

Action 21 COVID-19 Risk Assessment



Hazard	Who might be harmed	Controls	Additional Controls	Action by
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff and Volunteers</p>	<ul style="list-style-type: none"> • Hand washing facilities with soap, water and disposable paper towels are readily available. • Regular hand washing is taking place and hand washing guidance is available. • PPE is available including face coverings and disposable gloves. • Where appropriate protect the skin by applying emollient cream. • Gel sanitisers are available in areas where hand washing facilities are not readily available. 	<ul style="list-style-type: none"> • Staff and volunteers are regularly reminded to wash or sanitise their hands and make use of appropriate PPE. • Staff and volunteers are reminded to catch coughs and sneezes in tissues, and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues will be made available throughout the workplace. • Encourage the reporting of any skin problems. • Posters, leaflets and other health information available and on display. 	<p>Managers</p>
		<ul style="list-style-type: none"> • Frequent cleaning and disinfection of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, sorting and till areas, using appropriate cleaning products and methods. 	<ul style="list-style-type: none"> • Dedicated individual employed to carry out sanitization on a daily basis. • Regular checks will be carried out by Managers to ensure that the necessary procedures are being followed. 	<p>Managers</p>
		<ul style="list-style-type: none"> • Restrict the number of persons in any work area to maintain 2-metre physical distancing. • Manage processes in such a way as to allow physical distancing and quarantining of donations. • Ensure volunteer shift patterns do not lead to excessive numbers of volunteers on site at any one time and if necessary relocate to other tasks. • Ensure that physical distancing is maintained in the staff room and smoking area. 	<ul style="list-style-type: none"> • Staff and volunteers to be reminded on a regular basis of the importance of physical distancing both in and around the workplace. • Minimise the number of different individuals working in a single area. • Managers monitor and ensure arrangements are kept to. 	<p>Managers</p>

