



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	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Visitors Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels or hand dryer Gel sanitisers in area where washing facilities not readily available <p>Cleaning</p>	<p>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> <p>Employees will be encouraged to sanitise hands regularly</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	<p>All</p> <p>All</p>	<p>4/7/20 On going</p> <p>4/7/20 On going</p>	<p>Y</p> <p>Y</p>

	<p>your business</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, entrance using appropriate cleaning products and methods.</p> <p>30 minute cleaning of bar top, toilets and door handles</p> <p>More regular disinfecting of kitchen areas, minimum every 30 minutes</p> <p>Cleaning of PDQ after every pin entry use</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 1+ metre gap</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning table arrangement to ensure social distancing in place.</p> <p>One-way system and queueing system in place for customers to approach the bar when unavoidable.</p> <p>One-way system in place for toilets</p> <p>One-way system in place through the kitchen</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed with signage of checklists required</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Signage to be put up to inform customers of new procedures, one-way system, table service and not to move tables and chairs, they are positioned for safety</p>	<p>CN/NP</p> <p>CN/NP</p> <p>CN</p>	<p>4/7/20 On going</p> <p>4/7/20 On going</p> <p>4/7/20</p>	<p>Y</p> <p>Y</p> <p>Y</p>
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		<p>Sneeze screen positioned on bar ordering point</p> <p><u>Wearing of Gloves</u> 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><u>PPE</u> Temperature checks will be carried out when employees arrive for work</p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Face coverings will be worn by staff taking orders at tables</p> <p>Face coverings will also be made available for kitchen staff for occasions where distancing is not possible</p> <p><u>Symptoms of Covid-19</u></p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff behind bar to wear gloves</p> <p>Due to Data protection these will not be recorded but anyone showing over 38°c will be asked to go home and self-isolate while waiting for a test</p> <p>Remind employees to put face covering on safely and not to touch face</p> <p>Entering fridges must be carefully managed as will gathering by wash up area</p>	<p>CN/NP</p> <p>CN</p> <p>CN</p> <p>CN</p> <p>NP</p>	<p>4/7/20 On going</p> <p>4/7/20 On going</p> <p>1/7/20 On going</p> <p>4/7/20 On going</p> <p>1/7/20 On going</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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		<p>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.</p> <p>https://www.publichealth.hscni.net/</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	ALL	1/7/20 On going	Y
		<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>	ALL	1/7/20 On going	Y