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|  | **Risk Assessment Prompt Sheet** | **cid:image003.jpg@01D2FB20.B009E750** |
| **PS: 036:00** | **RE: COVID 19 - Social Distancing Working Environment-‘HR Circular 014/2020: Social Distancing in the Health Sector’ and ‘HR Circular 017/2020: update re social Distancing in the Health Sector’ and ‘HR Circular 019/2020 Essential Service under new Public Health Guidelines COVID-19’** |
| **Issue date:** | April 2020 | Version No: | 2 |
| **Author(s):** | National Health and Safety Function  |
| **Note:** **Legislation****Definitions****Scope** | The Government has announced a number of protective measures to protect citizens by delaying the spread of COVID-19. One of these measures is social distancing. In order to comply with this requirement, the HSE has issued the following circulars to all employees [‘*HR Circular 014/2020: Social Distancing in the Health Sector’*](https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-014-2020-social-distancing-in-the-health-sector.pdf) *, ‘HR Circular 017/2020: update re social Distancing in the Health Sector’ and HR Circular 019/2020 Essential Service under new Public Health Guidelines COVID-19* All mangers should check HSE.ie on a daily basis to keep informed of up to date information and advice  |
| Social distancing aims, through a variety of means, to decrease or interrupt the spread of COVID-19. It does this by minimising contact between potentially infected individuals and healthy individuals.Social distancing is keeping a 2 metre (6 feet) space between you and other people. You should not shake hands or make close contact where possible. |
| The following is a non-exhaustive list of prompts to be considered as part of the risk assessment process for all workplaces in complying with ‘*HR Circular 014/2020: Social Distancing in the Health Sector’*, *‘HR Circular 017/2020: update re social Distancing in the Health Sector’ and ‘HR Circular 019/2020 Essential Service under new Public Health Guidelines COVID-19’*All control measures must be documented on the appropriate risk assessment form.  |

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| **No.** | **Hazard controls to be considered when carrying out your risk assessment**  | **Yes** | **No** | **N/A** |
| **1.** | Has the requirement for staff to work from healthcare locations in order to deliver critical services been assessed? |  |  |  |
| **Where it has been identified that staff are required to work from health sector locations in order to continue to deliver essential health, social care or other essential service, the following controls must be considered:** |
| **2** | Is there current capacity in the workplace to comply with the social distancing requirements i.e. Keeping a space of 2 metres (6 feet) between employees? If, No, consider the following:* Introduction of flexible shifts, staggered shifts, extended opening hours, weekend working
* Redeploying staff to other appropriate buildings in the vicinity where such capacity exists
* Alternate staff to work between base and home
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| **Work Environment Controls** |
| **3** | As far as is reasonably practicable, are all internal building doors left open to avoid the risk of potential contamination? (note: check with local fire officer) |  |  |  |
| **4** | Is there a documented cleaning schedule in place for each work location? |  |  |  |
| **5** | Have all unnecessary items been removed from the work area to include:spare /extra chairs, storage boxes or any items which could contribute to the risk of contamination?  |  |  |  |
| **6** | Has consideration been given to additional partitioning /protective perspex screening between workstations and at reception areas where appropriate? |  |  |  |
| **7** | Are there appropriate hand washing facilities available? |  |  |  |
| **8** | Are there adequate supplies of hand washing materials e.g. liquid soap, disposable paper towels etc. (alcohol hand rub can be used if hands are not visibly dirty)? |  |  |  |
| **9** | Is there an adequate number of waste bins? |  |  |  |
| **10** | Has appropriate COVID 19 signage been prominently displayed throughout the work location? |  |  |  |
| **Work Practice Controls** |
| **11** | Has access to work locations been restricted to rostered personnel only as far as is reasonably practicable? |  |  |  |
| **12** | Has consideration been given to floor markings to demonstrate minimum distancing between staff and others to encourage social distancing? |  |  |  |
| **13** | Are work / rest breaks staggered in order to maintain social distancing requirements? |  |  |  |
| **14** | Are meetings to include internal office meetings held via teleconference to ensure compliance with social distancing requirements? |  |  |  |
| **15** | Is the use of communal areas (meeting rooms) restricted to ensure social distancing is maintained? |  |  |  |
| **16** | Are staff aware of respiratory hygiene and cough etiquette? |  |  |  |
| **17** | Do staff adhere to respiratory hygiene and cough etiquette? |  |  |  |
| **18** | Are staff familiar with hand washing technique/ guidelines as per HSELanD Hand Hygiene eLearning programme? |  |  |  |
| **19** | Are all drinking receptacles thoroughly washed and cleaned between each use?  |  |  |  |
| **20** | Are all potable water outlets cleaned and sanitised on a regular basis? |  |  |  |
| **21** | Are waste bins emptied, cleaned and sanitised on a regular basis? |  |  |  |
| **22** | Do staff have access to individual phone headsets and work equipment where required? |  |  |  |
| **23** | Are staff instructed to bring minimal personal belongings into the workplace to avoid risk of contamination? |  |  |  |
| **24** | Have staff been instructed to clean and sanitise their work station at the start and end of each shift? |  |  |  |
| **25** | Have staff been instructed to clean and sanitise communal equipment (e.g. photocopier, printer) before and after each use? |  |  |  |
| **26** | Is there a dedicated and designated eating area available for staff? |  |  |  |
| **27** | Do staff refrain from sharing food and utensils? |  |  |  |
| **28** | Is there a local protocol in place in the event an employee becomes unwell and believe they have been exposed to COVID-19? |  |  |  |
| **29** | Is there a local procedure in place to deal with waste in the event an employee becomes unwell and believe they have been exposed to COVID-19? |  |  |  |

**Note: When all opportunities and flexibilities regarding maintaining staff in the workplace have been exhausted, managers must consider supporting staff to work from home with identifiable and measurable duties and regular reporting mechanisms.**