

Additional precautions required	Action by who	Action by when	Date completed	Signature
<p>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. 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>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Marked areas for deliveries</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Staff trained to 'give way' to accommodate social distancing</p> <p>Management checks to ensure this is adhered to.</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> <p>Regular temperature checks for all staff</p> <p>Staff to be reminded on a daily basis of the importance of safe, sanitary and personal hygiene in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p>				
Date of assessment				

Review date	Person completing review	Reason (e.g. annual review, following accident, changes)