



# COVID-19

## Risk Assessment and Guidance

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## Overview

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 Document is a Risk Assessment and Guidance Document to help reduce the spread of coronavirus (COVID-19)

It has been produced using latest guidance from the Government and will be reviewed in line with changing situation.

Please take time to read and understand this document. Any questions please feed them back to your line manager.

The Risk Rating detailed in this document is aligned with the COVID alert levels published by the government

## Symptoms of COVID-19

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 colleagues during this time.

If advised that a colleague or member of the public has developed Covid-19 and were recently on our premises the management team 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.

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## Risk Assessment

### What is the Risk?

For the extent of this document the Risk is:

- Spread of Covid-19 Coronavirus which could lead to illness or be fatal

### Who might be harmed?

For the extent of this document the people at risk are as follows

- Colleagues
- Visitors to your premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with you in relation to your business

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## Control Measures

Handwashing	
	<ul style="list-style-type: none"> <li>• Stringent hand washing taking place. Colleagues to wash hand at least hourly or when in contact with any new surfaces</li> <li>• Colleagues to wash hands on entering the building from outside activity</li> <li>• Drying of hands with disposable paper towels, all persons at risk to avoid use of Hand Dryers and use paper towels where</li> <li>• Hand washing facilities with soap and water in place.</li> <li>• See hand washing guidance - <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> </ul>

Cleaning	
	<ul style="list-style-type: none"> <li>• Frequently cleaning and disinfecting objects and surfaces that are touched regularly</li> <li>• Cleaning of high use items such as door handles, light switches, reception area using appropriate cleaning products</li> <li>• Colleagues to clean own workspaces at regular intervals</li> </ul>

Social Distancing	
	<ul style="list-style-type: none"> <li>• Work from home wherever possible</li> <li>• Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap – should a 2m gap not be possible, a 1m with increase measure to mitigate risks, these measures are to include, increased hand washing, the wearing of face coverings, hand sanitiser, working back to back and additional cleaning.</li> <li>• Face to face meeting to be avoided wherever possible. Where they cannot be avoided, mitigate the risk by observing social distancing, wearing face masks where applicable and regular hand washing, sanitising should only be used where had washing is not a viable option.</li> <li>• One-way system on the stairs and access gates implemented</li> </ul>

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## Staff Areas (Gym, Relaxation Room, Canteen and Games Room)

- Area to be subject to stringent controls
- GYM – all equipment to be cleaned after all contact, all equipment to be returned after use. Hand sanitiser to be used in between each transition between equipment
- Games room – All games equipment to be cleaned down after every use. All surfaces cleaned after each use.
- Relaxation Room – surfaces to be cleaned after every use
- Canteen - surfaces to be cleaned after every use, the use of non-paper towels is prohibited. All paper towels should be used and disposed of. All cutlery and crockery used should be cleaned and returned after each use.
- Anyone not adhering to controls to be banned from these spaces until the government alert level is 1 for a significant amount of time
- should the number of people using these areas make social distancing difficult, colleagues will be asked to leave them until a time where social distancing measures can be applied.

## Delivery Drivers

- All Drivers to remain in Cabs once vehicle is prepared for unloading
- No access to communal areas, toilet access to be granted only with face coverings
- Areas to be designated, no drivers to be given any access outside of set areas.

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## Customer Events and Visitors

- Visitors to be allowed on site limited to the following areas:  
Flexible meeting room – 20  
Auditorium – 30  
Breakout room – 26  
Workshop – 20  
Timeline corridor – 2/3  
Awards Corridor -2/3
- Visitors to be allocated welfare facilities separate to that of staff
- Guest to be signed in and out by a member of the Aico team
- Hand Sanitizer Stations available all over the building
- All guests to be made aware of the following statement:

**By entering, Aico Ltd you assume all risk associated with Covid-19 (unless in any way caused by the negligence of Aico Ltd). You also agree to:**

- **abide by all government guidance aimed at preventing the transmission of the virus and:**
- **follow all directions provided by staff members**

**You must not enter if you believe that you may have been infected with Covid-19.**

## Mental Health

- Management will promote mental health & wellbeing awareness to colleagues during the Coronavirus outbreak and will offer whatever support they can to help
- Open door policy for those who need additional support.
- Mental Health First Aiders have been appointed and are available for all colleagues

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## Who will be responsible?

All members of the Management Team will be responsible for the implementation of control measures and the continued observation of measures in place. All Colleagues are responsible for their own actions and must follow the control measures in place without exception.

The Management team will be responsible for the regular review of the Governments Alert Level and the implementation of additional control measures or the reduction of existing control measures. It is entirely at the discretion of the management team when and how the control measures in place are altered

## When will this be implemented?

On issue of this Risk Assessment and Guidance all control measures detailed will be implemented and communicated to all colleagues.

The Government Alert Level will be reviewed weekly and control measures in place will be reviewed regularly by the Management Team.

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## Declaration

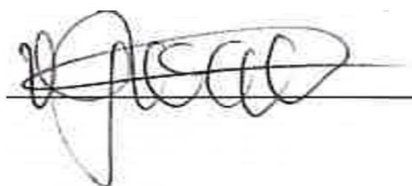
# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer



Date 23/09/2020

Who to contact: Lee Duffy – Operations Manager  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

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