


iZone Covid-19 Risk Assessment

Organisation name: iZone Driver Performance Ltd

Date of Risk Assessment: 13/05/2020

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls required to minimize risk
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Customers (Drivers) Visitors Cleaners Contractors Vulnerable groups those with existing underlying health conditions 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Hand sanitiser available upon entrance to the facility, in the gym room and all simulator training rooms <p>Cleaning</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, simulator steering wheels, desks, keyboards, all gym equipment, taps, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing</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 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>Taking steps 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.</p> <p>Redesigning processes to ensure social distancing in place e.g customers to use different entrances (rear exit rather than main) to minimise contact with others).</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p>	<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>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</p> <p>Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.</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>

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls required to minimize risk
		<p><u>Wearing of Gloves</u> 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><u>Face Masks</u> An adequate supply of face masks are also provided to all staff and visitors to minimise risk of spread. Wearers must be clean shaven.</p> <p><u>Symptoms of Covid-19</u> 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. Managers will maintain regular contact with staff members during this time.</p> <p>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 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. https://www.publichealth.hscni.net/</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Washing of hands before putting on mask.</p> <p>Management 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 policy for those who need additional support.</p>
Signed (employer):			Date: 13/05/2020
Subject to review and monitoring by:		John Pratt	Assessment Review Date: 12/02/2020