



Document Title:	Renown Group Risk Assessment: Covid-19
Procedure ref. no.	RR-032
ALL REVISIONS SHOWN IN SHADED ITALICS	

Renown Group Risk Assessment:
Covid-19

REVISION HISTORY:

Rev No.	Date	Section(s)	Brief Description of Change	Author of Change
04				
03				
02				
01				
00	31/03/20	n/a	First Issue	n/a



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PURPOSE:

The purpose of this document is to ensure all hazards associated with the Covid-19 outbreak are documented and control measures implemented accordingly.

PRIME RESPONSIBILITIES:

Assessor: Stephen Rossiter – Group Quality Manager & Jim Sinclair – Operations Manager (Cramlington site): To determine all the hazards associated with the Covid-19.

Assessment Consultants: John Hamilton - Managing Director: To review the hazards identified by the assessors to ensure all known hazards have been determined.

OVERVIEW:

- **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.**
- To keep up to date with HSENI advice to workplaces in this fast changing situation visit [government response page](#).
- 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.



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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 to your premises 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 your business 	<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 towel dispenser and hand dryers. Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Gel sanitisers in any area where washing facilities not readily available <p>Cleaning</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>	<ul style="list-style-type: none"> 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. 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. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - government response page <p>Cleaning regime documents to be signed at each time interval as evidence cleaning is being completed.</p>	Site Manager	On-Going	Yes



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		<p>Social Distancing</p> <ul style="list-style-type: none"> • 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 • https://www.gov.uk/government/organisations/public-health-england • https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people • 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. • Conference calls to be used instead of face to face meetings. • Social distancing also to be adhered to in canteen areas and smoking area. <p>Wearing of Gloves</p> <p>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>	<ul style="list-style-type: none"> • 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. • Day shift start and finish times of shop floor employees to be staggered; 07:00 – 15:45 & 08:00 – 16:45 • Break times to be staggered in line with employees start time. • Microsoft Teams software to be installed for office staff required for production meetings. • Microsoft Team Viewer software to be installed for office staff to enable home working if/when required. <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
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		<p>Respiratory Personal Equipment (RPE) <i>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</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken employees shall be responsible for cleaning of the equipment. Maintenance fitters shall wear nitrile gloves to carryout routine maintenance of RPE.</p> <p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • 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. • Line managers will maintain regular contact with staff members during this time. 	<ul style="list-style-type: none"> • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Any employee who received a shielding / high risk letter from their GP must inform their Line manager. 		
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		<p>Symptoms of Covid-19 cont..... 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), 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> <ul style="list-style-type: none"> • Stay at home guidance. <p>Drivers Employees should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <ul style="list-style-type: none"> • https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ • www.hse.gov.uk › stress 	Regular communication of mental health information and open door policy for those who need additional support.			
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