The National Centre for Electromagnetic Therapies
Community Interest Company

COVID-19 Risk Assessment

Last updated: 24 May 2021

What are the hazards?	Who might be harmed	Controls Required	Additional Information	Action by whom & when?	Done
Spread of Covid-19 Coronavirus	The following people may be harmed and measures taken to protect them: Staff Visitors and Customers to your premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant	**General – Management** 1) Information on Covid Control measure must be communicated to all staff, visitors and customers. 2) Staff (and others) should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures. 3) Managers or appointed 'covid marshals' shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained. **Hand Washing** (For more information see -	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 and signage to be erected in prominent locations. Posters, leaflets and other materials are available for display.	Kasey Phifer, ongoing	Yes

	workers, those with existing underlying health conditions. Anyone else who physically comes in contact with you in relation to your business	https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm) • Hand washing facilities with soap and water should already be in place. • Additional facilities should be provided where necessary to allow for easy and frequent hand washing. Hand washing should be monitored by managers / covid marshals. See hand washing guidance. • Provide information to staff on hand washing (for example https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) • Provide materials to allow drying of hands with disposable paper towels. • Pedal bins or opened topped bins will be used to reduce touch points. • Handwashing facilities will be cleaned, bins will be emptied and soap, paper towels and hand sanitiser replenished regularly.	https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Regular communications including tool box talks and tem briefs to include covid reminders. 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 Staff should also be 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		

• Gel sanitisers should be provided in any area where washing facilities are not readily available Repeated washing can dry skin and lead to dermatitis. Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ **Cleaning** **Surfaces** Put in place cleaning regimes to make sure 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. (consider frequency, level of cleaning and who should be doing it.) **Shared Equipment** Where possible equipment (Tools /Pallet Trucks/ Forklift trucks) will be used only by one person. Where his is not possible, cleaning materials will be provided and must be used between each change of	the workplace. Regular checks shoud be carried out by line managers to ensure that the necessary procedures are being followed. 70% Alcohol based hand sanitisers are flammable and need to be used and stored correctly to reduce fire risks.	

	user. **Eliminating workplace exposure:** **Working from Home** Where staff can work from home they are encouraged to do so. **Meetings** Conference calls to be used instead of face to face meetings. **Visitors** Only necessary visitors / contractors / guardians of patients or their carers will be permitted to the site / premises. **Persons with positive Covid-19 tests or persons informed they are close contacts** Staff to be instructed not to attend work if they have developed Covid Symptoms or have been informed that they are a close contact of a Covid Positive individual in line with PHA guidance. Line managers will maintain regular	Encourage 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 *(For more information see -* *https://www.hse.gov.uk/coronavirus/cleaning/cleaning-workplace.htm)* Check sheets indicating when the last time each item has been cleaned will be placed adjacent to that item. Signs to be put on equipment to remind users to clean them before and after use.		

| | | contact with staff members during this time.

Persons with symptoms of Covid-19 at work

If anyone becomes unwell with a new continuous cough, loss of taste or small or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.

Put in place arrangements to clean if someone develops symptoms of coronavirus in work.

If advised that a member of staff or public has developed Covid-19 and were recently on your premises (or where a member of staff has visited other work place premises or domestic premises), the management team of the workplace should 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. https://www.publichealth.hscni.net/ | Each job function should be assessed and only where it is not reasonably practicable for an employee to work from homer should they be required to come to work, in line with the current requirements of the Health Protection (Coronavirus Restrictions) Regulations

Visitors will be required to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms. | | |

		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 (see 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)	A record of Visitors / Contractors contact details will be held for 10 days to allow contact tracing.		
		Measures may include:

limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms

Reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met

Where possible put in place physical barriers (eg Perspex) to reduce contact in areas of high interaction.

Increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around | Regular reminders to be issued to staff on symptoms and the actions to take. | | |

| | | Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met

Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation

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.

Provide individual lockers for people to keep personal belongings in so that they aren't left in the open.

Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit to canteens
e floor markings / wall signs etc.to maintain social distancing. | For more information on decontamination see - https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings | | |
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		Display signs reminding people to socially distance, wash hands and not touch their faces Where it is impossible to maintain 2m Social Distancing additional controls will be implemented including • limiting the amount of time people spend on the task • placing workers back-to-back or side-by-side rather than face-to-face when working • 'cohorting' work teams so they consistently work together • improving ventilation • enhanced cleaning regimes • increase in hand washing (https://www.hse.gov.uk/coronavirus/social-distancing/unable-to-social-distance.htm) Staff will not work within 1m of each other at any time. (For close contact services refer to specific secto guidance) **NB: Face coverings and visors are not a sufficient measure <u>by themselves</u> to allow for working within 2m of other persons and must be supplemented by other mitigations.**	Staff to be reminded <u>on a daily basis</u> of the importance of social distancing both in the workplace and outside of it either verbally or in writing with use of signs posted in clearly visible areas. Management / Covid Marshal checks will be made regularly to ensure social distancing is adhered to within the workplace and in common areas. Regular reminders to staff to ensure they are clear on the rules when using common areas and workstations.		

Cohorting

Identify groups of workers who live together and group them into a work cohort

Identify groups of workers who travel to work together and group them into a work cohort

COVID-19 Lateral Flow Tests

Practitioners, students, contractors and anyone working in any capacity for, with or on behalf of the company is required to take a lateral flow at-home test kit to determine the likely presence of this most recent variant of Corona Virus (not any Corona Viruses known previous to the year 2018).

At-home test kits can be ordered free of charge from the NHS if the above-named agents are not showing symptoms of COVID-19. (See this website for more information: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)

Rapid tests are to be performed on a

| | | fortnightly basis or after every 10th patient in clinic, whichever is more frequent.

Paid holiday, annual leave and other absences are included in the 14-day timeframe mentioned above. While employees are not expected to test themselves during their time away from work, they must immediately perform an at-home test if a PCR test has not been performed on the first day they return to work if working from home or the day before working in the office, performing home visits or having other contact with people.

Ventilation

Poor ventilation increases the risk of spreading covid-19 and measure should be taken to ensure adequate ventilation is maintained. (for more information see https://www.hseni.gov.uk/articles/ventilation-and-covid-19)

Where possible good ventilation should be maintained using natural 'fresh air' ventilation (opening windows and 'non-fire' doors)

If you need additional ventilation provide it, eg mechanical ventilation, | Additional information https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm)

Where possible heating will be adjusted to facilitate enhanced ventilation. | | |

| | | desk fans, air movers etc. Portable fans and air handling units will be positioned to prevent air being blown from one individual towards others.

Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air, rather than recirculating air..

When possible, open windows to let in fresh air from outside.

Face Coverings & Personal Protective Equipment

Face Coverings

Faced coverings will be worn in all situations designated in current Coronavirus Regulations.

Where not specifically reqired by law, if face coverings do not create additional health and safety risks they may be worn in line with public health guidance (https://www.nidirect.gov.uk/articles/coronavirus-covid-19-face-coverings).

Face coverings are not PPE as they do not protect people from work-related hazardous substances. They may protect | | | |
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others, not the wearer, against coronavirus – find out more[2].

Personal Protective Equipment

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.

(For more information see-
https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm)

Where PPE is a requirement for non-covid related risks it shall be used in line with existing risk assessments which will be reviewed in light of the risks from Covid-19)

Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean

Use of Gloves
 (Staff should be reminded that wearing of gloves is not a substitute for good hand washing as the virus can be

		transferred on the surface of the glove) Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these should be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. **Vehicles & Drivers** Where possible persons should not share vehicles or cabs, where suitable distancing cannot be maintained or alternative mitigations cannot be achieved. Ensure regular cleaning of vehicles. **Working From Home** For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly. **Mental Health** Management should promote mental health & wellbeing awareness to staff	Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus *(For more information see -* *https://www.hse.gov.uk/coronavirus/social-distancing/using-vehicles.htm)* Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery		

| | | during the Coronavirus outbreak and will offer whatever support they can to help including up to three days paid leave for mental health, i.e. anxiety attacks or burn-out.
(For more information see - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress)

Additional Identified Risks:

<u>Home Visits</u>

Bring your own medical-grade hand sanitiser, wear hospital scrubs or PPE apron, wear face covering and try not to touch any surfaces within the patient's home.

Ensure there is proper ventilation, ideally a window or door left open to let in fresh air.

Thoroughly clean the car and wash hands after completing each home visit.

See also the company policy on Children and Vulnerable Adults and remember to perform a risk assessment of possible abuse, neglect or other activities that would require filing a Safeguarding claim. | drivers adequate breaks to avail of proper welfare facilities.

(For more information see - https://www.hse.gov.uk/ news/drivers-transport-delivery-coronavirus.htm)

There is no increased risk for people working at home temporarily (ie expected to return to work when risk from covid is reduced) but if this arrangement becomes long term the risks should be assessed in line with legislation.

(For more information on working from home see https://www.hse.gov.uk/ toolbox/workers/home.htm) | | |

| | | | 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.

Regular communication of mental health information and open door policy for those who need additional support.

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. If no line manager is in place, then the Managing Director will be held responsible. | | |