

**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 risk assessment has been created in accordance with the government guidance on returning to work: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Staff Tenants Visitors Cleaners Contractors Delivery Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.	<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-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> </ul>	<p>All tenants and Centre staff to be reminded in all Kitchen and Toilet areas 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. Signage, Soap, disposable towels and tissues will be made available throughout the workplace.</p> <p>Encourage all tenants and Centre staff 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></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p>	Cubix Team	18 <sup>th</sup> May	
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	Anyone else who physically comes in contact with you in relation to your business	<ul style="list-style-type: none"> <li>Staff encouraged to protect the skin by applying emollient cream regularly</li> <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>	<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/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>			
		<p><b>Cleaning</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>Non touch hand sanitisers to be installed in the following areas:</p> <ul style="list-style-type: none"> <li>Lifts</li> <li>Reception</li> <li>Outside each Kitchen</li> </ul>	Cubix Team	29 <sup>th</sup> May	
		<p><b>Social Distancing</b></p> <p>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</p> <p><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>Frequent cleaning and rigorous checks will be carried out by Centre staff to ensure that the necessary procedures are being followed.</p>	Cubix Team	18 <sup>th</sup> May	
			<p>Disinfecting spray and disposable towels to be available in communal areas along with signage to encourage cleaning of any touch surface by all tenants and Centre staff.</p>	Cubix Team & Tenants	18 <sup>th</sup> May	
			<p>All tenants and Centre staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>	Cubix Team & Tenants	18 <sup>th</sup> May	
			<p>Safe distance mat to be installed in Reception.</p>	Cubix Team	29 <sup>th</sup> May	
		<p>1 person at a time to use lifts, kitchens and toilets. Signage advising 1 in 1 out policy. 2m spacing to be provided in corridors outside Kitchen and Toilet areas for queuing.</p>	Cubix Team & Tenants	18 <sup>th</sup> May		

		<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>Tenants encouraged to limit use of other floors of Centre that their own office is not located in and to only use the lift for that floor. So all tenants on 5<sup>th</sup> floor to use 5<sup>th</sup> floor lift and stay on 5<sup>th</sup> floor and same with 6<sup>th</sup> floor tenants.</p>	<p>Cubix Team &amp; Tenants</p>	<p>18<sup>th</sup> May</p>	
		<p>Redesigning processes to ensure social distancing in place.</p>	<p>Tenants encouraged to stagger staff breaks to allow social distancing within the communal, breakout and balcony areas.</p>	<p>Cubix Team &amp; Tenants</p>	<p>18<sup>th</sup> May</p>	
		<p>Conference calls to be used instead of face to face meetings.</p>	<p>Clear protective screens to be installed in reception.</p>	<p>Cubix Team</p>	<p>29<sup>th</sup> May</p>	
		<p>Ensuring sufficient rest breaks for staff.</p>	<p>All vulnerable groups to be encouraged to work from home or shield at home.</p>	<p>Cubix Team &amp; Tenants</p>	<p>18<sup>th</sup> May</p>	
		<p>Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>Management checks to ensure this is adhered to.</p>	<p>Cubix Team &amp; Tenants</p>	<p>18<sup>th</sup> May</p>	
			<p>Encourage social distancing in meeting rooms to limit/change number of people in each meeting room.</p>	<p>Cubix Team &amp; Tenants</p>	<p>18<sup>th</sup> May</p>	
		<p><b><u>Wearing of Gloves</u></b> 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>All Centre staff to use gloves when handling post and parcels.</p>	<p>Cubix Team</p>	<p>14<sup>th</sup> May</p>	
			<p>All Centre staff and tenants to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Cubix Team &amp; Tenants</p>	<p>14<sup>th</sup> May</p>	

		<p><b>Symptoms of Covid-19</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.</p> <p>Managers 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 the Centre management team 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></p> <p><b>Mental Health</b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>	<p>Internal communication channels and cascading of messages through Managers will be carried out regularly to reassure and support tenants and Centre staff in a fast changing situation.</p> <p>Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Cubix Team &amp; Tenants</p> <p>Cubix team &amp; Tenants</p> <p>Cubix Team &amp; Tenants</p>	<p>14<sup>th</sup> May</p> <p>14<sup>th</sup> May</p> <p>14<sup>th</sup> May</p>	
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