

## Guidance Notes

### Covid-19 Risk Assessment 2.1

This risk assessment has been compiled following guidance from government and NHS guidelines. As the covid-19 pandemic evolves, this risk assessment will be revised in order to reflect the current trend.

	Severity				
	Marginal	Minor	Moderate	Major	Severe
Very Likely	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Medium	Medium	Medium	High
Very Unlikely	Low	Low	Medium	Medium	High

*Risk Matrix*

LOW	MEDIUM	HIGH	Extreme
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

Identified Hazards & Risk level	People at Risk	Control Measures	Final Risk Level
Multiple people present at once within the facilities	Everyone coming onsite	<ul style="list-style-type: none"> <li>All staff who are able to work remotely are asked to work from home.</li> <li>Client's presence is limited to a minimum and only pre-authorised staff, clients and contractors are allowed onsite</li> </ul>	Low

		<ul style="list-style-type: none"> <li>○ Social distancing in effect through the facilities</li> <li>○ Runner service working at reduced capacity</li> </ul>	
Room with multiple occupancy	Staff and Clients	<ul style="list-style-type: none"> <li>○ Rooms have been measured and a safe number of people allowed has been determined to ensure social distancing applies.</li> <li>○ Wipes and antibacterial gel available in each room</li> <li>○ Runners or anyone entering room (where max occupancy reached) to wear face coverings</li> </ul>	Low
Congestion in Reception Area	Everyone coming onsite	<ul style="list-style-type: none"> <li>○ A one way system in effect</li> <li>○ Sofas will only sit one person</li> <li>○ Only authorised personal and clients will be allowed onsite at particular times in order to avoid congestion</li> <li>○ Signing In will be done away from the reception desk on a table where antibacterial hand gel and wipes are available.</li> <li>○ A belt barrier will assure a two meters distance between the receptionist and attendees is observed</li> </ul>	Low
Use of communal area	Everyone onsite	<ul style="list-style-type: none"> <li>○ Use of communal areas are currently off limits</li> </ul>	Low
Congestion in the Bar	Everyone onsite	<ul style="list-style-type: none"> <li>○ No congregation allowed in the bar ( max room occupancy guidelines followed)</li> <li>○ The bar will close at 6pm</li> </ul>	Low
Congestion in Corridors and Staircases	Everyone onsite	<ul style="list-style-type: none"> <li>○ A one way system around the building will be in effect from June</li> </ul>	Low
Congestion in Lifts	Everyone onsite	<ul style="list-style-type: none"> <li>○ Lift occupancy will be limited to one person at a time</li> </ul>	Low
Congestion in Toilets	Everyone onsite	<ul style="list-style-type: none"> <li>○ One person at a time allowed in the bathroom</li> <li>○ External sign in place to indicate occupancy</li> </ul>	Low
Congestion in Kitchen	Everyone onsite	<ul style="list-style-type: none"> <li>○ Kitchens are off limits to clients</li> <li>○ Only 1 runner per kitchen</li> <li>○ Social distancing rules in place for all staff</li> <li>○ 1 in 1 out system</li> </ul>	Low
Food	Everyone onsite	<ul style="list-style-type: none"> <li>○ Until further notice no food will be on offer to staff and clients. This includes bread, biscuits, sweets and fruits</li> <li>○ Client's lunch and dinners will remain in take away packages and won't be plated out by the runner.</li> </ul>	Low

		Plates and cutlery will be provided on a tray – this is to limit potential cross contamination.	
Glasses and coffee cups	Everyone onsite	<ul style="list-style-type: none"> <li>○ Everyone onsite is urged to bring in their own coffee cup and water bottle in order to limit potential cross contamination.</li> <li>○ People will be responsible to clean their own cups when possible.</li> <li>○ Water fountains are available throughout the building for both hot and cold water.</li> </ul>	Low
Friday Treat	Runners and Clients	<ul style="list-style-type: none"> <li>○ Friday treats is currently suspended until further notice</li> </ul>	Low
Cash Handling	Receptionist & Runners	<ul style="list-style-type: none"> <li>○ We have gone cashless and will only use a contactless card</li> <li>○ Card will be wiped clean after every use</li> <li>○ Clients' orders will be billed to project</li> </ul>	Low
Reception cover	Reception Staff	<ul style="list-style-type: none"> <li>○ Headset, keyboard, mouse, and surfaces to be wiped clean when reception shift ends.</li> <li>○ Antibacterial spray and wipes available</li> </ul>	Low
Signing In Ipad and visitors	Everyone	<ul style="list-style-type: none"> <li>○ People asked to sanitise their hands before signing in</li> <li>○ Temperature check and health declaration completed, contact nos collected where required</li> <li>○ Ipad wiped clean every hour</li> <li>○ Ipad set away from reception in spacious area to allow for social distancing</li> </ul>	Low
ADR equipment	Voice artists and staff	<ul style="list-style-type: none"> <li>○ ADR booth cleaned after every session</li> </ul>	Low
Cleaning and Personal Hygiene	Everyone onsite	<ul style="list-style-type: none"> <li>○ Toilets and communal areas to be cleaned every hour by runner onsite</li> <li>○ Hand Sanitiser provided at entrances and throughout the building</li> <li>○ Antibacterial spray and wipes available throughout the building</li> <li>○ Antibacterial soap available in all toilets and kitchens</li> <li>○ Hand paper towels available in all toilets</li> </ul>	Low

		<ul style="list-style-type: none"> <li>○ Hand lotion available in every toilets to limit skin damage due to frequent handwashing</li> <li>○ Masks are recommended but only mandatory where working in areas where 2m social distancing is not possible or maximum room occupancy is temporarily exceeded</li> </ul>	
Door Handles & Buttons	Everyone onsite	<ul style="list-style-type: none"> <li>○ Door handles to be wiped every hour by runner on site</li> <li>○ Elevator &amp; door buttons to be wiped every hour by runner on site</li> </ul>	Low
Handling deliveries	Staff	<ul style="list-style-type: none"> <li>○ Despatch to handle all deliveries and wiping it with disinfectant when possible.</li> <li>○ Collection to be made via the hatch to limit contact with courier.</li> <li>○ Hand gel available in Despatch</li> </ul>	Low
Congestion in Bike shed	Staff and Clients	<ul style="list-style-type: none"> <li>○ One in One out system in place</li> </ul>	Low
High Risks People	Staff and Clients	<ul style="list-style-type: none"> <li>○ All high risks staff and clients are asked to work from home.</li> </ul>	Low
Suspected cases	Everyone onsite	<ul style="list-style-type: none"> <li>○ Should someone onsite shows symptoms of Covid-19 – They will be asked to isolate until adequate transportation be sorted</li> <li>○ They will be encouraged to get tested through the Government Testing Program <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a></li> <li>○ Isolation rooms are available within the building</li> <li>○ Following any suspected case, a deep clean of the facilities will be orchestrated</li> <li>○ Anyone who would have been in close contact with a suspected or known case of Covid-19 will be asked to follow government guideline and stay home until safe to return to work <i>(Close contact is defined by a being close to someone for more than 15 minutes and less than 2 meters apart and/or having direct contact with infectious secretions of a COVID-19 case)</i></li> </ul>	Low

		Process for government track and trace will be followed by supplying contact details	
Site attendee coming in unwell	Everyone coming onsite	<ul style="list-style-type: none"> <li>People entering the building</li> </ul>	Low
Meetings	Staff and Clients	<ul style="list-style-type: none"> <li>Conference calls to be used instead of face to face meetings when possible</li> </ul>	Low
Staff Mental Health	Staff	<ul style="list-style-type: none"> <li>Regular communication of mental health information and open door policy for those who need additional support.</li> </ul> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	Low

### **Symptoms of Covid-19**

If anyone becomes unwell with a new continuous cough, a high temperature or any other Covid-19 related symptoms in the workplace they will be sent home and advised to follow the stay at home guidance. An isolation room at Molinare is provided while arrangements are made for them to be sent home.

Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.  
<https://www.publichealth.hscni.net/>

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.

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

**Molinare COVID-19 Safe working policy for staff and clients is also available on our website and for staff on our internal 'molihub' platform**