HR Spread and Containment of Covid-19 virus RA

UNiserve your **global** business

Areas of consideration	Critical Control Point	Failure Mode & possible spread of Covid-19	Control measures (Site Manager should ensure that these controls are present as a minimum)	Risk Priority Number (RPN)	Control measures to be considered. (These controls should be considered to reduce the risk further)	RF	Managers Guidance / Comments
2. Who should go to work.	Staff who can not work from home.	1. Staff congregation.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing on RTW. 3. All employees reminded follow social distancing guidelines during briefing.	1	1. All staff working from home	1	1. Site Managers should consider additional controls that can be implemented to reduce risk. 2. Managers should check and ensure social distancing is being is being maintained. 3. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls .
		2. Employees failing to adhere to social distancing whilst working.	1. Managers to ensure Staff social distancing takes place. 2. Guidance issued to staff on requirements for social distancing on RTW. 3. All employees reminded follow social distancing guidelines during briefing.	1	1. All staff working from home	1	1. Social distancing is the corner stone control for COVID-19 Spread and increasing the R-rate. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible site specific controls.
		3. Employees not using correct hygiene measures and sanitising practices.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime as part of RTW.	1	1. All staff working from home	1	1. The correct hand washing techniques requires the individual to wash their hands continuously for 20 second. 2. Refer to Government Guidance on Working safely during COVID-19 in factories, plants and warehouses for possible additional site specific controls.
		4. Employees contaminating surfaces through little or ineffective hygiene regime, resulting in transmission to other employees, through contact with contaminated surfaces.	1. Provision of washroom and toilet wash facilities. 2. Reminders on correct hand washing regime as part of RTW. 3. Temperature checks as part of the site access process. 4. Contractor Control process and COVID-19 Declaration.	1	1. All staff working from home	1	1. One way systems and designated entry points will assist in controlling contamination at point of entry. 2. Increased cleaning regime will reduce the likelihood of cross contamination.
		5. Unidentified COVID-19 infected employees returning / coming to work.	1. Temperature checks as part of the site access process.	1	1. All staff working from home	1	1. Temperature checks should be conducted on all Uniserve sites.

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2. Who should go to work.	Staff who can work from home but attend site occasionally.	1. Lack of equipment or communication at home leading to staff attending site.	1. Staff issued remote workstations. 2. Communication remotely through Teams platform.	4	1. All staff working from home	1	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site. 2. All meetings should be through the Teams platform. 3. Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. 4. Managers should consider the use of Clockify to manage remote operatives.
		2. Attend site to collect / replenish stationary or equipment.	1. Pre-arranged time for essential site visit. 2. Managers to ensure Staff social distancing takes place while attending site. 3. Correct hygiene measures and sanitising practices while attending site.	4	1. All staff working from home. 2. No requirement for office supplies	1	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site.
		3. Attend site to collect personal belongings.	1. Pre-arranged time for essential site visit. 2. Managers to ensure Staff social distancing takes place while attending site. 3. Correct hygiene measures and sanitising practices while attending site.	4	1. All staff working from home. 2. No personal belongings on site.	1	1. Managers should make every effort ensure staff who can work from home have the correct equipment and minimise the requirement to attend site.