

SILVERSTONE AUCTIONS LIMITED - COVID-19 RISK ASSESSMENT - 24 JUNE 2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Those with existing underlying health condition • Anyone else who physically comes in contact with the business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available 	<p>All employees will 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 and to avoid touching their face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>We encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme.</p> <p>A temperature check gun will be in use.</p> <p>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</p> <p>Posters and floor stickers have been placed around the offices.</p>

		<p>Cleaning 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>Social Distancing Social Distancing -We have reduced the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency 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</p>	<p>General wipe down instructions have been sent to all employees requesting that they have a wipe down session every 2 hours of not only their area but also the general areas such as the kitchen and also door handles etc Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>The external cleaning team have been instructed to deep clean the offices throughout on a Tuesday evening, after the first bubble have finished their shift, and at the weekend after the second bubble have finished their shift on a Thursday</p> <p>Staff will 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> <p>Sneeze screens have been installed to help with social distancing.</p>
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