

Category of hazard	Outline of potential hazard	Control measures to be put in place to mitigate risks	Responsibility for putting control measures in place	Date measures put in place
Social distancing	The attendance of staff at the workplace at pre-coronavirus numbers does not allow for effective social distancing.	Perform an assessment to determine the safe number of employees that can be in the office at any one time whilst maintaining the social distancing rules. Once this is known, restrict attendance at work to the maximum number of workers required to ensure effective social distancing while keeping operations viable. Ask workers to attend work only where their role requires their physical presence in the office. Conference calls (Video) should be held instead of face to face meetings where possible.	Senior management and the HR department to consider alternative ways of working (such as operating A and B teams who are not in attendance at the same time and shift patterns that reduce numbers). Line managers/The HR department to communicate to workers who can work from home, such as support/administrative staff, that they should continue to do so.	30th July 2020
Social distancing	Workstations are less than two metres apart, preventing effective social distancing.	Space workstations an appropriate distance apart (or, where they cannot be moved, tape off every other workstation/Install screens or barriers to separate workers from each other).	Office management department to rearrange workstations to allow for social distancing or, where that is not practical, tape off every other workstation/Install screens or barriers to separate workers from each other.	30th July 2020
Social distancing: Visitors to the premises, delivery drivers, office cleaners, contractors, anyone else who physically comes in contact with you in relation to the business	Workers may be at risk when visitors attend if they haven't been following guidelines and vice versa.	Marked area where people cannot cross, especially around reception. Remote meetings where possible. Signage and procedures in place to ensure all visitors wash their hands and use the hand sanitiser provided. Visitors will be instructed to wash their hands upon entry at the reception before being allowed to access the offices. There will be a limit on the number of visitors allowed in the office at any one time.	Office Management team to arrange for marked areas and to instruct visitors to wash their hands. HR to provide signage.	30th July 2020
Commuting	Our offices are based on Bond street. As a result, a very high proportion of our employees will access the office using public transport. This presents a risk to staff of catching and spreading the virus, especially if commuting during peak hours.	Stagger the workforce's start and finish times. Home working will be encouraged where possible. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved, staff are encouraged to follow all government guidelines and wear protective face coverings on public transport.	Line managers/HR department to agree amended start/finish times for staff and to review start/finish times where necessary depending on individuals' circumstances and operational needs.	30th July 2020
Working patterns	Arrangements whereby staff work in close proximity to multiple colleagues during the working day/shifts raise the risk of the virus spreading.	Consider splitting large teams into groups and assigning specific workdays for each group to limit the number of people in the office on each day.	Line managers to work out how their staff can work in smaller teams/pairs and implement "fixed teams or partnering". Line managers to review and amend the arrangements where necessary.	30th July 2020
Hygiene and cleanliness	Staff and Visitors not following the appropriate hand hygiene procedures raises the risk of virus transmission.	Install additional hand sanitisers in the workplace, including at entrances and exits. Employees and visitors 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. There will also be an updated health and safety policy for employees.  Staff are encouraged to report any problems and carry out skin checks 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> .  To help reduce the spread of coronavirus (COVID-19) remind 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> .	Office management department to arrange for the installation of additional hand sanitisers in the workplace, including at entrances and exits.	30th July 2020
Hygiene and cleanliness	Contaminated surfaces raise the risk of virus transmission.	Arrange for increased cleaning of work areas and equipment.	Office management department to arrange for cleaning of work areas and equipment frequently.	30th July 2020
Workers with possible or confirmed coronavirus infection	Workers with coronavirus symptoms may come to work and risk passing the virus on to their colleagues and contaminating the workplace.	Provide clear instructions to workers with coronavirus symptoms not to come to work and to self-isolate. Symptoms of Covid-19 - 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. Their workspace and area will be cleaned down and put out of use. 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. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a> .	Line managers/the HR department to communicate to workers the importance of: staying away from the workplace as soon as they have any coronavirus symptoms; following the Government's guidance on self-isolating; and arranging to have a test for coronavirus via the NHS test and trace service.	30th July 2020
Vulnerable workers	Workers who are classed as "clinically vulnerable", such as pregnant workers and those aged 70 or over, are at higher risk of severe illness if they contract coronavirus.	Consult "clinically vulnerable" workers, such as pregnant workers and those aged 70 or over, individually about potential adaptations to their role in advance of their return to work.	Line managers/the HR department to discuss with "clinically vulnerable" workers their circumstances, consulting with them about potential adaptations to their role in advance of their return to work.	30th July 2020
Mental health	Workers face an anxious time when they are attending work, whether they fear the risk of infection, are facing difficulties away from work (for example with family illness or bereavement), or fears for the future (for example financial worries).	Remind workers about the role of mental health first-aiders, so that staff have a first point of contact if they need to reach out to someone or need guidance on where to get further support from within the organisation.	HR to remind employees of support available to them including Vitality Healthcare.	30th July 2020