

# **DCS Banbury**

## **Covid 19 Risk Assessment**

**26<sup>th</sup> January 2021**

**Version 2**

## General

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.


What are the hazards?	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Visitors</p> <p>Contractors</p> <p>Pregnant workers</p> <p>Those with existing underlying health conditions</p>	<p style="text-align: center;"><b><u>Hand Washing</u></b></p> <p>Hand washing facilities with soap and water in place. Stringent hand washing taking place. Hand Washing guidance posters displayed Gel sanitisers provided in washing areas. Gel sanitisers provided in other areas around the site.</p> <p style="text-align: center;"><b><u>General 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>A 'deep clean' takes place weekly by an external contractor</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>Weekly professional deep cleaning by qualified technicians in high use areas.</p> <p>Checks will be carried out by Facilities and department managers to ensure that the necessary procedures are being followed.</p> <p>Where possible doors have been wedged open to minimise hand contact on door handles</p>

		<p style="text-align: center;"><b><u>Toilet Cleaning</u></b></p> <p>Increased cleaning regime of all toilet facilities and disinfecting all surfaces that are touched regularly.</p> <p>Toilets steamed cleaned regularly.</p> <p style="text-align: center;"><b><u>PPE</u></b></p> <p style="text-align: center;"><b><u>Wearing of Gloves</u></b></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> <p style="text-align: center;"><b><u>Wearing of Face Masks</u></b></p> <p>Wearing of masks is mandatory in operational areas</p> <p>Masks are also to be worn at all times when moving around the building and in the canteens. Masks provided by DCS are CE EN number certified.</p> <p style="text-align: center;"><b><u>Social Distancing</u></b></p> <p>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>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff are not to face each other and are to stand back to back or side to side if the full 2 metre distancing rule can not be observed.</p> <p>Staff to be reminded frequently of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>
--	--	--	---

		<p>Work schedules including start &amp; finish times/shift patterns staggered where possible. Working from home to reduce number of workers on site at any one time.</p> <p>Meeting rooms now used as workplaces to reduce staff numbers in offices where the 2-metre separation cannot be observed.</p> <p>Maximum number of office employees agreed and displayed in each area to ensure social distancing adhered to.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring rest breaks for staff are staggered.</p> <p>Social distancing also to be adhered to in canteens area and smoking area.</p> <p>Table dividers placed on tables in canteens to ensure social distancing</p> <p><b><u>Symptoms of Covid-19</u></b></p> <p>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.</p> <p>If advised that a member of staff has developed Covid-19 and has visited other work-related premises the management team will contact the</p>	<p>2 metre distancing posters displayed in all areas and floor marking tape at 2 metre intervals in walkways, queuing, and other areas.</p> <p>Meetings limited to only those essential and to observe 2 metre distancing around meeting tables.</p> <p>The number of chairs around tables in the canteen and the smoking area have been reduced.</p> <p>Some wash basins and urinals have been taped off to ensure 2 metre distancing is observed in the toilets and washrooms</p> <p>Pedestrian one-way routes introduced for the canteen and staff shop to minimise other user contact.</p> <p>Each entrance and exit to be set for designated departments to reduce mixing with larger groups</p> <p>All new employees /those returning to site to be given clear instructions regarding rules and responsibilities in relation to Covid-19.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>HR and line managers notified of any staff with a high temperature reading.</p>
--	--	---	--

	<p>management team of those premises to advise of the situation.</p> <p>4 x temperature checking cameras fitted in reception and 3 staff entrance locations.</p> <p>Additional thermometers are available for use to check the temperature of staff members if they are not feeling well. This can be achieved in a dedicated room which can be deep cleaned after use.</p> <p>In the event of an outbreak of Covid-19 at any DCS premises the management team will advise Public Health England of the details of the outbreak and act on their advice accordingly.</p> <p><b><u>Lateral Flow Device Testing</u></b></p> <p>Operational employees are requested to test at home twice a week prior to coming onto site to identify any asymptomatic cases. Anyone who tests positive will be required to isolate and book a government PCR test.</p> <p>Non-operational employees required on site will test if on site the majority of the week.</p> <p>Those within 90 days of a positive covid test are exempt from testing.</p> <p><b><u>Drivers</u></b></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>In the event of any positive cases, employees will be advised to book a government PCR test and advised to liaise with NHS Track and Trace system. The company will also identify any colleagues deemed to be a 'contact' and require them to isolate. The company will use the definition outlined on <a href="http://www.gov.uk">www.gov.uk</a> to determine contacts.</p> <p>The company may identify a wider group of employees than would be classed as contacts by NHS Track and Trace and <a href="http://www.gov.uk">www.gov.uk</a> and request those employees utilise company provided lateral flow devices to test themselves daily for a set period.</p> <p>Support and training given to employees prior to undertaking their first test.</p> <p>Minibus capacity reduced so that the 2-metre distancing rule is observed.</p>
--	---	--

		<p style="text-align: center;"><b><u>Mental Health</u></b></p> <p>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>Pool cars have been provided for those who cannot use the minibus.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>
--	--	--	---

Head of Operations 	Signature: 	Date: 5/2/21.
---	---	---------------