



SECURITY SERVICES

**Risk Assessment Details**

Activity:

COVID 19

Date of Assessment:

01.04.2020

Assessment conducted by:

Steve Smith Health and Safety Manager

**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 Risk Assessment for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and our clients will have their own policies and procedures in place which must be adhered to. Common sense must be applied, and the latest guidance should be followed.**

Who might be harmed	Controls Required	Additional Controls
<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors to our premises</b></li> <li>• <b>Contractors</b></li> <li>• <b>Vulnerable groups – those with existing underlying health conditions</b></li> <li>• <b>Clients</b></li> <li>• <b>Anyone else who physically meets our employees during our business.</b></li> </ul>	<p><b><u>Hand Washing</u></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> </ul> <ul style="list-style-type: none"> <li>• Drying of hands with disposable paper towels</li> </ul> <ul style="list-style-type: none"> <li>• Gel sanitisers in any areas where washing facilities are not readily available</li> </ul> <p><b><u>Cleaning</u></b></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, reception area using appropriate cleaning products and methods.</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>Encourage staff to report any problems</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>

	<p><b><u>Social Distancing</u></b>  Social Distancing -Reducing the number of persons in any work area to comply with the 1-metre (3.0 foot) gap recommended by the Public Health Agency</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</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p> <p>Clients own policies and procedures to be observed</p> <p><b><u>Wearing of Gloves</u></b>  Where the companies or our clients 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><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relies on individuals to follow guidance as it is updated and to observe social distancing measures and practice good hand hygiene behaviours</i></p>	<p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <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>
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<p><b>Mobile Patrol officers</b></p>	<p><b><u>Symptoms of Covid-19</u></b>          If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.          Management will maintain regular contact with staff members during this time.</p> <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 during the course of their duties) 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><b><u>Officers</u></b>          Procedures are in place for Mobile patrol officers to ensure adequate welfare facilities available during their work.          Persons should not share vehicles where suitable distancing cannot be achieved.          Hands should be washed for at least 20 seconds as often as is practicable to comply with government guide lines</p> <p><b><u>Mental Health</u></b>          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>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with clients we provide services to, to ensure adequate welfare facilities will be available to our mobile patrol officers if needed. All vehicles have within Face mask and shields, gloves, sanitiser, bacterial wipes, wipeable seat covers and steering wheel. At the beginning halfway through and at the end of each shift, the vehicle is cleaned with bacterial wipes i.e. steering wheel, gear-lever, handles, brake, keys, devices, and seats are wiped down.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>
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