

**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 is a **generic Risk Assessment** for dealing with the current Covid-19 situation in our workplace. This document will deal with our three key activity areas:

1. **The office environment**
2. **The School environment**
3. **Travelling to and from your work place.**

Strategic aim of our approach to risk from the Covid-19 virus. We will place the health of our staff and all those who we come into contact with during the course of our business activities as our first priority. We will aim to fulfil our contractual obligations and our charitable purpose within the confines of following government guidance for our sector. Where the economic cost of the safety of our staff and those who we come into contact with is greater than the value of the work we do we will suspend activities until the hazard and their risks can be managed within the funds available to the Charity.

It is the responsibility of all staff to minimise the risk that Covid-19 presents. To that end please note the Governments messaging and how it changes.



HM Government



## We can help control the virus if we all **STAY ALERT**



Stay at home as much as possible



Work from home if you can



Limit contact with other people



Keep your distance if you go out  
(2 metres apart where possible)



Wash your hands regularly



And if you or anyone in your household  
has symptoms, you all need to self-isolate.

**STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES**

## **What does this mean for you?**

### **All employees will follow this overarching control measure:**

If at any point you believe you have been in contact with a person who is symptomatic of the virus you must follow the self-isolation guidelines immediately and inform your line manager by phone or message. If you feel unwell and you do not know the cause of why you are unwell, you must isolate yourself first and seek to establish the cause. If you are satisfied it is not covid-19 related then you may return to work as soon as you feel well. If it takes the form of any cold like symptoms you will not be allowed into any of our workplaces unless you are medically diagnosed with a non Covid-19 condition such as hay fever or tested negative via a Government provided test. At all times you must keep your line manager informed.

If you feel unwell with cold like symptoms while at work please isolate yourself immediately and seek help from those nearest too you or in any event ring your line manager.

We will support your salary via the Government schemes while you are taking the measures, we ask of you.

<b>The office environment</b>						
<b>What are the hazards?</b>	<b>Who might be harmed</b>	<b>Controls Required</b>	<b>Additional Controls</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>Visitors</b></li> <li>• <b>Contractors</b></li> <li>• <b>Anyone else who may physically come into contact with our employees in the course of our business</b></li> </ul>	<p><b><u>Hand Washing</u></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> <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> </ul>	<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>Encourage 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 -  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p>			

		<ul style="list-style-type: none"> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <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, desks and key boards using appropriate cleaning products and methods.</p> <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  <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>Posters, leaflets and other materials are available for display.  <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> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to use their own computers and keyboards and not touch anyone else's in the work place.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.</p> <p>Desk screens to be installed where a desk is less than 2 m from another. Windows to be left open provided the room temperature is comfortable reduce the use of air conditioning in each room.</p>			
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		<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>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p>	<p>Max of three people in any room at a time. This should be achieved by coordination of those who will be in the office and keep the number below six. Any other people needing to be in the office will take use of one of the NBV single rooms. This must be sanitised before use. Products will be available in the main office.</p> <p>Staff will refrain from using generic cups for drinks. All drinks to be provided by the employee themselves. Each employee will be issued with a water drinking vessel which should be clearly labelled with their name. The communal kitchen fridge should not be used. Staff are encouraged to bring food to work that does not require refrigeration.</p> <p>A Life Skills Kettle will be provided to avoid using the communal version provided in the communal kitchen. This must not be left in the communal kitchen area and must not be used in the office.</p>			
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		<p><b><u>PPE</u></b></p> <p><i>Public Health guidance on 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.</i></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. 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</p>	<p>The wearing of face masks in the office is an optional measure. We will supply face masks that are non-specific and non-medical. They will be a measure to promote employees' confidence.</p> <p>The employee will be responsible for all aspects of the use of this optional measure. Used masks should be disposed of safely among your house hold waste and not in the office waste system</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line 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</p>			
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		<p>other work place 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></p> <p><b><u>Driving</u></b></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Public Transport</u></b></p> <p>Staff will refrain from attending meetings that require the use of any public transport for the foreseeable future.</p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will</p>	<p>policy for those who need additional support.</p>			
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		<p>offer whatever support they can to help</p> <p>Reference -</p> <p><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></p> <p><a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p>				
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## The School Environment:

Please seek out the schools own risk assessment and follow their guidelines as a contractor on their premises. In addition you will also follow this guide.

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</p>	<ul style="list-style-type: none"> <li>• <b>Staff</b></li> <li>• <b>School based workers and visitors</b></li> <li>• <b>Pupils</b></li> </ul>	<p><b><u>Hand Washing</u></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 own towel which will be washed daily at 60 degrees. Please keep this in a separate bag inside your holdall.</li> <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>	<p>Each school will have different challenges for hand washing. You will be supplied with your own personal Life Skills Education hand towel to use normal soap and water. In the event that had washing is inadequate you will be supplied with hand sanitizer to carry in your Life Skills holdall.</p> <p>Your personal control will be to sanitize your hands upon leaving your vehicle and to wash your hands once passed through reception and before going into the classroom.</p>			

		<p><b><u>Social Distancing</u></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  <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>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings for all preparation meetings.</p>	<p>The school will be required to put in place a safe system of work in their building. Please enquire what this is before visiting the school.</p> <p>While moving around the building please ensure that you follow any flow guidance and keep your distance from others.</p> <p>Once in the class room. Prepare your working place by using sanitizer wipes on all controls that you will be in contact with such as computers, keyboard and electronic pointers, desks. Do not sue any other person maker pens please ensure that you have your own personal supply which we issue you with.</p> <p>Once in the class room explain to all children about the 2m safety zone for you and them.          Adapt all interactive sessions and role plays to ensure social distancing can be maintained.</p>			
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			<p>We will suspend the use of the merit stamp on work books.                  Observation of pupils' work will be conducted at a distance and do not make contact with workbooks.</p>			
		<p><b><u>Merchandise</u></b></p>	<p>All merchandise sales will be moved online. No DARE Officer will be provided any merchandise and will not be expected to take it into schools.</p>			
		<p><b><u>PPE</u></b></p> <p><i>Public Health guidance on 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.</i></p>	<p>We will issue you with face masks. These are non-medical masks for your confidence and that of the people and pupils you are working with. Please wear a mask while in the schools setting. You may consider removing the mask if you find that you have a suitable safe zone in the class room form which to project your lesson, and that teaching with a mask on is inhibiting your delivery.</p>			

		<p><b><u>Driving</u></b>  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved with anyone other than family members while driving to and from work</p> <p><b><u>Public Transport</u></b>  Staff will refrain from attending meetings that require the use of any public transport for the foreseeable future. This includes travelling to and from schools.</p> <p><b><u>Mental Health</u></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>Regular communication of mental health information and open-door policy for those who need additional support.</p>			
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<b>Travelling to and from your work place</b>					
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> <li><b>Staff</b></li> </ul>	<p><b><u>Driving</u></b></p> <p>Employees should only be travelling to and from work from a Covid secure location. In the event that the employee has to break that journey and that involves engaging with the public hand washing and face covering measure should be used. Prior to re-entering your vehicle please ensure that any potential contamination points are sanitized. If engaged in visiting several schools in a day the employee should sanitize all contact point on leaving and re-entering the vehicle and ensure that it has been left secure. This will enable a safe covid free space to be maintained.</p> <p><b><u>Public Transport</u></b></p> <p>Public transport should be avoided. However, where public transport has to be used for working in the office it must only be used if social distancing measures can be maintained.</p>			

		Upon reaching the office environment an employee should wash hand and de sanitize all contact points before entering the office environment.				
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**SUPPLIED EQUIPMENT:**

Desk Screens - Office

Hand sanitizer gel - Office and DOs

Sanitizer wipes - Office and DOs

Hand towels - Dos

White board erasers - DOs

Whiteboard markers - DO's

Paper towels - Office

Face masks - all staff

Face shields - all staff

Emoluments - Individual needs - All staff on expenses