**Headway Suffolk**

**Covid-19 is a new illness that can affect your lungs and kidneys. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. There are a wide range of symptoms including fever, cough, headache, sickness etc**

38 degree take temperatures

To keep up to date with HSENI advice to workplaces in this fast changing situation visit [https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-updateo](https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-updateo%20)

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| **What are the hazards?** | **Who might be harmed**  | **Controls Required** | **Additional Controls** |
| Spread of Covid-19 Coronavirus | * **Staff**
* **Visitors to your premises**
* **Cleaners**
* **Contractors**
* **Drivers**
* **Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, all clients**
* **Anyone else who physically comes in contact with staff**
 | **Hand Washing*** Hand washing facilities with soap and water in place.
* Stringent hand washing taking place.
* See hand washing guidance on bathroom walls.
* <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/>
* Staff encouraged to protect the skin by applying emollient cream regularly
* <https://www.nhs.uk/conditions/emollients/>
* Gel sanitisers in any area where washing facilities not readily available

**Cleaning**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.**Social Distancing**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> 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. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings.Ensuring sufficient rest breaks for staff.Social distancing also to be adhered to in the staff room and smoking area.**Wearing of Gloves**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.**Symptoms of Covid-19**If anyone becomes unwell with a new continuous cough or a high temperature, over 38 degrees in the workplace ,or the hub they will be sent home and advised to follow the stay at home guidance.**Drivers**Clients are to sit in the back of the pool cars behind the passenger seat and are to wear a face mask. No one is to sit in the passenger seat. Notices to this effect will be placed in all carsIn the minibus the 2 metre rule is to apply or /and clients are to wear face masks**Mental Health** Management will promote mental health & wellbeing awareness to staff and clients during the Coronavirus outbreak and will offer whatever support they can to help Reference -[www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)www.healthysuffolk.org.uk/covidhub | 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, bag 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. Hands to be washed on arrival at the hub, or place of work, before personal care, after personal care, after bathroom use, before food preparation, after eating, before leaving a building or every ½ hour. This applies to staff, clients and visitors. Staff to follow infection control policies ensuring the correct way of putting on and taking off of PPE. Visitors o the hubs are discouragedEncourage staff to report any problems and carry out skin checks as part of a skin surveillance programme<https://www.hse.gov.uk/skin/professional/health-surveillance.htm>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> Posters, leaflets and other materials are available for display.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.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.Staff, visitor and clients to wear face masks, face shields on arrival and at all times. Visitors’ masks and shields will be destroyed in a safe way after use2 metres to be marked out on the hub floorDesk screens to be used by office staff and clients as far as possibleCovid 19 screens to be used by clientsStaff to be reminded that wearing of gloves is not a substitute for good hand washing.To minimise the risk of transmission of COVID-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. EveryoneLine managers will offer support to staff and clients who are affected by Coronavirus or has a family member affected.Regular communication of mental health information and open door policy for those who need additional support. |