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Insurance &  
Risk Management

# Coronavirus (COVID-19) Guidance & Risk Assessment Template

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## 1.0 COVID-19 emergence<sup>1</sup>

This guidance has been developed on information provided by:

- Centres for Disease Control and Prevention
- The Public Health Agency (HSCNI)
- The WHO (World Health Organisation)
- GOV.UK
- The National Health Service (NHS)

COVID-19 is caused by a coronavirus. Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including Northern Ireland.

## 2.0 Symptoms of coronavirus<sup>2</sup>

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.

## 3.0 How coronavirus is spread<sup>2</sup>

Because it's a new illness, it is not exactly known how coronavirus spreads from person to person.

However, similar viruses primarily spread through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

It's very unlikely it can be spread through things like packages or food.

## 4.0 How long can the virus survive? <sup>3</sup>

It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses (including preliminary information on the COVID-19 virus) may persist on surfaces for a few hours or up to several days. This may vary under different conditions (e.g. type of surface, temperature or humidity of the environment).

If you think a surface may be infected, clean it with simple disinfectant to kill the virus and protect yourself and others. Clean your hands with an alcohol-based hand rub or wash them with soap and water. Avoid touching your eyes, mouth, or nose.

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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html#emergence>

<sup>2</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/>

<sup>3</sup> <https://www.who.int/news-room/detail/q-a-detail/q-a-coronaviruses>

## 5.0 Treatment for coronavirus<sup>4</sup>

- There is currently no specific treatment for coronavirus
- Antibiotics do not help, as they do not work against viruses
- Treatment aims to relieve the symptoms while your body fights the illness
- You'll need to stay in isolation away from other people until you've recovered

## 6.0 How to avoid catching and spreading coronavirus (social distancing)<sup>5</sup>

Social distancing measures are steps you can take to reduce social interaction between people. This will help reduce the transmission of coronavirus. Everyone in Northern Ireland should now be social distancing.

### DO:

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- clean and disinfect frequently touched objects and surfaces in the home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- avoid close contact with people who have symptoms of coronavirus
- only travel on public transport if you need to
- work from home, if you can
- avoid social activities, such as going to pubs, restaurants, theatres and cinemas
- avoid events with large groups of people
- use phone, online services, or apps to contact your GP surgery or other NHS services

### DO NOT:

- avoid touching your eyes, nose, and mouth with unwashed hands
- do not have visitors to your home, including friends and family

## 7.0 Advice for people at high risk

If you're at high risk of getting seriously ill from coronavirus, there are extra things you should do to avoid catching it.

These include:

- not leaving your home – you should not go out to do shopping, visit friends or family, or attend any gatherings
- avoiding close contact with other people in your home as much as possible

You may be at high risk from coronavirus if you:

- have had an organ transplant
- are having certain types of cancer treatment
- have blood or bone marrow cancer, such as leukaemia
- have a severe lung condition, such as cystic fibrosis or severe asthma
- have a condition that makes you much more likely to get infections
- are taking medicine that weakens your immune system
- are pregnant and have a serious heart condition

## 8.0 Stay at home advice<sup>9</sup>

Everyone must now stay at home to help stop the spread of coronavirus

Staying at home means you should:

- not go to work, school or public areas

<sup>4</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/>

<sup>5</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/>

- not use public transport or taxis
- not have visitors, such as friends and family, in your home
- not go out to buy food or collect medicine – order them by phone or online, or ask someone else to drop them off at your home

You can use your garden, if you have one. You can also leave the house to exercise – but stay at least 2 metres away from other people.

## 9.0 Limiting spread of coronavirus (COVID-19) in business and workplaces<sup>6</sup>

Businesses and employers can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. Posters, leaflets and other materials are available.

It's good practice for employers to:

- keep everyone updated on actions being taken to reduce risks of exposure in the workplace
- ensure employees who are in a vulnerable group are strongly advised to follow social distancing guidance
- make sure everyone's contact numbers and emergency contact details are up to date
- make sure managers know how to spot symptoms of coronavirus (COVID-19) and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action
- make sure there are places to wash hands for 20 seconds with soap and water, and encourage everyone to do so regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them

## 10.0 What to do if someone develops symptoms of COVID-19 in the workplace?<sup>7</sup>

If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home and advised to follow the stay at home guidance.

If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

It is not necessary to close the business or workplace or send any staff home, unless government policy changes. Keep monitoring the government response page for the latest details.

### Travel arrangements

Anyone who has a new, continuous cough or a high temperature should be advised to quickly and directly return home and to remain there and initiate household isolation. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue.

## 11.0 Stay at home if you have coronavirus symptoms<sup>8</sup>

Stay at home for 7 days if you have either:

- a high temperature
- a new, continuous cough

If you live with other people, they should stay at home for 14 days from the day the first person got symptoms.

<sup>6</sup> <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#limiting-spread-of-coronavirus-covid-19-in-business-and-workplaces>

<sup>7</sup> <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#limiting-spread-of-coronavirus-covid-19-in-business-and-workplaces>

<sup>8</sup> <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#what-to-do-if-you-have-symptoms>

This will help to protect others in your community while you are infectious.

Do not go to a GP surgery, pharmacy or hospital.

You do not need to contact NHS 111 to tell them you're staying at home.

Testing for coronavirus is not needed if you're staying at home.

#### USE THE NHS 111 ONLINE CORONAVIRUS SERVICE IF:

- you feel you cannot cope with your symptoms at home
- your condition gets worse
- your symptoms do not get better after 7 days

Only call 111 if you cannot get help online.

### 12.0 How long to stay at home if you have symptoms<sup>9</sup>

If you have symptoms of coronavirus, you'll need to stay at home for 7 days.

After 7 days:

- if you do not have a high temperature, you do not need to stay at home
- if you still have a high temperature, stay at home until your temperature returns to normal
- You do not need to stay at home if you just have a cough after 7 days. A cough can last for several weeks after the infection has gone.

If you live with someone who has symptoms, you'll need to stay at home for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, stay at home for 14 days from the day the first person started having symptoms.

If you get symptoms, stay at home for 7 days from when your symptoms start, even if it means you're at home for longer than 14 days.

If you do not get symptoms, you can stop staying at home after 14 days.

#### If you have symptoms and live with a vulnerable person

If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to arrange for them to stay with friends or family for 14 days.

If you have to stay at home together, try to keep away from each other as much as possible.

#### DO:

- try to keep 2 metres (3 steps) away from each other
- avoid using shared spaces, such as kitchens or bathrooms, at the same time as each other
- open windows in shared spaces if you can
- clean a shared bathroom each time you use it, for example by wiping the surfaces you have touched
- use a dishwasher if you have one – if you do not have one, use washing-up liquid and warm water and dry everything thoroughly

#### DO NOT:

- do not share a bed, if possible
- do not share towels, including hand towels and tea towels

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<sup>9</sup> <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

### 13.0 If you have pets in the household<sup>10</sup>

At present, there is no evidence that companion animals or pets such as dogs and cats, can be infected with coronavirus (COVID-19).

### 14.0 Foreign & Commonwealth Office (FCO) travel advice<sup>11</sup>

The FCO advises British people against all non-essential travel worldwide. This advice took effect immediately on 17 March and applies initially for 30 days.

The COVID-19 pandemic has led to unprecedented international border closures and other restrictions. All countries may restrict travel without notice.

### 15.0 How Can We Help You?

Our Risk Management Team are chartered members of the Institute of Occupational Safety and Health (CMIOSH). They are on hand to support your business and to ensure you make the most appropriate risk-based decisions.

To give you peace of mind and on-going support, please contact:

wbarker@willisemploymentservices.co.uk - tel: 07969 597301

markc@willisemploymentservices.co.uk - tel: 07891 172176

or office: 028 9032 9042

Examples of our services include:

- Tailored health and safety documentation – Policies and procedures
- Health and safety gap analysis and workplace audits
- Risk assessment and method statement assistance
- Accident investigation
- Bespoke training and consultancy packages

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<sup>10</sup> <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>

<sup>11</sup> <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

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## Coronavirus (COVID-19)

COMPANY:		LOCATION:		ASSESSMENT DATE:	
OPERATION:	Coronavirus (COVID-19)	COMPLETED BY:		REVIEW DATE:	
				REFERENCE No:	CV001

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Outbreak of Coronavirus COVID-19  Risk to: All persons	High	The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases death  For further advice see link on page 11	Medium	Review latest Government / World Health Organisation guidance and update as required	On-going
Communications / Educate staff  Risk of: Infection control  Risk to: All persons	High	Educate staff via regular communications without causing panic. For example, develop and communicate a Coronavirus Covid-19 management plan, send emails or display posters, perform team briefs outlining the current situation and any updated Government advice.  Promote good hand and respiratory hygiene, promoting infection control procedures.	Medium	Review latest Government / World Health Organisation guidance and update as required  Consideration should be given to the displaying of posters on "cough etiquette", hand and respiratory hygiene	On-going
Good Personal Hygiene  Risk of: Infection control  Risk to: All persons	High	Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT Persons should wash their hands at least every 30 minutes using hot water and soap – use hand sanitiser gel if soap and water are not available. In addition, persons should try to avoid close contact with other people i.e. no shaking of hands etc.  For further hand washing advice see link on page 11	Medium	Review latest Government / World Health Organisation guidance and update as required  Ensure there is a ready supply of hot water, soap and also paper towels / hand drying facilities  On-going monitoring by management	On-going
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Staff member with symptoms / close contact with persons	High	A staff member who is experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, chest pain), or who has had close contact	Medium	Review latest Government / World Health Organisation guidance and update as required	On-going

with symptoms  Risk of: Flu-like symptoms, Pneumonia, Breathing difficulties, Death  Risk to: All persons		<p>with someone experiencing these symptoms, must not come to work. The staff member should contact their GP / Government helpline to notify them of their travel, current status and to receive further advice.</p> <p>The staff member should then contact the company and update them in relation to their condition and advice they have been given.</p> <p>If the staff member is advised by medical professionals to self-quarantine, they must do so, and only return to work when the incubation period is over, and symptoms have gone.</p> <p>If a staff member becomes unwell with coronavirus related symptoms whilst on site, they must make their way to a confined area, and contact their manager or a member of management with immediate effect.</p> <p>The person will be advised to liaise with their GP / Government helpline to seek further advice before leaving site, to ensure they reduce the likelihood of infecting other persons i.e. may be advised not to use public transport etc.</p> <p>The working area of any staff member who suspects they may have contracted Coronavirus, (including welfare facilities), will be subject to a "deep clean" in accordance with Government guidance.</p> <p>All other staff will be advised of any persons within the workplace who have shown signs of the infection, and who are being tested for Coronavirus.</p> <p>However, the individual's identity will not be disclosed during any communication / updates to staff.</p>		Current Government advice requires persons who have either developed symptoms or who have been in contact with a family member who has presented with symptoms of Coronavirus Covid-19 to self-isolate, along with all members of the household for 14 days	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Persons returning from travel in a High-Risk area  Risk of: Infection control	High	<p>Employees must follow Government advice if they have returned from travel to any of the "high-risk" areas (as defined by Government).</p> <p>This advice includes the requirements for the individual to "self-quarantine" if they have returned from a high-risk area within the last 14 days, even if they do not have any of the symptoms. The individual should liaise with their GP, call the Government</p>	Medium	Review latest Government / World Health Organisation guidance and update as required	On-going

Risk to: All persons, including work colleagues		helpline to notify them of their travel, current status and to receive further advice. The Company will also advise the individual not to return to work until after the incubation period is over and any symptoms have gone.			
Limit work trips / no travel to high risk areas  Risk of: Increased exposure, Infection control  Risk to: Staff member travelling, all persons	High	The Government will provide advice in relation to areas where persons are advised not to travel at present. This advice is updated on a regular basis. The company will monitor this advice and adhere to it as required. Consideration will also be given to work trips, with all non-essential trips reviewed and decisions made as to whether the trip will be postponed on an individual basis, taking circumstances at the time into consideration i.e. purpose of trip, area of travel, methods of travel, infection control procedures etc Staff members would be asked to inform their manager of any forthcoming travel plans, prior to travel, including personal travel.	Low	Review latest Government / World Health Organisation guidance and update as required.  Visitors to the premises should be reviewed, with no authorisation provided to those persons from high-risk areas, or who should be self-isolating in accordance with Government guidance	On-going
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Higher risk groups  Risk of: Infection control  Risk to: Elderly, Pregnant women, Pre-existing medical conditions	High	Consideration must be given to allowing high-risk individuals to work from home, particularly if there are coronavirus cases confirmed near the workplace. The company will review the situation regarding localised cases on an on-going basis and ensure good communication with all high – risk individuals.	Medium	Review latest Government / World Health Organisation guidance and update as required  Persons within the high-risk categories, including those over the age of 70 have been advised to self-isolate for a period of 12 weeks, starting from 20 <sup>th</sup> March 2020.	On-going

Internal cleaning	High	A cleaning regime is in place within the company, with dedicated cleaning personnel in place to ensure the workplace, including welfare facilities is serviced and suitably cleaned on a regular basis. Staff are encouraged to disinfect their workstations during the day, particularly after eating and returning from the toilet.	Medium	Review latest Government / World Health Organisation guidance and update as required  Consideration should be given to increasing the frequency of cleaning of frequently-touched communal areas, including door handles, kitchens, toilets, showers, bin lids, light switches, handrails and hot-desk keyboards, phones and desks.	On-going
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Social distancing	High	Persons must undertake advice from the Government with regards to social distancing when out of work. In addition, persons will be advised whilst at work to: <ul style="list-style-type: none"> <li>• Suspend meetings with external persons</li> <li>• Operate a policy of staggered lunches and breaks to reduce footfall in these areas at any one time</li> <li>• Encourage remaining a distance of 2 metres from work colleagues where possible</li> <li>• Reduce the number of persons in any one area to ensure compliance with 2 metre gap recommended by the Public Health Agency</li> <li>• Review work schedules, internal start and finish times, shift patterns, working from home etc</li> <li>• Redesign processes to ensure social distancing is in place</li> </ul>	Medium	Review latest Government / World Health Organisation guidance and update as required.  Visitors to the premises should be reviewed, with no authorisation provided to those persons from high-risk areas, or who should be self-isolating in accordance with Government guidance  On-going monitoring by management  Staff to be regularly reminded of	On-going

		<ul style="list-style-type: none"> <li>• Conference calls to be used instead of face to face meetings</li> <li>• Ensure sufficient rest breaks for staff</li> <li>• Staff canteen, welfare facilities and smoking areas to comply with social distancing requirements</li> <li>• Consideration to be given to a one-way system on pedestrian walkways</li> <li>• Floor marking to promote social distancing required where staff assemble i.e. canteen, welfare facilities</li> <li>• For further advice on social distancing see link on see page 11</li> </ul>		the importance of social distancing both in work and outside of it	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Personal Protective Equipment  Risk of: Infection control, Eyes, mouth and nose  Risk to: Individuals dependent on tasks performed	High	<p><u>Wearing of Gloves</u> Where the company has identified the 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><u>Respiratory Protective Equipment</u> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.</p>	Medium	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be</p>	

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		<p>Wearers must be clean-shaven.</p> <p>For further advice on PPE see link on page 11</p>		<p>adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure</p>	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Drivers  Risk of: Increased exposure, Infection control  Risk to: Drivers	High	<p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work – for further advice see link on page 11</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Hand washing, sanitiser gel must be provided and available to drivers</p> <p>Drivers must ensure they comply with the good personal hygiene guidance at all times.</p>	Medium	<p>Drivers must comply with specific coronavirus procedures for each site</p> <p>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.</p>	On-going
Mental Health  Risk of: Mental health issues  Risk to: All persons	High	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>For further advice on mental health see link on page 11</p>	Medium	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p> <p>Regular communication of mental health information and open-door</p>	On-going

				policy for those who need additional support to be adopted by management	
HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
Skin care and occupational health –  Skin conditions, infection control  All persons,	Medium	A high level of personal hygiene and skin care must be observed by the operator at all times.  The Company provides hand wash facilities / products. Staff are advised at the commencement of employment of product uses and application.  It is the responsibility of the staff member to use the skin care products in accordance with training received	Low	Consideration should be given to the provision of hand sanitisers in key areas i.e. adjacent to reception, hot-desks, welfare facilities, etc	March 2020

### Key Links:

- Public Health Advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Public Health Authority Guidance - <https://www.publichealth.hscni.net/>
- Hand Washing Guidance - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Communications - <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- Social Distancing Guidance - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Social Distancing Guidance for Vulnerable People - <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>
- HSE Face Masks Guidance - <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>
- HSE Guidance for Drivers, transport, delivery - <https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>
- HSENI Mental Health Guidance Coronavirus - <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/www.hseni.gov.uk/stress>

## Risk Matrix Summary Explained

The numbers in the table below are calculated thus: Severity x Likelihood = Risk.

Severity							Risk Level		
Likelihood	Minor (1)	Major (2)	Critical (3)	Fatal (4)	Multiple Fatalities (5)		Level Control Measures Suffice (Low)	Reduce The Risk As Soon As Possible (Medium)	Control Measure Should Be Applied (High)
Improbable (1)	1	2	3	4	5				
Remote (2)	2	4	6	8	10				
Possible (3)	3	6	9	12	15				
Probable (4)	4	8	12	16	20				
Frequent (5)	5	10	15	20	25				

### Likelihood

1. Improbable - not likely to be true or to happen
2. Remote - having very little connection with or relationship to
3. Possible - occurring, appearing, or done infrequently and irregularly
4. Probable - likely to happen or be the case
5. Frequent - occurring or done many times at short intervals

### Severity

1. Minor - Nips, cuts, skin rash, no lost time
2. Major - Requires Professional First Aid Advise (on site)
3. Critical - Requires Professional Medical Attention, take to Hospital
4. Fatal - Fatal
5. Multiple Fatalities - Multiple Fatalities

### Disclaimer

This is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employer should consider their own unique circumstances. The responsibility for Health & Safety (and for carrying out risk assessments) rests with the employer, and as such it is the employer's responsibility to ensure that risk assessments are suitable, sufficient, controls implemented and are regularly updated.

It is vitally important that you check through the content of this document and ensure that:

- All hazards encountered by the organisation have been covered;
- All existing control measures documented are in place and working effectively;
- All recommendations are implemented.