

What are the hazards?	Who might be harmed	Controls Required	Action by who?	Action by when?	Done
Covid-19 Coronavirus	Office Employees/Visitors/ Clients	<p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the current government guidelines.</p> <p><u>Hand Washing</u></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. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available. <p><u>Cleaning</u> 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.</p> <p>Taking steps to review work schedules to reduce number of workers on site at any one time.</p> <p>All visitors/clients must provide Personal details to include Name/Address and personal telephone number should be provided on questionnaire following government guidelines for Track & Trace.</p>	Office Manager	01/07/20	Ongoing Subject to change according to government advice
Covid-19 Coronavirus	OH Technicians/Nurses Working away from home	To Follow OHI COVID 19 protocol for Staff & Employees at all times following Government guidelines for England/Scotland/Wales.	Individual	01/07/20	Ongoing Subject to change according to government advice

Company: OHI LTD Date Completed: 01/07/2020 Completed By: Sue Shuttleworth Assistant General Manager

<p>Covid-19 Coronavirus</p>	<p>All Employees</p>	<p>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 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), 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.</p>	<p>Assistant General Manager</p>	<p>01/07/20</p>	<p>Ongoing Subject to change according to government advice</p>
<p>Covid-19 Coronavirus</p>	<p>All Employees</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</p>	<p>Assistant General Manager</p>	<p>01/07/20</p>	<p>Ongoing Subject to change according to government advice</p>