

M8 Staffing Risk / Task Assessment



Risk / Task Assessment	Covid-19 and Coronavirus – core office staff		Revision	1	
Assessed By:	Claire Logan		Date	9th June 2020	
Task / Activity	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 identifies the current Covid-19 situation within M8 Staffing workplace to reduce the risks and spread of the virus.				
	M8 takes advice from the government on anything relating to Covid-19 / Coronavirus at the following link https://www.gov.uk/coronavirus				
Who Might be harmed	Employees, Visitors, Contractors, Members of Public, Vulnerable Groups, Elderly, Expectant Mothers, Persons with existing / underlying medical conditions, anyone else who comes in to contact with M8 business or companies M8 attends				
Hazard	Controls Measures	Additional Control Measures / Actions	Responsibility for Action	Completed	
Spread of Covid-19 Coronavirus	Hand Washing/Personal Hygiene <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Hand washing guidance/signage in place Drying of hands with hand dryers / disposable blue roll. Hand gel sanitisers issued in areas where washing facilities not readily available Tissues available in office Staff advised to follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands 				
	Cleaning <ul style="list-style-type: none"> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches 				
	Social Distancing <ul style="list-style-type: none"> Social Distancing by reducing the number of people in any work area to comply with the 2-metre gap Signage in place to advise of 2-meter gap Steps taken 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, shielding vulnerable persons such as expectant mothers, persons with existing/underlying medical conditions Spreading staff out where work has to be done in office Home working in place if work can be carried out at home Minimising meetings where possible and using video conferencing Registering candidates where essential and maintaining social distancing during the registration 				

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<p><u>PPE</u></p> <ul style="list-style-type: none"> • 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 • Disposable gloves are available in office for using throwing away • Disposable face masks available in office for staff to use 		Claire	
<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough, a high temperature, loss of taste or smell in the workplace they will be sent home and advised to follow the stay at home guidance. • Absence reporting updated to include Covid-19 questions to identify if anyone has Covid-19 including members of family they come into contact with for self-isolation purposes • Posters on doors advising not to enter if feeling unwell with Covid-19 symptoms 	Managers to offer support to staff who have symptoms or are affected by family members with Coronavirus/Covid-19		
<p><u>Drivers</u></p> <ul style="list-style-type: none"> • Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm letters issued to drivers to advise them of this • Reduced double manning to only when it is unavoidable and info on how to do this safely given to all staff such as opening the windows. 			
<p><u>Staff & Visitors Notices</u></p> <ul style="list-style-type: none"> • Notices at main entrances advising persons not to enter if they have any symptoms of Covid-19 • Coronavirus signage in place • Welfare facilities provided to wash hands, use toilet etc. 			
<p><u>HSE Reporting</u></p> <ul style="list-style-type: none"> • It is noted that M8 will follow RIDDOR reporting as outlined by the HSE guidance • https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm 			
Date:	9th June 2020	Print Name	Claire Logan