

## RISK ASSESSMENT FOR ROWANS

### COVID-19 WORKING SAFELY

Hazard	Who might be at risk?	Controls in place	Further action required	Action by who?	Action by when?	Done
<b>COVID -19 / Coronavirus</b>	Everyone is at risk of contracting the virus	<ul style="list-style-type: none"> <li>▪ If anyone becomes unwell with a new continuous cough, high temperature or loss of taste and smell while at work, they will be sent home to isolate and/or test in accordance with govt guidelines. If symptoms start at home they will be advised to follow the government's stay at home guidance.</li> <li>▪ The General Manager and Heads of relevant Department will maintain regular contact with staff members during this time, to ensure wellbeing.</li> <li>▪ If advised that a member of staff or public has developed Covid-19 and were recently on our premises, it will be immediately reported to the Head of Department and then the General Manager to discuss further actions.</li> <li>▪ Staff will complete a health questionnaire and have their temperature taken at the start of each shift.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Internal communication channels and cascading of messages through the Head of Department and the General Manager will be carried out regularly to reassure and support employees in a fast changing situation.</li> <li>▪ Encourage staff to report any problems such as Covid-19 or flu like symptoms.</li> <li>▪ Heads of Department and the General Manager will offer support to staff who are affected by Coronavirus or have a family member affected.</li> <li>▪ Ensure staff know what the procedure is if they show symptoms of Coronavirus.</li> </ul>	General Manager & Heads of Department	Ongoing	

Hazard	Who might be at risk?	Controls in place	Further action required	Action by who?	Action by when?	Done
Poor levels of personal hygiene / hand washing	Everyone	<ul style="list-style-type: none"> <li>▪ Stringent hand washing taking place.</li> <li>▪ Ensure soap and warm water is available at all times.</li> <li>▪ Hand washing posters/ guidance in washing areas.</li> <li>▪ Drying of hands with disposable paper towels or hand driers.</li> <li>▪ Hand sanitiser stations available at reception and at other areas in the centre.</li> <li>▪ Poster Reminders – to catch coughs and sneezes in tissues.</li> </ul> <p>Continuation of general sanitisation programme for customers and staff.</p>	<ul style="list-style-type: none"> <li>▪ Posters for Employees to remind to wash their hands on a regular basis for at least 20 seconds with soap and water and the importance of drying with disposable towels or hand driers.</li> <li>▪ Re-issue of leaflet 'All staff cleaning guide and Covid-19 sanitising'.</li> </ul>	General Manager & Heads of Department	Ongoing	
Personal Protective Equipment (PPE)	Staff	<ul style="list-style-type: none"> <li>▪ Staff that wear gloves as a requirement of their job, will be supplied as necessary</li> <li>▪ Staff given option to wear face masks.</li> <li>▪ DO NOT share PPE.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Posters will be displayed showing /explaining to staff the correct procedures for putting gloves on and removing them and disposal.</li> <li>▪ Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</li> </ul>	General Manager & Heads of Department	Ongoing	
Following Government guidance	Everyone entering the centre	<ul style="list-style-type: none"> <li>▪ Management to follow all guidance issued by government on controlling the spread of Covid-19.</li> <li>▪ Regular meetings between the General Manager and with Heads of Department to take place to discuss any changes to work procedures affected by Covid-19.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow government changes.</li> <li>▪ Follow advice issued by HSE.</li> <li>▪ Follow government advice on Track and Trace.</li> </ul>	General Manager & Heads of Department	Ongoing	
Changes to working procedures	Staff		<ul style="list-style-type: none"> <li>▪ General Manager to discuss with Heads of Department about working procedures regularly and to talk to staff to monitor changes.</li> </ul>	General Manager & Heads of Department	Ongoing	

Assessment completed by: Terence Harrison ( General Manager )	Date: 15 <sup>th</sup> July 2021
Signed: Terence Harrison	Review date: As necessary