange = In Progress/Red =Outstanding

What are the hazards?	Who might be harmed?	Controls required	Additional controls	Owner	Status
Spread of Covid-19 coronavirus	Employees Cleaners Contractors Drivers Visitors Vulnerable groups – pregnant, elderly, those with underlying health conditions	<b>Handwashing</b> Hand washing facilities with soap and water in place. Stringent hand washing taking place.	Hand sanitiser provided. Handwashing notices in place. Managers to remind staff on regular basis to wash their hands.	ALL	
		<b>Hygiene</b> Notices in place to remind staff 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 to be made available throughout the workplace.	EXEC/ALL	
		<b>Social Distancing</b> 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.  Employees will be supported to work from home where practically possible.  Extremely vulnerable staff furloughed in line with government guidelines.  Taking steps to review work schedules including start & finish times as more staff return from furlough.  Conference calls to be used instead of face to face meetings.	Notices in place to remind staff of the importance of social distancing and contained within A&A Working Safely during COVID-19 Guidance Document 12th May 2020 issued to all staff.  Management checks to ensure this is adhered to.  Where necessary and on return from furlough leave, screens will be installed between where employees are required to sit within 2 metres (face to face) of each other.  Only essential visitors to the workplace where conference calls are not suitable. Masks will be provided.  Staff are asked not to leave the A&A site perimeter during the working day.	EXEC/ALL	

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			Additional policies for goods in/out and delivery drivers.		
Spread of Covid-19 coronavirus	Employees Cleaners Contractors Drivers Visitors Vulnerable groups – pregnant, elderly, those with underlying health conditions	<b>Wearing of Masks</b>	Masks provided to staff to wear in line with company face mask policy.	ALL	
		<b>Traveling to/from Work</b> Staff reminded to follow government guidance to only use public transport if necessary.	Masks provided to staff to use on public transport or car share. A&A Working Safely during COVID-19 Guidance Document 12th May 2020 issued to all staff.	ALL	
		<b>Symptoms of COVID-19</b> Staff notice: If anyone becomes unwell or a member of their household becomes unwell with a new continuous cough or a high temperature have been told to stay at home and ring the Managing Director. If someone becomes unwell in the workplace, they will be sent home and advised to follow the stay at home guidance.	A&A Working Safely during COVID-19 Guidance Document 12th May 2020 issued to all staff.	ALL	
		<b>Training</b> Written instructions on handwashing, Catch it, Bin it, Kill it and COVID-19 policies in place.	All staff given COVID-19 guidance on preventative measures.  A&A Working Safely during COVID-19 Guidance Document 12th May 2020 issued to all staff and asked to familiarise themselves with the content.	EXEC/ALL	

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			All staff will have return to work meetings with Line Managers on return from furlough leave.		
Spread of Covid-19 coronavirus	Employees Cleaners Contractors Drivers Visitors Vulnerable groups – pregnant, elderly, those with underlying health conditions	<b>Mental Health</b> A&A will continue to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.	Regular communication of mental health information and support available. Employees with concerns about their own or a colleague’s wellbeing encouraged to contact Directors (who are trained Mental Health First Aiders).	DIRECTORS /ALL	
		<b>Cleaning</b> 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.	High Intensity Touch Points signed and cleaning regime specific to COVID-19 implemented.	BS/ALL	
		<b>Communication</b> Notices and policies regarding safe working will be distributed to employees and placed around the building.	The Managing Director and the company will maintain regular contact with all staff.	JB/ALL	