	Risk Assessment & Safe System of Work Procedure		
Task / Item:	**Controlling the spread of Coronavirus – Covid 19**	**Ref No:**	**RASS 0076**
		Issue No:	**6**
Department:	All Departments	**Date:**	**7th April '21**
Employees Affected:	All Employees (Including temporary workers and offsite workers)	**Assessor:**	**A. Lloyd**
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Objective

To provide all Alumasc (inc Rainclear) and Levolux Staff with the details of the measures and controls that are required in order to conduct working activities whilst minimising the risk of spreading the Covid 19 coronavirus to others.

Note: This document will be altered and updated as the UK Government updates its guidance relating to virus control.

Potential injuries and Hazards

In the event of failing to follow the instructions contained therein, the Employee/Employer will place themselves and other employees at risk of contracting the COVID 19 virus which could result in Death & Respiratory conditions and other bodily complications.

Safety

Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, not construction and manufacturing activities we have taken the decision to supply employees with the below PPE must they are not mandatory unless specified by the sites that they are visiting. Individuals are required to follow the PPE requirements for specific tasks (as specified in the task SSoW) and are required to observe social distancing measures, maintain good housekeeping and practice good hand hygiene behaviours to help prevent the spread of Covid-19.

PPE Requirement							
	Hi-Viz Clothing			Face Visor	✓		Hearing Protection	
	Steel toe capped work shoes			Welding Face Shield (PAPR)			Gloves	✓
	Hard Hat			Dust Mask (FFP2)	✓		Gauntlets	
	Bump Hat			Half Face Respirator			Overalls / Disposable Overalls	✓
	Safety Glasses	✓		Full Face Respirator			Rubber Apron	
	Safety Goggles		Respirator Filter Type / or other PPE:				Harness and Lanyard	

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Plant, Equipment & tools for task.				Tagging & signs		Permits & Instruction	
Ladder		Fork lift		Machine Hazard Signs		SDS's (please list material's below)	
Hand Tools (inc. Knife)		Pallet Truck		Barrier / Mesh	✓	Instruction / Operating Manuals	
Power Tools		Sack Truck		Flagging		Published Procedures	
Grinder		Scaffolding		Hard Barricades		Work at Height Permit	
Welding Machine		Scissor lift		Heavy Lifting Signs		Isolation Permit (LOTO)	
Oxy/Acetylene Cutting Torch		Extension leads		Personal Danger Tags		Confined Space Permit	
Fire Extinguisher / Fire Blanket		Power source		Out of service Information Tags		Hazardous Work Permit	
Crane / Slings		Personal Locks (LOTO)		Floor Markings	✓	Operator Licence	
Other (specify) **Hand Sanitiser**	✓			Warning Signs	✓	Other (Specify)	

List of Permits & Instruction required:

Hazard Prompt: Identify the hazards associated with the task before safe guards are implemented							
Electrical		Access		Vehicles		Lighting	
Chemical		Vibration		FLT		UV Radiation (hot Work / Sun)	
Gasses		Noise		Telehandler		Heat	
Height		Hand Tools (inc. Knife)		Lifting Equipment		Flames / Engulfment	
Depth		Power Tools		Moving Equipment		Bacteria / Virus	✓
Weight		Manual Handling		Rotating Equipment		Asbestos	
Pressure		Hot / Cold Objects		Overhead Hazards		Synthetic Mineral Fibres	
Dust		Dehydration		Weather		Dirt / Dirty water	

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Risk Rating Scoring Matrix

Risk Rating			Severity of the Potential Injury / Damage				
0 – 5 = Low Risk			Insignificant damage to Property, equipment. Minor injuries or discomfort. No medical treatment or measurable physical effects.	Minor loss of Process or slight damage to property. Injuries or illness requiring medical treatment. Temporary impairment.	Moderate loss of Process or repairable damage to Property. Injuries or illness requiring hospital admission **<7day absence**	Critical loss of Process / damage to Property. Injury or illness resulting in permanent impairment **>7day absence RIDDOR**	Catastrophic Loss of Business. Fatality **RIDDOR**
6 – 10 = Moderate Risk							
11 – 15 = High Risk							
16 – 25 = Extremely High Unacceptable Risk			Insignificant **1**	Minor **2**	Moderate **3**	Major **4**	Severe **5**
Likelihood	Expected to occur regular under normal circumstances	Almost Certain **5**	**5**	**10**	**15**	**20**	**25**
	Expected to occur at some time	Likely **4**	**4**	**8**	**12**	**16**	**20**
	May occur at some time	Possible **3**	**3**	**6**	**9**	**12**	**15**
	Not likely to occur in normal circumstances	Unlikely **2**	**2**	**4**	**6**	**8**	**10**
	Could happen, but probably never will	Rear **1**	**1**	**2**	**3**	**4**	**5**

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Task Risk Assessment

Hazard	Potential Injury	S	L	RR	Existing Measures	S	L	RR	Proposed Measures
Exposure to coronavirus at work	Contracting the Covid 19 virus	5	5	25	**Self-isolation, Workforce sickness and absence arrangements.** In line with government guidelines all high risk / susceptible workers, i.e. those with underlying health conditions, have already been notified that they must not attend site and must place themselves into self-isolation. All employees have been notified that anyone showing any ill health signs or symptoms associated with coronavirus, or who has a family member showing signs or symptoms must stay away from site in self-isolation. **Specific advice on what to do if anyone is ill at work can be found below.** The Company is tracking employees who are self-isolating and noting when it is safe for them to return. The normal absence reporting system is in use for employees to notify absence. Prior to returning to work, anyone who has been self-isolating as above, will be contacted by their line manager the day before they are due to return, to confirm they are free of symptoms and may return to work. **Return to work form has been updated to include specific questions on coronavirus.** Regular reminders of Government and advice on self-isolation are posted on notice boards and briefed to all employees. Face coverings to be worn when social distancing can't be maintained. All employees who are working at St Helens, visiting sites / client premises must take a Healgen Antigen COVID-19 Swab Test Kit twice weekly in line with government guidelines 5th April 2021.	5	2	10	

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Hazard	Potential Injury	S	L	RR	Existing Measures	S	L	RR	Proposed Measures
Attending main office and engaging in meetings.	Contracting the Covid 19 virus	5	5	25	**Attendance at site and at meetings, closure of specific areas** Only those personnel who cannot work from home should be attending the Office. Staff should be working from home where possible. No visitors are to be allowed on any site without the express authorisation of the Executive Director. Where possible, meetings will be held by phone or video conferencing. If not possible, meetings will be held in a well-ventilated room and social distancing requirements must be observed (see below) and must be brief and short. Face coverings must be worn when social distancing can't be maintained.	5	1	5	
Poor General hygiene and house keeping	Contracting the Covid 19 virus	5	5	25	On entering or leaving site, entering or leaving the production areas, after coughing or sneezing where hands may have been contaminated, after using the toilet and before and after eating or drinking, employees must wash their hands with soap and water and/or use the hand sanitisers provided. Extra hand sanitising bottles are available for each desk. There is a good supply of soap in all toilets and washrooms. Employees using desks, keyboards or computer mice must make regular use of sanitising wipes to clean them down. Regularly touched objects and surfaces must be cleaned and wiped down. Cleaners have been asked to pay special attention to door handles, handrails, etc… Items such as phones or pens should not be shared if possible. If they must be shared, then they should be cleaned between each use with disinfectant wipes. Extra cleaning products have been provided in production areas to allow workstations to be wiped down as required.	5	2	10	

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Hazard	Potential Injury	S	L	RR	Existing Measures	S	L	RR	Proposed Measures
Failure to maintain Social Distancing	Contracting the Covid 19 virus	5	5	25	All workers have been instructed to maintain a safe distance of 2 meters from other persons at all times. Work should be arranged to enable this distancing, with floor markings in place where necessary. Employees who are concerned about this should talk to their Line Manager or H&S Manager. No gatherings are allowed in the workplace, toilets, kitchens or canteens and signs are in place indicating the maximum number of persons that should be present in areas such as canteens or break rooms at any one time. During impossible circumstances where employees can't maintain the 2m social distancing rule i.e. office training or on construction sites then full PPE (face mask, Visor/spoggles and disposable gloves) must be worn. Training should be carried out in a separate area away from the main office, the area should then be cleaned down after each training session.	5	2	10	
Attending construction sites to carry out inspections and installations.	Contracting the Covid 19 virus	5	5	25	Full site PPE to be worn. COVID-19 PPE kit sent out to all employees attending sites. Face masks, Hand Sanitising Gel, Disposable gloves, Spoggles and Overalls which must be worn at all times when visiting sites. All employees who are visiting sites / client premises must take a Healgen Antigen COVID-19 Swab Test Kit twice weekly in line with government guidelines 5th April 2021 All staff to follow any site-specific rules / procedures set up by main contractor.	5	2	10	

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Hazard	Potential Injury	S	L	RR	Existing Measures	S	L	RR	Proposed Measures
First aid	Contracting the Covid 19 virus	5	5	25	Other Controls Key information on these precautions is to be displayed on site in prominent locations. First aiders have been provided with guidance on general precautions to take and on the update advice on CPR from the Resuscitation Council (https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) First aiders must ware face masks, eye protection and gloves when administering first aid. All of the above shall be reviewed on a regular basis and updated as and when required, in line with any new government guidelines. Safety Management Limited are retained to provide H&S advice and support.	5	2	10	
Working from Home	Contracting the Covid 19 virus	5	5	25	Guidance for those temporarily working from home has been issued such as DSE assessments with good practices and tips to keep themselves safe. Those employees should continue along with government guidelines of "Stay at Home". Those who live alone have been offered the choice to return to the main office working environment. Lists of mental health first aiders that can be contacted whilst employees are at home have been provided Please refer to RASS 0050 Home Working.	5	1	5	

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	Risk Assessment & Safe System of Work Procedure			
alumasc LEVOLUX BUILDING PRODUCTS				

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Hazard	Potential Injury	S	L	RR	Existing Measures	S	L	RR	Proposed Measures
Failure to use face mask correctly	Contracting the Covid 19 virus	5	5	25	Male employees who chose to wear a mask would be advised to be clean shaven, facial hair, even a small stubble growth can get in the way of the mask and prevent a tight, sealed fit, which will compromise the effectiveness of the mask. SSoW instruction documentation issued to all employees with the correct instruction on how to wear the face mask correctly and link to YouTube video available (see below).	5	1	5	
Handling post, packages or products that have been delivered to the office or a site	Contracting the Covid 19 virus	5	5	25	The World Health Organization (WHO) advises that the likelihood of an infected person contaminating commercial goods or packages is low. The risk of catching the virus that causes COVID-19 from a physical package is also very low. Staff should be reminded to wash their hands for 20 seconds and more frequently than normal or to use hand sanitiser. Advice would be after each specific task or every 2 hrs. Disposable gloves provided and should be removed and disposed of after use.	5	1	5	
Consuming food / drinks in the workplace.	Contracting the Covid 19 virus	5	5	25	Staff should not share food in the workplace such as open tins of biscuits or sweets. Staff should not make each other teas and coffees. Only one person at a time is allowed into the main canteen and the directors kitchen. Staff to wipe down worked kitchen area after use.	5	1	5	

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Hazard	Potential Injury	S	L	RR	Existing Measures	S	L	RR	Proposed Measures
Using equipment in production facilities or warehouse i.e. FLT / tools	Contracting the Covid 19 virus	5	5	25	Ensure that employees do not share tools and equipment, if this is not possible tools should not be shared until they have been wiped down using hygienic wipes. Dedicated drivers for FLT's. Operatives to wipe down controls after use and at the end of each working day.	5	1	5	
Cleaning the office / work area after a suspected COVID-19 case	Contracting the Covid 19 virus	5	5	25	Cleaners and Staff will need to follow the advice given by the Government: COVID-19: cleaning in non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings PPE provided to staff for cleaning. Waste form the clean up to be disposed of as per the advice given on the government website.	5	1	5	
Staff becoming anxious regarding the Covid-19 situation and require help with regards to Mental Health.	Becoming depressed, lonely, worse case suicidal.	5	3	15	Alumasc Mental health first aiders available to talk to. Resources available to assist in the times of uncertainty. BHSF Occupational Health, doctors / G.P.'s etc… Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19	5	2	10	

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Safe System of Work and Advice

SPECIFIC ADVICE ON WHAT TO DO IF ANYONE IS ILL AT WORK:

If someone becomes unwell in the workplace with coronavirus symptoms, they should:

- tell their employer immediately and go home
- avoid touching anything
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
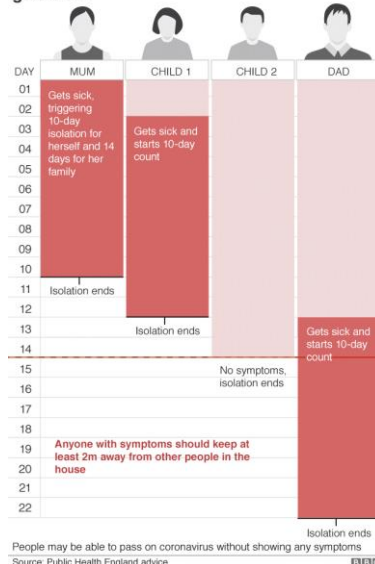- use a separate bathroom from others, if possible

Refer to the COVID-19 Process flow Chart for further details.

All individuals should self-isolate if they develop a new continuous cough or fever or anosmia. Anosmia is the loss or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked.

If the unwell person lives alone, they must self-isolate for 7 days. If they live with others and is the first to have symptoms, they must self-isolate for 7 days. Everyone else in their household must self-isolate for 14 days.

If anyone else in the household starts displaying symptoms, the person with the new symptoms must self-isolate for 7 days. This is regardless of where they are in the 14-day isolation period.

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You can get more advice or help:

> in England, by using the NHS 111 coronavirus symptom checker or calling 111.
> in Scotland, by using the NHS inform Scotland symptom checker.
> in Wales, by using the NHS Direct Wales symptom checker.
> by calling 999, if someone is seriously ill or life is at risk.

It's best for the unwell person to use their own mobile phone or computer to access these services.

IF SOMEONE WITH CORONAVIRUS COMES TO WORK

If someone with coronavirus comes to work, the workplace does not necessarily have to close, but they should follow cleaning advice found on the government website:

https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

PROCEDURE FOR ABP / LEVOLUX / RAINCLEAR STAFF:

1. All staff entering the office must sanitise their hands-on entry.
2. Staff visiting St Helens site, construction sites / clients' premises will need to undertake Healgen Antigen COVID-19 Swab Test resulting in a negative test result every three to four days, or to fit their work pattern, for example, every Monday and Thursday or Wednesday and Sunday, ideally before they attend St Helens site or go out to sites / client premises. If the employ is working from home for a period of three days or more, then they do not need to take a test, however, they should resume testing on the day prior to them needing to leave home for work purposes i.e., on a Monday if their visit to site is on the Tuesday. See section Healgen Antigen COVID-19 Swab Test Kit instruction.
3. All staff entering the office must assess their temperature on entering site.
   - Normal human skin temperature on the trunk of the body varies between 33.5°C and 36°C though the skin's temperature is lower over protruding parts or exposed parts, like the nose / forehead.
   - Employees who have a high temp of +37.8°C must return home and contact NHS 111 coronavirus symptom checker, and contact Alumasc HR manager to report the feedback.
   - https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/
4. All staff must wear face coverings when moving around the office areas, when employees are sitting at their workstations, they are free to remove their face coverings if they wish to do so.

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5. Staff that work in the Assembly areas or Warehousing areas must wear face coverings when in close contact with other employees (i.e. working together where social distancing can't be maintained to complete a tasks etc..), if employees are working alone they can remove their face covering if they wish to do so, but must place the face covering back on when social distancing can't be maintained with colleague's.
6. All staff must maintain the social distancing of 2m when working in the office.
7. All staff must clean down their workstation (Telephone, Mouse, Keyboard, table etc..) at the end of the day using the hygiene wipes provided.
8. Only one person is permitted to enter toilet facilities at any one time, employees must shout in to see if the facilities are vacant before entering.
9. Only one employee is permitted to enter the canteen at any one time, employees are prohibited to make teas and coffees for each other.
10. Hand sanitising bottles and wipes are available thought the office, employees should wipe down the communal printers control panel before and after use.
11. Employees must not share foods such as Tins / Packets of biscuits or sweets.
12. Employees are advised to bring in their own cutlery to consume food. Communal cutlery and dishes must be thoroughly cleaned before use.
13. Equipment /tools and items must not be shared in the workplace, if this is not possible to maintain the item should not be shared until they have been wiped down using hygienic wipes.
14. Dedicated drivers for each FLT. Controls to be wiped down after use and at the end of the working day.
15. If any office training is required then all employees participating in the training must wear the correct PPE (Face Mask, Visor and disposable single use gloves).
16. The cleaners will continue to be onsite at the end of the working day and will carry out an additional wipe down clean in the mornings, wiping down surfaces and door handles.

PROCEDURE FOR STAFF WORKING AT HOME:

1. All staff working from home must follow the safe systems of work set up in the RASS 0050 Home working and HSP 008 Home Working.
2. Staff must also complete the HS 14 DSE Self-Assessment Questionnaire and send photographic evidence of their home office set up.
3. If staff require office chairs, then they can collect form their main office and return them as and when normal office work resumes, when collecting chairs from the office the employees must following the guidance below.
4. If staff who need to visit St Helens site for any reason either for IT or collecting files / brochures must ring the office 01744 648 400 prior to arriving, their reason for visiting the site will then be forwarded to those who are working in the main office. If possible, items can be retrieved for the individual and left at reception. Once on site the employee must not wander the site and must minimise their visit and contact with other employees as much as possible.

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PROCEDURE FOR EXTERNAL STAFF:

1. Any external staff who need to visit St Helens site for any reason either for IT or collecting files / brochures must ring the office 01744 648 400 prior to arriving, their reason for visiting the site will then be forwarded to those who are working in the main office. If possible, items can be retrieved for the individual and left at reception. Once on site the employee must wear a face covering at all times, not wander the site and must minimise their visit and contact with other employees as much as possible.

2. Staff visiting St Helens site, construction sites / clients' premises will need to undertake Healgen Antigen COVID-19 Swab Test resulting in a negative test result every three to four days, or to fit their work pattern, for example, every Monday and Thursday or Wednesday and Sunday, ideally before they attend St Helens site or go out to sites / client premises. If the employ is working from home for a period of three days or more, then they do not need to take a test, however, they should resume testing on the day prior to them needing to leave home for work purposes i.e., on a Monday if their visit to site is on the Tuesday. See section *Healgen Antigen COVID-19 Swab Test Kit instruction.*

3. Staff visiting construction sites / clients must wear the COVID-19 PPE supplied to them, a Coronavirus PPE package has been issued to all external staff, the package contains:

   - 2 x Hand Sanitizer
   - 1 x box of disposable latex disposable gloves. Gloves are to be single use only.
   - 10 x face masks.
   - 1 x spoggles (innovative hybrid of glasses and goggles)
   - Disinfectant wipes for wiping down boots.
   - 3 x All in one overalls (supplied to employees who spend the majority of time on sites. Overalls must be worn whilst on site, if visiting multiple sites during the day, the overalls must be removed and placed in a bag before entering your vehicle. Overalls must be washed at 60 °c at the end of each day).

Sequence for donning PPE:
- Wash or sanitize hands.
- Put on Mask.
- Put on eye protection.
- Put on disposable gloves.
- Put on Overalls.
- Put on remaining site PPE

Sequence for removing PPE:
- Remove Site PPE wipe down hard hat.
- Remove overalls and place in bag.
- Wipe down safety boots.
- Remove gloves.
- Wash / Sanitise hands.
- Remove eye protection.
- Remove mask.
- Wash / Sanitise hands.

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		Issue No:	**6**
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4. Any staff who are visiting construction sites must maintain the social distancing of 2m and follow any rules that have been set up for the site. If an employee is not comfortable with conditions on the site regarding social distancing then they should leave the site and contact their line manager, who in turn will address the issue with the main contractor.

MENTAL HEALTH

If you have any issues regarding your mental health at work, please contact HR or one of the following Mental Aid First aiders:

James Donavan	Neil Delve
Frank Besant	Eddie Robinson
Janette Gurrell	Aled Lloyd

Additional external resources can be sourced BHSF Occupational health, Doctor / G.P.

Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)
https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19

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HEALGEN ANTIGEN COVID-19 SWAB TEST KIT INSTRUCTION.

4.Test devices that have been outside of the sealed pouch for more than 1 hour should be discarded.

5.Close the kit box and secure its contents when not in use.
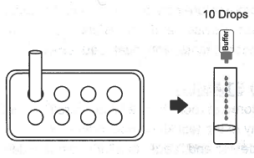
SPECIMEN COLLECTION

1.Using the sterile nasopharyngeal swab provided in the kit, carefully insert the swab in the patient's nostril.

2.Swab over the surface of the posterior nasopharynx and rotate the swab several times.

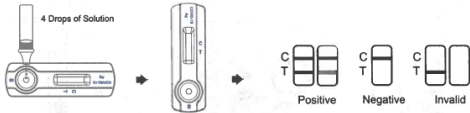3.Withdraw the swab from the nasal cavity.

SAMPLE PREPARATION PROCEDURE

1.Insert the test extraction tube into the workstation provided in the kit. Make sure that the tube is standing upright and reaches the bottom of the workstation.

2.Add 0.3 mL (approximately 10 drops) of the sample extraction buffer into the extraction tube.

1.Just prior to testing remove the test device from the sealed pouch and lit it on a flat surface.

2.Push the nozzle which contains the filter onto the extraction tube. Ensure the nozzle has a tight fit.

3.Hold the extraction tube vertically and add 4 drops (approximately 100 μL) of test sample solution tube into the sample well.

4.Start the timer.

5.Read the results at 15 minutes. Do not interpret the result after 20 minutes.
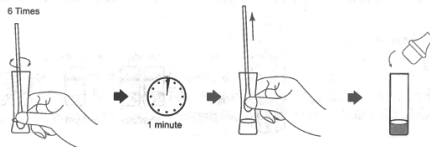

INTERPRETATION OF RESULTS

1. POSITIVE:

The presence of two lines as control line (C) and test line (T) within the result window indicates a positive result.

2. NEGATIVE:

The presence of only control line (C) within the result window indicates a negative result.

3. INVALID:

If the control line (C) is not visible within the result window after performing the test, the result is considered invalid. Some causes of invalid results are because of not following the directions correctly or the test may have deteriorated beyond the expiration date. It is recommended that the specimen be re-tested using a new test.

NOTE:

1.The intensity of color in the test line region (T) may vary depending on the

3.Insert the swab into the extraction tube which contains 0.3 mL of the extraction buffer.

4.Roll the swab at least 6 times while pressing the head against the bottom and side of the extraction tube.

5.Leave the swab in the extraction tube for 1 minute.

6.Squeeze the tube several times from the outside to immerse the swab. Remove the swab.

SPECIMEN TRANSPORT AND STORAGE

Do not return the nasopharyngeal swab to the original paper packaging. Specimen should be tested immediately after collection. If immediate testing of specimen is not possible, insert the swab into an unused general-purpose plastic tube. Ensure the breakpoint swab is level with the tube opening. Bend the swab shaft at a 180 degrees angle to break it off at the breaking point. You may need to gently rotate the swab shaft to complete the breakage. Ensure the swab fits within the plastic tube and secure a tight seal. The specimen should be disposed and recollected for retesting if untested for longer than 1 hour.

TEST PROCEDURE

Allow the test device, test sample and buffer to equilibrate to room temperature (15-30°C) prior to testing.

concentration of analyses present in the specimen. Therefore, any shade of color in the test line region (T) should be considered positive. This is a qualitative test only and cannot determine the concentration of analytes in the specimen.

2.Insufficient specimen volume, incorrect operating procedure or expired tests are the most likely reasons for control band failure.

QUALITY CONTROL

A procedural control is included in the test. A red line appearing in the control line region (C) is the internal procedural control. It confirms sufficient specimen volume and correct procedural technique. Control standards are not supplied with this test. However, it is recommended that positive and negative controls are sourced from a local competent authority and tested as a good laboratory practice, to confirm the test procedure and verify the test performance.

LIMITATIONS

1.The etiology of respiratory infection caused by microorganisms other than SARS-CoV-2 will not be established with this test. The Coronavirus Ag Rapid Test Cassette (Swab) can detect both viable and non-viable SARS-CoV-2. The performance of the Coronavirus Ag Rapid Test Cassette (Swab) depends on antigen load and may not correlate with viral culture results performed on the same specimen.

2.Failure to follow the Test Procedure may adversely affect test performance and/or invalidate the test result.

3.If the test result is negative and clinical symptoms persist, additional testing using other clinical methods is recommended. A negative result does not at any time rule out the presence of SARS-CoV-2 antigens in specimen, as they may be present below the minimum detection level of the test or if the sample was collected or transported improperly.

4.As with all diagnostic tests, a confirmed diagnosis should only be made by

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ADVICE ON HOW TO WASH YOUR HANDS:

Washing your hands is one of the easiest ways to protect yourself and others from illnesses such as food poisoning, flu and Coronavirus infection.

But what's the best handwashing technique?

Washing your hands properly should take about as long as singing "Happy Birthday" twice (around 20 seconds).

Watch this video to see the handwashing technique in action.

https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

1. Wet hands. Wet both hands with running water. Warm or hot water is best, but cold water may be acceptable	
2. Apply soap. Dispense a generous amount of liquid soap into your palm.	
3. Rub your palms together. Spread soap onto both palms. Be sure this area is sufficiently covered by soap	

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4. Place the palm of the right hand over the back of the left hand and rub. Repeat this action with the left hand over the right. This will spread soap onto the backs of both hands. Be sure this area is sufficiently covered by soap

5. Interlace the fingers of both hands. Spread soap between your fingers. Move your fingers back and forth to ensure that soap reaches all areas between your fingers.

6. Place the backs of fingers onto opposing palms. Interlock your fingers. This ensures that soap reaches the very back of your fingers

7. Use rotational rubbing on each thumb. "Rotational rubbing" simply means to rub in a circular motion. Use the palm of one hand to wash the thumb of the opposite hand by way of rotational rubbing. Repeat this on the other side.

8. Use rotational rubbing to clean the palm of each hand again. Bring the fingers of one hand together. Use these fingers to wash the opposite palm by way of rotational rubbing. Repeat this on the other side.

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9. Clean your wrists. Use one hand to clean the opposite wrist by way of rotational rubbing. Repeat this on the other side.

10. Rinse. Place your hands under running water. Remove all traces of soap. Again, warm water is preferred, but cold water may be acceptable.

11. Dry your hands thoroughly, Use a clean disposable towel. Dry your hands until no wetness remains. Dispose of used towels right away.
Do not use hand dryers as there could be a risk that the air flow could circulate the virus, if hands are not washed properly.

CLEANING YOUR HANDS WITH HAND SANITISER.

1. Dispense a palmful of hand sanitiser into a cupped hand. Use enough alcohol rub to cover the skin of both hands. This method should only be used if hands are not visibly soiled, or if washing with soap and water is not possible. It should not be used if you have open cuts on your skin

2. Rub your palms together. Spread product onto both palms. Be sure this area is sufficiently covered by alcohol rub.

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3. Place the palm of the right hand over the back of the left hand and rub. Repeat this action with the left hand over the right. This will spread product onto the backs of both hands. Be sure this area is sufficiently covered by alcohol rub.

4. Interlace the fingers of both hands. Spread alcohol rub between your fingers. Move your fingers back and forth to ensure that product reaches all areas between your fingers.

5. Place the backs of fingers onto opposing palms. Interlock your fingers. This ensures that the product reaches the very back of your fingers.

6. Use rotational rubbing on each thumb. "Rotational rubbing" simply means to rub in a circular motion. Use the palm of one hand to distribute product onto the thumb of the opposite hand by way of rotational rubbing. Repeat this on the other side

7. Use rotational rubbing to distribute product to the palm of each hand again. Bring the fingers of one hand together. Use these fingers to distribute alcohol rub onto the opposite palm by way of rotational rubbing. Repeat this on the other side.

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8. Ensure that alcohol rub reaches your wrists. Use one hand to distribute alcohol rub onto the opposite wrist by way of rotational rubbing. Repeat this on the other side.

9. Allow your hands to dry. You will not need disposable towels. Simply wait a few moments. Once dry, your hands are clean.

FITTING YOUR MASK PROPERLY:

Follow this instruction on how to wear a face mask: https://www.youtube.com/watch?v=bo-PEzHE7iw

1. All Male employees who chose to wear a mask would be advised to be clean shaven, facial hair, even a small stubble growth can get in the way of the mask and prevent a tight, sealed fit, which will compromise the effectiveness of the mask.

2. Wash your hands or sanitise your hands before putting on your mask, this will prevent you from accidentally contaminating your mask before you put it on. See above sections "how to wash your hands" and "Cleaning your Hands with hand sanitiser".

3. Cup the mask in one hand and place it over your mouth and nose. Place the mask in the palm of your hand so that the straps face the floor. Set it over your nose and mouth with the nosepiece fitting over the bridge of your nose. The bottom should go just under your chin.
Try to touch only the outside and edges of the mask to keep it clean.

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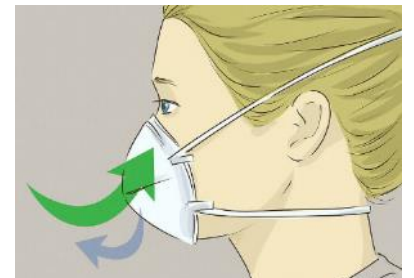
4. Pull the bottom and top straps over your head. If your mask has two straps, pull the bottom one over your head and secure it around your neck, just under your ears. Continue to hold the mask tightly against your face with the other hand. Then, pull the top strap over and set it above your ears.

5. Mould the nose piece around the bridge of your nose. Set your first 2 fingertips on either side of the metal nose clip at the top of your mask. Run your fingers down both sides of the strip, moulding it along the bridge of your nose.
6. If your mask doesn't have a nosepiece, simply make sure the fit is tight and snug around your nose.

7. Breathe through the mask and test for leaks. Set both hands against the mask and take a breath to make sure that it seals against your face. Then exhale, feeling for any leakage from the nosepiece or around the edges. If you feel air leaking from the nose area, re-mould the nosepiece. If it's coming from the edges of the mask, adjust the placement of the straps on the sides of your head.
If your mask still isn't completely sealed, check in a mirror that it is place on your face properly or ask a friend or colleague for help, maintaining the 2m social distancing, or try a different size or model.

8. Remove your mask by pulling the straps over the top of your head. Without touching the front of the mask, pull the bottom strap over your head. Let it hang down over your chest. Then, pull the top strap over.
You can either throw the mask away or store it in a clean, sealed container or bag.

9. If you feel that you have been heavily exposed to germs i.e. where social distancing rules have not been possible to maintain or, the outside of your mask is likely contaminated throw away your mask, Disposing of it properly will ensure that you won't come into contact with contaminated particles. Carefully hold the mask by the straps and throw it away in a trash can.

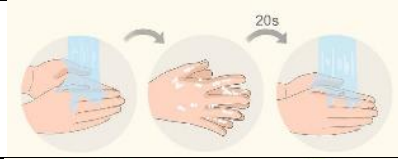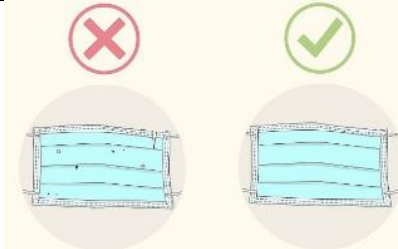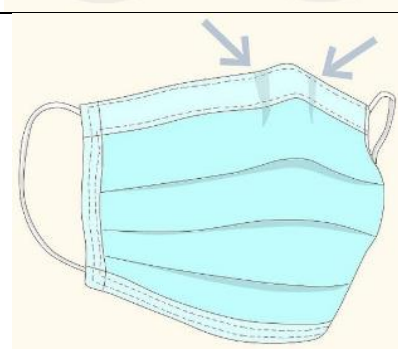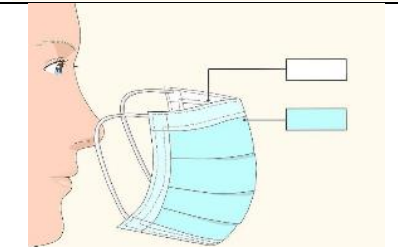**IF IT'S NOT SAFE – DON'T DO IT!**   **IF IN DOUBT – ASK!**

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10. Re-wear your mask as long as you are confident that it hasn't come into contact with harmful germs and that the mask stays dry (inside and out) and fits tightly it should be fine to wear again. Test the seal of your mask each time you put it on to make sure it still fits snugly. Store your mask in a clean, sealed container or bag and make sure it doesn't get bent out of shape by surrounding objects.
If you are working on site all day and have been wearing the mask all day, you must replace the mask daily.

HOW TO PUT ON A MEDICAL MASK

1. Clean your hands. Before touching a clean medical mask, wash your hands thoroughly with both soap and water. Alternatively clean your hands thoroughly with hand sanitiser.

2. Check the medical mask for defects. Once you've taken a new (unused) medical mask from the box, check it to ensure it doesn't contain any defects, holes or tears in the material. If the mask has defects, holes or tears, throw it away and select another new (unused) mask from the box.

3. Orient the top of the mask properly. In order for the mask to fit as close to your skin as possible, the top portion of the mask will have a bendable, but stiff, edge that can be moulded around your nose. Ensure this bendable side is facing upwards before applying the mask to your face.

4. Ensure the proper side of the mask faces outwards. The inside of most medical masks are white in colour, while the outside has a colour of some sort. Before applying the mask to your face, make sure the white side of the mask is facing towards your face.

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5. Place the mask on your face. There are many types of medical masks available, each with different methods of attaching the mask to your head.

- Ear Loops — Some masks have 2 ear loops on either side of the mask. These loops are normally made of an elastic material so they can be stretched. Pick up this type of mask by the loops, put 1 loop around one ear and then put the other loop around your other ear.

- Ties or Straps — Some masks come with pieces of fabric that are tied around the back of your head. Most masks with ties come with upper and lower ties or straps. Pick up the mask by the upper ties, place the ties around the back of your head and attach them together with a bow.

- Bands — Some masks come with 2 elastic bands that are placed over and around the back of your head (as opposed to around your ears). Hold the mask in front of your face, pull the top band over the top of your head and place it around the crown of your head. Then pull the bottom band over the top of your head and place it at the base of your skull.

6. Adjust the nose piece. Now that the medical mask is in place on your head and face, use your index finger and thumb to pinch the bendable portion of the top edge of the mask around the bridge of your nose.
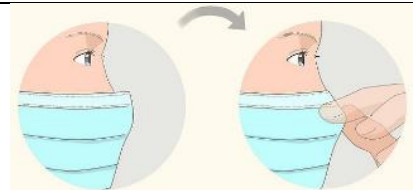
7. Tie the lower band of the mask if needed. If you're using a mask with bands that tie on the top and bottom, you can now tie the bottom band around the base of your skull. Because adjusting the bendable nose piece can impact the fit of the mask, it is best to wait until after the nose piece is in place before tying the bottom straps. If you've already tied the bottom straps, you may need to re-tie them more tightly to get a snug fit.

8. Fit the mask to your face and under your chin. Once the mask is completely secured, adjust it to ensure it covers your face and mouth, and so the bottom edge is under your chin

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9. Clean your hands. Depending on what you were doing with your hands before you remove your mask, you may need to wash your hands. Or you may need to remove medical gloves, wash your hands, then remove the mask

10. Remove the mask carefully. In general, remove the mask by only touching the edges, straps, loops, ties or bands. Do not touch the front portion of the mask which may be contaminated.
   - Ear Loops — Use your hands to hold the ear loops and remove them from around each ear.
   - Ties/Straps — Use your hands to untie the bottom straps first, then untie the top straps. Remove the mask while holding onto the top ties.
   - Bands — Use your hands to bring the bottom elastic band up and over your head, then use your hands to do the same with the top elastic band. Remove the mask from your face while holding the top elastic band.

11. Dispose of your mask safely. Medical masks are designed to only be used once. Therefore, when you take the mask off, place it in the trash immediately.

12. Wash / Sanitise hands again.

DONNING ON A PAIR OF DISPOSABLE GLOVES

1. Take a glove from the box, touching only a minimal amount of the glove surface.

2. Hold the wrist end open with one hand and ease the fingers of the other inside.

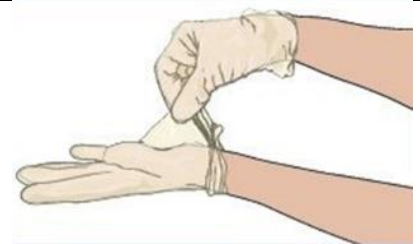**IF IT'S NOT SAFE – DON'T DO IT!**   **IF IN DOUBT – ASK!**

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3. Repeat for other hand.	
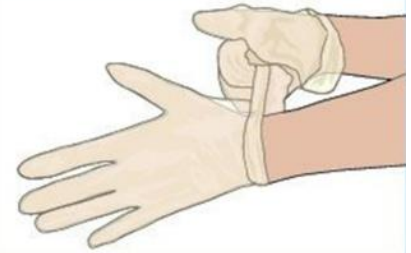
REMOVING GLOVES AND DISPOSAL

4. Hold the glove at the wrist and peel away from the hand	
5. Turn the second glove inside out, with the first glove inside	
6. Dispose of the glove safely in designated waste bin.	

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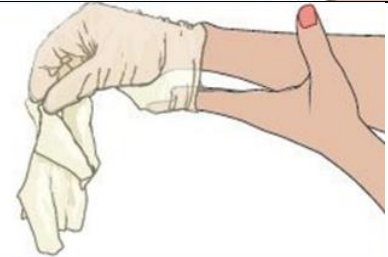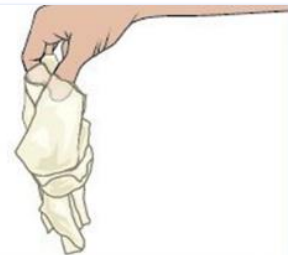The Health and Safety at Work Act makes all employees accountable for their acts and omissions and, therefore, they shall:

1. Take reasonable care of their own health and safety and that of others at work affected by their acts or omissions.
2. Co-operate with management and supervisors in order that legal duties and requirements may be carried out.
3. Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

In receiving the email which contained this document employee confirms that he/she has read and understood this document. The employee will carry out their task in accordance with this RASS and other associated documents referenced within the safety section of this document.

OPERATOR SIGN OFF			
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IF IT'S NOT SAFE – DON'T DO IT!   **IF IN DOUBT – ASK!**

	Risk Assessment & Safe System of Work Procedure			
Task / Item:	**Controlling the spread of Coronavirus – Covid 19**		Ref No:	**RASS 0075**
			Issue No:	**6**
Department:	All Departments		Date:	**7th April '21**
Employees Affected:	All Employees (Including temporary workers and offsite workers)		Assessor:	**A. Lloyd**
Non-Employees Affected:	Visitors, contractors, members of the public		Page No:	**27 of 27**

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