

**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.**

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>

Helpful B&B guideline. Please read: <http://www.bandbassociation.org/BBA-COVID-19-Secure-Guidelines-V1.pdf>

## **GENERAL**

<b>What are the hazards?</b>	<b>Who might be harmed</b>	<b>Controls Required</b>	<b>Additional Controls</b>	<b>Action by when?</b>	<b>Done</b>
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>● <b>Staff</b></li> <li>● <b>Visitors to your premises</b></li> <li>● <b>Cleaners</b></li> <li>● <b>Contractors</b></li> <li>● <b>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying</b></li> </ul>	<p><b><u>Hand Washing</u></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.</li> <li>● <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>● Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>● <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> </ul>	<p>Employees/volunteers 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/volunteers to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public</p>		

	<p><b>health conditions</b></p> <ul style="list-style-type: none"> <li>• <b>Anyone else who physically comes in contact with you in relation to your business</b></li> </ul>	<ul style="list-style-type: none"> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b> 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><b>Social Distancing</b> 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 <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p>	<p>health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff/volunteers 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>		
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		<p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p><b><u>Wearing of Gloves</u></b>  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.</p> <p><b><u>RPE</u></b>  <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal</p>	<p>Staff/volunteers to be reminded that wearing of gloves is not a substitute for good hand washing.</p>		
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		<p>with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p><b><u>Symptoms of Covid-19</u></b>  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 a member of a group develops Covid symptoms whilst at sadeh they should notify the NHS and be tested. The whole group should leave Sadeh and each person should self isolate for 14 days unless the person tested shows a negative test for the virus.</p> <p>If a member of a group who has been at Sadeh subsequently develops symptoms within 14 days of leaving Sadeh and tests positive they should notify Sadeh and each person who lives at Sadeh should self isolate (not just maintain social distance) for 14 days.</p>	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual. Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference  <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>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.</p>		
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What are the hazards?	Who might be harmed	Controls Required	Action by when?	Done
Interacting with groups : arrival, departure and cooking	<ul style="list-style-type: none"> <li>- Bryan and Chantal</li> <li>- Other staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>- Bryan will give the fire/health and safety talk to the leader only. The leader will sign papers from a safe distance with appropriate PPE.</li> <li>- The fire/health/safety talk will have been sent to the group in advance as well.</li> <li>- No one else should have contact with the group onsite except if we are organising workshops (see below)</li> <li>- If the group is catered for, Bryan and Chantal will put the food on a trolley and leave it for the group. No-one from the group is allowed in the kitchen except to turn on the ovens at an agreed time when Bryan and Chantal are not in the kitchen.</li> <li>- Noone will enter the bedrooms or the house during the group's stay. If something is broken, the group is to ring Bryan who will see to the issue in an emergency only. This is to be outlined to the groups in advance.</li> </ul>		

Organising workshops	Alex, Talia, Josh	<ul style="list-style-type: none"><li>- Workshops to have individual risk assessments</li><li>- All workshops to be carried out from a safe distance using PPE where practical</li></ul>		
Group sizes not complying with government regulation	Staff Volunteers Groups	<ul style="list-style-type: none"><li>- Booking forms are received and lots of communication to take place prior to this to make sure the groups coming onsite are in a bubble or have their own Covid risk assessments and rules</li></ul>		