

CORONAVIRUS COVID-19 RISK ASSESSMENT AND CHECKLIST

Company Name: Olympus Print	Site: Richardshaw Road
Assessor Name: Darren Muff	Date: 01.04.20

<u>ITEMS TO CONSIDER</u>	<u>Yes</u>	<u>No</u>
--------------------------	------------	-----------

Keeping abreast of information and statistics -

Understand and communicate latest information and stats where relevant – this will allow the business to make practical changes where possible.

Government Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keeping abreast of latest Global stats	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keeping abreast of latest UK & Regional stats	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Actions to be introduced / by who / by when?
A daily Coronavirus brief is undertaken by three members of staff, Darren Muff is responsible for collating and advising on all the latest Government advice and any other available information from recognised sources.

Implemented by Darren Muff 01.04.20

Communicating and Encouraging Employee Health and Hygiene -

Communicate and encourage more intensive hand-washing regime – to ensure employees have everything they need to protect themselves and those around them;

Encourage staff to eat healthy, keep themselves as fit and well as they can which will support their recovery if COVID-19 is contracted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Educate when to carry out sufficient handwashing. <ul style="list-style-type: none"> - After visiting the WC - Before eating or handling food - When you reach work - When you reach home - After handling anything external to site 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provisions of employee access to soap and hot water	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Hand sanitiser available in reception, offices and factory floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trained staff in the correct process of hand-washing – at least 30 seconds covering all areas of the hands using lathered, soapy water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handshaking is part of the British business-like introduction – through these times, think about whether this can be prevented, by simply nodding, elbow tapping or foot tapping	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Where coughs & sneezing taking place – <ul style="list-style-type: none"> - Availability of tissues across the site - Communicate the 'Catch it ~ Bin it ~ Kill it' NHS Campaign 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Personal Protective Equipment - where required ensure this is worn and challenge where this is not being applied.</p> <p>Review the PPE items you already provide your staff members and whether this is the appropriate level, given the risks of Coronavirus. Again, this will differ depending on different factors within your organisation, the tasks you undertake and the people within your premises.</p> <p>When PPE items are identified as necessary, you must ensure that staff members are fully trained in:</p> <ul style="list-style-type: none"> • When to use PPE • What PPE items to use • The limitations of their PPE • How to put on and remove PPE • How to dispose of PPE correctly • How to clean, disinfect and maintain PPE 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
It's proven that a man's beard carries germs and would catch any small droplets through sneezing, speaking to anyone carrying a virus – it's important to communicate the required cleanliness of those with beards at this current time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Actions to be introduced / by who / by when? All staff members have been advised on the correct procedure and importance of hand cleansing, sufficient soap, hand sanitiser has been placed in all relevant areas. All staff members are aware of their own personal responsibility towards hygiene and cleanliness, currently no PPE is required by general members of staff, only first aiders should require it if and when it's needed.</p> <p>Actioned by Darren Muff 01.04.20</p>		

Increase cleaning regime across the company site/s -

Enhancing the on-site cleaning regime will prevent transmission of any virus and ill-health;

<p>Increase on-site cleaning regime with additional cleans with anti-bacterial disinfectant throughout the day.</p> <ul style="list-style-type: none"> - General – light switches, door handles and door plates - Toilets – furniture, doors, taps, sanitary boxes - Stairs – rails, doors - Kitchens – work-tops, sinks, - Fridges – weekly clear-out, regular wipe through <p>Regularly sanitise surfaces with a general-purpose detergent such as washing-up liquid, followed by a chlorine-based sanitiser.</p> <p>We'd recommend chlorine sanitising tablets dissolved in water at a level above 1000ppm available chlorine. (1 tablet per litre of water should be enough, but always check the label). Simply dilute into a mop bucket to carry out a deep clean or into a trigger spray bottle for regular daily cleaning efforts.</p> <p>When creating a cleaning procedure, ensure you understand cleaning chemical contact times. Generally, a bleach-based sanitiser should be left for 5 minutes to safely kill bacteria and viruses. Check the label or safety data sheet for any specific products you are using.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Preparing Refreshments –</p> <p>When preparing refreshments taking additional care of re-cleaning cups, crockery and cutlery to prevent transmission of germs.</p> <p>Regularly wash any dishcloths, towels etc.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Food –</p> <ul style="list-style-type: none"> - When preparing food ensure handwashing takes place - Preventing the sharing of food, limit buffets on site and cake cookery stalls etc. - Prevent the use of sandwich vans across estates, encourage home-cooked food for employees 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>IT Equipment –</p> <ul style="list-style-type: none"> - Avoid dual use of equipment - Provide cleansing wipes for laptops/PC keyboard; telephones; mobiles; headphones – encourage regular cleansing. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Encourage regular cleaning regime across the factory floor – vacuuming; kitchenettes; WC facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Actions to be introduced / by who / by when? A daily cleaning routine has been implemented, all workstations are cleaned prior to commencement of work and after work. Cleaning of all commonly used areas done daily and when required, no preparation of food is undertaken at work. Implemented by Darren Muff 01.04.20		
<u>Returning to work from holidays and time off-work -</u> Carry out a return to work interview for all employees to prevent potential spread of infection;		
Formal 'Return to Work' interview on immediate return to work – this can be carried out face-to-face or over the telephone. Where concerns are identified, follow the government guidance regarding NHS 111 support, self-isolation etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If employees have returned from any country under containment measures in the last 14 days should avoid attending work and contact NHS for advice and self-isolate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Actions to be introduced / by who / by when? All return to work interviews are undertaken by Darren Muff, any employee of work in Isolation is spoken to prior to actually returning. Actioned by Darren Muff 01.04.20		
<u>Being vigilant to prevent the spread -</u> Being more aware of health on site; monitoring on-site staff and situations;		
Identify vulnerable employees and discuss any potential health problems and take the necessary steps to prevent any risk of coronavirus – employees such as pregnant women or those with respiratory conditions such as asthma or other medical conditions within the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<p>Prepare staff guidance and procedure.</p> <p>If an employee suddenly adopts respiratory concerns or a fever.</p> <ul style="list-style-type: none"> - prepare by allocating a room for isolation and allowing them to check the NHS 111 or call 111 for NHS advice. - if the company have access to temperature testing devices these may be useful at this stage – ensure sanitising the tools takes place after each testing. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Contractors and visitors on site – it's evident that some members are taking the approach to reduce the on-site presence and opting for essential visits only. Where these are undertaken, communicate site rules in relation to Coronavirus prior to those attending site.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Where BRC is built in-to the operational procedures, ensure all elements are compliant – where beard protection is part of your procedure, then a close trim is recommended to ensure protection is sufficient and to prevent the ongoing spread of infection.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Conducting a home-working viability assessment to understand how staff can work from home, equipment requirements, software and safety whilst working from home, providing access to home-working policies and guidance as required.</p> <p>BPIF have created a document which can be used for this procedure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p>Self-Isolation can lead to mental health situations – it's important to implement procedures to check on staff to carry out an assessment of their mental health if self-isolating – be mindful not to isolate employees from work!</p> <p>For some people self-isolation can be boring or frustrating. You may find your mood and feelings being affected and you may feel low, worried or have problems sleeping.</p> <p>There are simple things you can do that may help, such as staying in touch with friends and relatives on the phone, by facetime or other social media to talk to them about how you feel, your situation etc.</p> <p>Communicate the Do's and Don'ts which BPIF have created.</p> <p>Carry out a Mood Self-Assessment</p> <p>Listen to some Mental Wellbeing Audio Guides</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>