

## HARTLEPOWER CIC and CIO

**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.**

This is a copy of a **Generic Risk Assessment** for dealing with the current Covid-19 situation in the Hartlepower Energy Hub, Market Stall and other location were staff may need to visit. It covers staff and common area requirements and also provides sufficient advice to tenants to ensure compliance but does not remove the need for tenants to undertake their own risk assessment if circumstances require.

To keep up to date with HSENI advice to workplaces in this fast changing situation visit <https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-update>

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p><b>Staff</b></p> <p><b>Tenants</b></p> <p><b>Visitors</b></p> <p><b>Cleaners</b></p> <p><b>Contractors</b></p> <p><b>Delivery personnel</b></p> <p><b>Public</b></p> <p><b>Vulnerable groups comprising Elderly Pregnant Those with existing underlying health conditions</b></p>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>● Hand washing facilities with soap and water in place.</li> <li>● Stringent hand washing taking place.</li> <li>● See hand washing guidance.</li> <li>● <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>● Drying of hands with disposable paper towels.</li> <li>● <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-re-moving-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-re-moving-viruses-than-hand-dryers-17-04-2020/</a></li> <li>● Staff encouraged to protect the skin by applying emollient cream regularly</li> </ul>	<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 preferred. 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>Encourage staff to report any problems and carry out skin checks for dryness, itching, redness as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.</p>	PH	Opening day, TBC.	

	<p><b>Anyone else who physically comes in contact with you in relation to your business</b></p>	<ul style="list-style-type: none"> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b> 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><b>Social Distancing</b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Taking steps to review work schedules including start &amp; 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 processes to ensure social distancing in place.</p>	<p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Provide Gel Hand Sanitiser to all common areas and reception. Procure additional stocks of soap dispensers and paper towels. Procure posters and display.</p> <p>Introduce enhanced cleaning to common areas. Advise tenants to apply similar requirements to their individual rooms.</p> <p>Advise the facilities manager or line manager of any planned visits to the Hub or Stall by staff or others to ensure no conflicts with other activities. Pre-plan and agree any face to face gatherings to ensure social distancing is achievable. Minimise direct contact zones by use of drop off points or transfer zones.</p> <p>Staff to be alerted to the importance of social distancing both in the workplace and outside of it. Tenants to be advised to limit visitors to maintain social distancing in common areas and their individual rooms. Minimise contact during payment and exchange of goods, use of electronic payment methods and signatures preferred.</p>	<p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p> <p>PH</p>		
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