

RUSI RISK ASSESSMENT Number 22 – Coronavirus COVID 19

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus via contact person and objects</p>	<ul style="list-style-type: none"> • Staff • Visitors to our premises • Cleaners • Contractors • Vulnerable groups – elderly, pregnant workers, those with existing health conditions • Anyone else who physically comes in contact in relation to our business 	<ul style="list-style-type: none"> • Supply each member of staff with a ‘Wellbeing Pack’ consisting Hand sanitiser, Hand moisturiser, surface wipes and tissues • Hand Gel Sanitiser dispensers at every exit / entry door to our domain. • Floor markings to comply with social distancing guidelines • Reducing staff numbers in any work area to comply with social distancing guidelines 	<p>Staff need to be reminded on a regular basis to wash their hands for at least 20 seconds with water and soap</p> <p>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>Posters to be displayed advising staff on personal hygiene .</p> <p>Further supplies to be provided by landlord at entrance points.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus and posters</p>	<p>Dennis Francis</p> <p>Dennis Francis CBRE</p> <p>Dennis Francis</p>	<p>15/05/2020</p> <p>15/05/2020</p> <p>23/05/2020</p>	<p>Done</p> <p>Done</p> <p>Done</p>

		<ul style="list-style-type: none"> Regular cleaning of high contact areas, door handles and kitchen surfaces Restrict access to non employees of RUSI except for RUSI contractors who shall comply with social distancing guidelines and wear the required PPE for the task eg cleaners. Redesigning desks to comply with social distancing guidelines Review start and finish times to reduce number of staff in the office at any one time Management and HR will promote mental health and wellbeing awareness to staff and offer support where they can to help 	<p>As much as possible keep the same groups of staff together, don't interchange and limit meetings to small groups, and short times. Hold online meetings wherever possible.</p> <p>Regular checks will be carried out by line managers to ensure that the necessary procedures are being followed</p> <p>Ensure PPE is worn throughout the task and the right PPE is selected (cleaning company to provide).</p> <p>Staff to be reminded regularly of the importance of social distancing in the workplace https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Staggering arrival, departure and rest breaks to comply with social distancing</p> <p>Internal communication channels through Line Managers should be carried out regularly to support and inform staff of a changing situation. HR to provide support and information on Mental health issues.</p>	<p>Deborah Pourkarimi</p> <p>Cleaners/ Dennis Francis</p> <p>Dennis Francis</p> <p>Dennis Francis/ Line Managers</p> <p>Line Managers</p> <p>Mike Codner</p>	<p>15/05/2020</p> <p>23/05/20</p>	<p>Done</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
--	--	--	---	--	-----------------------------------	---