

<b>Number</b>	<b>999B</b> <i>Revised 19/6/20</i>	<b>Persons at Risk</b>									
		NRC Employees	✓	Young Persons	✓	Other: Specify Below					
<b>Risk</b>	Spread of Covid 19 / Coronavirus	Office Visitors	✓	New/Expectant Mother	✓						
		General Public	✓								
<b>Hazard:</b> The source of Risk		<b>Severity of Harm</b>		<b>Risk:</b> Event; How likely is the harm?		<b>Likelihood of Harm</b>					
Spread of Covid-19 Coronavirus		Death	5	✓	Contracting the virus	Near Certainty	5				
		Serious Injury	4			Probable	4				
		Moderate Injury	3			Possible	3	✓			
		Slight Injury	2			Unlikely	2				
		Asymptomatic	1			Very Remote	1				
<b>Outcome;</b> Score WITHOUT Controls						5	10	15	20	25	
Possible Death. This applies to those of working age not in receipt of a letter from the NHS advising them of a specific vulnerability and to self-isolate. The disease causes varied outcomes from no symptoms to serious illness requiring hospital treatment.						4	8	12	16	20	
						3	6	9	12	15	✓
						2	4	6	8	10	
						1	2	3	4	5	
						<b>Risk</b>					
<b>Specific Instruction:</b> Tick as Required											
Site Induction Training	✓	Toolbox Talks	✓	Back to Work Induction	✓						
<b>CONTROL MEASURES</b>											
Entry to the offices	To be by the main entry door only. Sanitise hands each time you enter the building.										
Office Cleaning	Normal cleaning regime to include - Extra sanitisation of frequently touched surfaces and hard surfaces within canteen areas to be completed twice per day. Hand sanitisers to be at entry points to offices. Personnel desk hand sanitisers to be at each desk and not removed. If you use someone's computer or items clean them when finished with the disposable sanitising wipes.										
Movement around offices	To be kept to a minimum. Follow direction signage on staircase. 1 <sup>st</sup> and 2 <sup>nd</sup> floor to use the old main staircase for exit out of the building. Keep 2-meter distance. Wash hands regularly. Sanitise Hands.										
Safe working distances	All desks will be placed at least 2 meters apart. Central desks shall be moved to allow a 2 meter walkway. Screens to be placed where desk front is open.										
Using multi use machines	To be sanitised on completion of use.										
Meal breaks	To be staggered to reduce interaction on canteen areas. All persons to be 2 meters apart. Sanitise all touched items with disposable wipes or sanitising fluid.										
Visitors	Must wait at reception. Sanitise hands. NOT to sign the visitors' book, but a record is to be taken by receptionist only. Must complete a questionnaire and returned to reception.										
<b>Controls: Implementation &amp; Monitoring</b>	THE ABOVE CONTROL MEASURES TO BE IMPLEMENTED BY EMPLOYEES THROUGHOUT THE OFFICE. ALL CONTROLS TO BE IN PLACE BEFORE WORK COMMENCES. MONITORING OF COMPLIANCE BY RICHARD LYNE.										

## Specific Controls:

### Hand Washing

- Hand washing facilities with soap and hot water in place.
- Stringent hand washing taking place.
- Paper towels for drying of hands
- Gel sanitisers in any area where washing facilities not readily available, please be aware that gel sanitisers that conform to the guidance should contain at least 60% alcohol, this makes this substance a flammable substance, when using make sure that your hands are dry before touching any surface, do not go near any source of ignition while using the product, do not carry personal sanitisers in your pockets, do not leave the bottles near heat sources.

### Additional Controls

Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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. Hand Sanitisers and hygienic wiping tissues are placed on each desk and local areas around the office, these are not to be removed. Tissues will be made available throughout the workplace.

### Cleaning

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, canteen surfaces using appropriate cleaning products and methods.

### Additional Controls

Extra sanitisation cleans to take place, logged and registered.  
Rigorous checks will be carried out by Lisa Brown to ensure that the necessary procedures are being followed.

### 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

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.

Ensuring sufficient rest breaks for staff.

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

### Additional Controls

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.

### Wearing of face coverings

This is not recommended by NRC at this time, it is your choice if you want to wear your own, if so please make sure that you clean your hands before and after touching the mask

### Additional Controls

All to be reminded that wearing of gloves is not a substitute for hand washing.

## Symptoms of Covid-19

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.

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.

## Additional Controls

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

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.

## Mental Health

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help

Reference -

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

[www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)

## Additional Controls

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

				Final Risk Rating; Score WITH Controls										
				5	10	15	20	25						
Author/Checker initial here	Hazard	Death	5		Risk	Near Certainty	5		Hazard	4	8	12	16	20
		Serious Injury	4			Probable	4			3	6	9	12	15
Moderate Injury		3	✓	Possible		3		2		4	6	8	10	
Slight Injury		2		Unlikely		2	✓	1		2	3	4	5	
Asymptomatic		1		Very Remote		1		Risk						