



**Wake up Wallasey**

## COVID-19 Risk Assessment for Wake up Wallasey

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>Volunteers</b></li> <li>• <b>Visitors to your premises (customers)</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Anyone else who physically comes in contact with</b></li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place. (kitchen area and toilet but only available to volunteers)</li> <li>• Stringent hand washing taking place by volunteers.</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/kitchen towel</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</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>			<p>✓</p> <p>✓</p> <p>✓</p>

	<p><b>you relation to your business</b></p>	<ul style="list-style-type: none"> <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 (customers by sign-in sheet)</li> </ul> <p><b>Cleaning</b> 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. This includes fridge/freezer doors which should be wiped with antibacterial wipe/spray then wipe before each session.</p> <p><b>Social Distancing</b> 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>Checks/recording of cleaning will be carried out to ensure that cleaning has been carried out, particularly cleaning of door of fridge and freezer.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Social supermarket organised so that members of the public are kept 2m apart by allowing only 1-2 households in the shop area at any one time, spacing chairs for waiting more than 2 m apart, promoting social distancing when queuing.</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
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		<p>Taking steps to review work schedules including which in practice has meant limiting the number of volunteers in the social supermarket at any time.</p> <p>Redesigning processes to ensure social distancing in place such as flow of customers around the social supermarket and relocating the shelving so that it is in a more open area.</p> <p>Conference calls to be used instead of face to face meetings. This only applies to volunteers.</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>Gloves can be worn when handling money as this carries an infection risk.</p> <p><b><u>Symptoms of Covid-19</u></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>Improved layout of the social supermarket to promote social distancing and providing adequate space to keep members of the public apart.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			<p>✓</p> <p>✓</p>
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		<p>If advised that a volunteer or member of the public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic 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>Drivers</u></b> Ensure adequate social distancing between volunteers and drivers delivering food or other items to the premises.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. (Only 1 driver doing pick-ups of food).</p> <p><b><u>Mental Health</u></b> Wake up Wallasey will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p>	<p>Wake up Wallasey will offer support to any volunteer affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			<p>✓</p> <p>✓</p> <p>✓</p>
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