

# **DCS Banbury**

## **Covid 19 Risk Assessment**

**18 May 2020**

**Version 1**

## General

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.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	Staff Visitors Contractors Pregnant workers Those with existing underlying health conditions	<p style="text-align: center;"><b><u>Hand Washing</u></b></p> Hand washing facilities with soap and water in place. Stringent hand washing taking place. Hand Washing guidance posters displayed Gel sanitisers provided in washing areas. Gel sanitisers provided in other areas around the site.	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 will be made available throughout the workplace.

		<p style="text-align: center;"><b><u>General Cleaning</u></b></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.</p> <p style="text-align: center;"><b><u>Toilet Cleaning</u></b></p> <p>Increased cleaning regime of all toilet facilities and disinfecting all surfaces that are touched regularly.</p> <p>Toilets steamed cleaned regularly.</p> <p style="text-align: center;"><b><u>PPE</u></b></p> <p style="text-align: center;"><b><u>Wearing of Gloves</u></b></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 style="text-align: center;"><b><u>Wearing of Face Masks</u></b></p> <p>Staff to be reminded that wearing of face masks is only advised to be worn if social distancing is not possible.</p>	<p>Weekly professional deep cleaning by qualified technicians in high use areas.</p> <p>Checks will be carried out by Facilities and department managers to ensure that the necessary procedures are being followed.</p> <p>Where possible doors have been wedged open to minimise hand contact on door handles</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff are not to face each other and are to stand back to back or side to side if the full 2 metre distancing rule can not be observed.</p>
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		Management will 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 open-door policy for those who need additional support.

Health & Safety Manager	Signature:	Date:
Operations Manager	Signature:	Date:
Head of HR	Signature:	Date: