

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.



| HAZARD   | Hazard Location | Who Affected   | Initial Risk |   |    | Risk Category | EXISTING RISK CONTROLS   | FURTHER RISK CONTROLS NECESSARY   | RESIDUAL RISK |   |   |
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|  |                 |  | L            | S | R  |               |  |   | L             | S | R |
| Exposure to Coronavirus Leading to Related Ill Health: | All Sites       | Workers<br>Visitors<br>Contractors<br>Cleaners<br>Pregnant workers and those with underlying health conditions | 3            | 5 | 15 | High          | <p><b>Hand Washing</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 <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>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• Gel sanitisers in any area where washing facilities not readily available and as a back-up to existing hand washing regime</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• 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</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</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Rigorous checks will be carried out by line managers 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.</p> <p>Management checks to ensure this is adhered to.</p> |               |   |   |



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|        |                 |              |              |   |   |               | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Redesigning processes to ensure social distancing in place.</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Ensuring sufficient rest breaks for staff.</li> <li>• All kitchen areas to be placed under prohibition by order of the Health and Safety Officer until such times as risk is significantly decreased for these areas.</li> </ul> <p><b>Wearing of gloves</b></p> <ul style="list-style-type: none"> <li>• 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. At this stage of our assessments we deem wearing of gloves increases risk of spread and more of a danger to staff than a protective measure.</li> </ul> |                                 |               |   |   |  |  |  |

Staff to be reminded that wearing of gloves is not a substitute for good hand washing.



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|        |                 |              |              |   |   | <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• People 1st branded face masks will be in place for all staff and should be worn when inside and in a situation where you share offices or rooms. They are not absolutely necessary if you occupy a room on your own with good external ventilation.</li> <li>• Disposable masks can be worn where necessary and if staff or students have forgotten or misplaced their cloth mask.</li> <li>• Perspex visors are also in stock for staff that are in a situation where they cannot maintain 2 meters distance. There is a stock available for as many staff that requires them.</li> </ul> <p><b>Symptoms of Covid-19</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Line managers will maintain regular contact with staff members during this time.</li> <li>• 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</li> </ul> | <p>Staff to be reminded that People 1st branded and distributed masks must be washed thoroughly daily and your extra masks worn on subsequent days until your mask is dry. Work out your own wash recycling regime.</p> <p>Staff to be reminded that perspex visors must be washed with soap detergent or with an anti-bacterial spray daily after use. It is the staff members responsibility to carry this out so that it is fit for purpose on the next day of work.</p> |                                 |               |   |   |



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|        |                 |              |              |   |   |               | <p>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> <ul style="list-style-type: none"> <li>• It is preferable that the Northern Ireland Executives Track and Trace Mobile App (Stop-COVID NI) should be installed on all compatible smart phone devices.</li> <li>• If a Covid-19 breakout happens and it is identified that one of our premises is at the centre of this outbreak, measures will be taken to clean the premises so that they are Covid-19 free. Staff, visitors and students will be tracked and testing will be requested where it is deemed necessary and in line with current Executive guidance and legislation.</li> <li>• Staff attendance for Track and Tracing to be managed by site managers. Student attendance to be maintained in the normal fashion where it will identify who attended and who did not. Site Admins to maintain this and report to the Health and Safety Officer where this breaks down.</li> <li>• Temperature checking to take place every morning for both staff and students. Where an incidence of a failed temperature check takes place this must be recorded in attendance records.</li> <li>• The People 1st Track &amp; Trace function is up and running for individuals not mentioned above. It can be found on the company</li> </ul> | <p>People 1st cannot force any staff member to download the App on their personal mobile phones. Staff with company phones should download the App as company policy</p> |               |   |   |



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|        |                 |              |              |   |   |               | <p>intranet at...<br/> <a href="http://people1stintranet.co.uk/Covid-19/">http://people1stintranet.co.uk/Covid-19/</a></p> <p><b>Keeping Doors Open</b></p> <ul style="list-style-type: none"> <li>To reduce touch points as much as possible, internal doors will be allowed to be kept open during the Covid-19 Pandemic. There is a greater risk of infection over fire and that is the larger mitigating factor at this time. Door wedges have been purchased and distributed. Control measures, however, must be put in place to ensure that ALL fire doors are closed over at night to mitigate against night time fires and control fire spread. Once the Covid-19 crisis is over, fire doors must go back to being operated in the closed condition as per normal fire regulations.</li> </ul> <p><b>Driving</b></p> <ul style="list-style-type: none"> <li>Staff should not share cars or taxis.</li> </ul> <p><b>Mental Health</b></p> <ul style="list-style-type: none"> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul> <p>Reference -<br/> <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><br/> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> |                                 |               |   |   |  |  |  |



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| <p><b>Allowing staff, students and visitors on premises who may be Covid-19 infected</b></p> |                 |              | 3            | 5 | 15 | <b>HIGH</b>   | <p><b>Morning Student/Staff Admission Procedure</b></p> <p><b>1</b> Where practicable, enforce social distancing externally to premises on arrival. Apply signage if possible</p> <p><b>2</b> Allow each student or non-personal visitor in one at a time to the reception area</p> <p><b>3</b> Use the Body Thermometer as instructed to check the individuals temperature<br/>If a temperature is maintained at a high rate they must be sent home or refused entry</p> <p><b>4</b> Enter visitor details into the Covid-19 Track and Trace system<br/><a href="http://people1stintranet.co.uk/Covid-19/">http://people1stintranet.co.uk/Covid-19/</a></p> <p><b>5</b> Instruct the visitor or student to wash their hands in the facilities provided that are nearest to the entrance</p> <p><b>6</b> As per NI Executive Regulations, students and visitors should wear a face mask where reasonably practicable. Medical certificates to prove exemption are required for both staff and students.</p> <p><b>7</b> They should then make use of hand sanitisation units where available at their final destination</p> <p><b>8</b> Social distancing should be maintained at all times on any People 1st premises</p> | <p>If the thermometer signals a spike in temperature, allow the person in question 15 minutes to cool down if prior to the visit they have been exerting or exercising. Register the temperature again.<br/>If a student, staff member or visitor registers a high temperature this must be recorded either on the student enrollment system for students, HR for staff members and on Track and Trace for visitors</p> <p>Make sure adequate facilities and soap are available</p> <p>Depending on location, it may also be advisable to wear a face shield</p> |               |   |   |



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| A People 1st Site has a positive Covid-19 outbreak |                 |              | 5            | 10 | 20 | <b>VERY HIGH</b> | <p><b>Where a positive Covid outbreak is proven on a People 1st Site</b></p> <ul style="list-style-type: none"> <li>• If a Covid-19 breakout happens and it is identified that one of our premises is at the centre of this outbreak, measures will be taken to clean the premises so that they are Covid-19 free.</li> <li>• Staff, visitors and students will be tracked and testing will be requested where it is deemed necessary and in line with current Executive guidance and legislation.</li> <li>• We would recommend two tests before a safe return to work is permitted. A gap of at least three days between the two tests. If both tests show negative then you can safely return to work.</li> <li>• 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. Currently you must isolate at home for 14 days.</li> <li>• When an out break is confirmed all staff must work from home and isolate for 14 days and tested using the above criteria. If a double negative test is confirmed within less than 14 days, you can safely return to work.</li> </ul> |                                 |               |   |   |



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|        |                 |              | L            | S | R |               |  |                                 | L             | S | R |
|        |                 |              |              |   |   |               | <ul style="list-style-type: none"> <li>• 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 or the other People 1st Sites), 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></li> </ul> |                                 |               |   |   |





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| Preventing unnecessary contact within People 1st Premises |                 |              | 3            | 5 | 15 | <b>HIGH</b>   | <p><b>Creating and using one way systems within People 1st Premises</b></p> <ul style="list-style-type: none"> <li>• All sites have been risk assessed in order to create one way systems where practicable. We identify and briefly explain those below. Signage is in place for corridors and stairs on all sites. Please follow the signs and if in doubt contact the Site Manager or the Site Administrator. The basic rules of each site has been discussed and agreed with them.</li> <li>• On any staircase in the organisation, individuals must give way to those coming UP a staircase. That can involve back tracking up the stairs and retreating to a safe space where practicable. You should always avoid passing by someone on the stairs. This practice has been deemed to be the safest. You cannot fall up a staircase but you can fall down one so let those coming up have right of way.</li> <li>• We would encourage all persons on People 1st Premises to respect the 2 meter rule where practicable. For this purpose we have tried to create one way systems where practicable. These are detailed site by site below.</li> <li>• ORMEAU - People enter the ground floor door and be checked as per the risk assessment by the Site Administrator. Those on the ground floor exit by the same main front</li> </ul> | Signage given to be used extensively on staircases |               |   |   |



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|        |                 |              | L            | S | R |               |   |                                 | L             | S | R |
|        |                 |              |              |   |   |               | <p>entrance. Those who are occupying the second floor must exit by the main building central stairway.</p> <ul style="list-style-type: none"> <li>• <b>DAIRY FARM</b> - People enter the ground floor door and be checked as per the risk assessment by the Site Administrator. Those on the ground floor exit by the same front entrance or if in the back training room, they can exit through the doorway there. Those who occupy the upper floor will use the side door to exit the building.</li> <li>• <b>LISBURN</b> - People enter the ground floor door and be checked as per the risk assessment by the Site Administrator. Those on the left side of the building should exit using the side exit. Where staff are using the main front reception office it would also be acceptable to exit from the main front entrance providing no one is trying to access the building at that same time. Anyone occupying the right side of the building should exit through the second front door.</li> <li>• <b>NEWRY</b> - People enter the main entrance door and be checked as per the risk assessment by the Site Administrator. Staff, students and visitors should try and avoid doubling back where practicable. Staff at the front of the office could utilise the main entrance to egress where it is safe to do so. For the most part, those occupying the building should try and exit from the back entrance.</li> </ul> |                                 |               |   |   |



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|        |                 |              | L            | S | R |               |  |                                 | L             | S | R |
|        |                 |              |              |   |   |               | <ul style="list-style-type: none"> <li>• LURGAN - People enter the ground floor door and be checked as per the risk assessment by the Site Administrator. Those on the ground floor exit by the same front entrance. There should be no access to the stair case by any student. Staff may access the stair case but should adhere to the right of way rules stated within the risk assessment. Those students occupying the second floor should still report to the front office for temperature checking but should then go and use the back entrance to gain access to the second floor. They will leave the building by the same back entrance. Staff who occupy the top floor can leave the building by any of those egress points.</li> <li>• PORTADOWN - This site is to be re-assessed when People 1st occupy new premises some-time post August/September.</li> </ul> |                                 |               |   |   |