

	<h1 style="text-align: center;">Risk Assessment Prompt Sheet</h1>			
<b>PS:039:05</b>	<b>RE: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19</b>			
<b>Issue date:</b>	May 2020	<b>Revision Date:</b>	May 2022	
<b>Author(s):</b>	National Health and Safety Function			
<b>Note: Legislation</b>	<p>On 31<sup>st</sup> of January, the Government published the <a href="#">Transitional Protocol - Good Practice Guidance for Continuing to Prevent the Spread of COVID-19</a>, which has evolved from the Work Safely Protocol and reflects the most recent public health advice for the safe return and continued safe operating of workplaces.</p> <p>The <a href="#">Transitional Protocol</a> provides the necessary advice and guidance for employers and workers to maintain infection prevention and control (IPC) and other measures to allow a safe return to the workplace and its continued safe operation. <u>The key measures include:</u></p> <ul style="list-style-type: none"> <li>• Revision of Safety Statements, risk assessments and the COVID-19 Site Response Plan</li> <li>• Retaining the role of the COVID-19 Lead Worker Representative and COVID-19 Response Team</li> <li>• Review of the plan for dealing with suspected cases of COVID-19</li> <li>• Maintaining COVID-19 IPC measures to include: Hand Hygiene; Respiratory Hygiene; Cleaning.</li> </ul> <p>All managers and employees should continue to keep themselves up to date on all public health information as the information can change on a regular basis <a href="https://www.hse.ie/eng/">https://www.hse.ie/eng/</a> and <a href="https://www.gov.ie/en/">https://www.gov.ie/en/</a></p> <p>Under Section 19 of the <i>Safety, Health and Welfare at Work Act, 2005</i> and associated Regulations, it is the duty of the employer to identify the hazards and assess the associated risks in the workplace. All risk assessments must be in writing and the necessary control measures to eliminate or minimise the risks documented and implemented.</p>			
<b>Scope</b>	<p>The following non-exhaustive list of prompts has been updated to support managers in consultation with their employees to review and update their Occupational Safety and Health (OSH) documentation to include: Risk Assessments, Safety Statements and COVID-19 Response Plan. It also incorporates some of the specific OSH legislative requirements with regard to statutory reporting.</p> <p><b>Note:</b> This prompt sheet <b>is not</b> a risk assessment form. The completed prompt sheet can be referenced and appended to the <a href="#">Risk Assessment Form</a> to provide evidence of existing control measures in place.</p> <p>For supporting documentation please refer to <a href="https://www.healthservice.ie">Health and Safety - healthservice.ie</a>.</p>			

Key Amendments	
Section	Amendments
<b>Occupational Safety and Health (OSH) Management System/Documentation</b>	<b>Removed prompt</b> <i>“Risk assessments address sensitive risk groups and vulnerable staff to include young workers, older workers, pregnant workers, night and shift workers, workers with an underlying condition”</i> (Ref: Guidance on fitness for work of Healthcare Workers in the Higher Risk Categories)
<b>Maintain Policies and Procedures for Prompt Identification and Isolation of Workers who may have Symptoms of COVID-19 (Reference Transitional Protocol Section 2B)</b>	<b>Removed link</b> <i>“Interim Guidance for Coronavirus- Healthcare Worker Management by Occupational Health”</i>
<b>Physical Distancing (C3)</b>	Prompt updated in light of revised public health advice  <b>Removal of Note:</b> <i>“Outside of the above regulated settings, it is still good practice to continue to use face masks/coverings particularly in crowded areas. Workers who use or share work vehicles may also consider using a face mask/covering. Individuals at high or very high risk should also follow public health advice in relation to mask wearing, including wearing a surgical or FFP2 mask when in crowded indoor settings (link). If face masks/coverings are worn, they should be clean and they should not be shared or handled by other colleagues. Managers should continue to support and facilitate the use of face masks by workers who may wish to continue to use them”</i>
<b>At Risk Workers (C5)</b>	Re-worded prompt to take account of updated guidance from Occupational Health
<b>Customer (Service User) Facing Roles (C8)</b>	Inserted link to HPSC guidance

No.		Yes	No	N/A	If yes, Document Evidence
	<p><b>Working together to suppress COVID-19 in the Workplace (Ref. Transitional Protocol Section B)</b></p> <p><i>Note: 'The key to a safe workplace remains strong communication of key messages, consistency in the implementation of infection prevention and control measures such as rapid self-isolation of those displaying symptoms, and a shared collaborative approach between employers and workers'</i></p>				
	<b>OSH Responsibilities</b>				
1	A person/team continues to assist in implementing and monitoring adherence to COVID-19 requirements i.e. Lead Worker Representative(s) (LWR) (Ref: <a href="#">Summary of key support roles in the implementation of the HSE's Return to Workplace Protocol</a> )				
2	Managers continue to facilitate the ongoing appointment and engagement of the LWR(s)				
3	The LWR(s) together with the COVID Response Team / Manager continue to support the implementation of any new or revised IPC measures				
4	The governance structure for the appointed person/team has been clearly articulated				
5	The identity of LWR(s) and COVID Response Team has been clearly communicated in the workplace				
6	The LWR(s) has received the relevant and necessary training as identified through local training needs assessment				
7	Arrangements are in place to consult with the Safety Representative(s) and with staff E.g. Safety Committee <i>Ref: Section 25 &amp; 26 of SHWW Act, 2005, HSE Corporate Safety Statement</i>				

No.		Yes	No	N/A	If yes, Document Evidence
<p><b>Steps to reduce the spread of COVID-19 in the Workplace (Ref. Transitional Protocol Section 2A)</b></p> <p><i>Note: 'There remains a number of steps where continued implementation by employers and employees will contribute to preventing the spread of COVID-19 in workplaces. Maintaining these steps will also enable workplaces, employers and employees respond quickly should the public health advice change or should COVID-19 levels increase in the future'</i></p>					
<p><b>Occupational Safety and Health (OSH) Management System/Documentation</b></p>					
8	The COVID-19 Response Plan is reviewed and updated to take account of any changes to public health advice				
9	The <a href="#">Site or Service Safety Statement</a> is updated to reflect the implementation of any new or revised IPC measures				
10	Risk Assessments are updated in response to hazards associated with COVID-19				
11	Where a risk of occupational exposure to COVID-19 is identified as a result of working with the SARSCoV-2 virus, the biological agents risk assessment is reviewed and updated as appropriate E.g. employees working directly with infected patients/service users, laboratory work and those handling contaminated waste				
12	The COVID-19 Response Plan addresses specific communication measures for staff who may have additional needs				

No.		Yes	No	N/A	If yes, Document Evidence
	<p><b>Maintain Policies and Procedures for Prompt Identification and Isolation of Workers who may have Symptoms of COVID-19 (Reference Transitional Protocol Section 2B)</b>  <i>Note: 'The management and isolation of potentially infectious individuals remains a crucial step in protecting the worker involved, their colleagues, customers or others at the workplace'</i></p>				
13	Managers continue to advise employees not to come to work if they are displaying any signs or symptoms of COVID-19 or if they have had a positive COVID-19 test				
14	Managers continue to provide instruction for employees to follow if they develop signs and symptoms of COVID-19 during work				
15	Information on signs and symptoms of COVID-19 is displayed throughout the workplace				
16	<p>The plan for dealing with suspected cases of COVID-19 includes:</p> <ul style="list-style-type: none"> <li>• The assessment of the incident to identify follow up actions</li> <li>• The specific measures for dealing with an outbreak of COVID-19</li> </ul>				
17	There is a system in place to provide attendance information and cooperate with the local Public Health Offices if a case of COVID-19 and/or an outbreak is confirmed in the workplace and implement any follow up actions required				
18	Arrangements are in place for the reporting and management of incidents relating to employees in line with <a href="#">HPSC COVID-19: Interim Public Health guidance for the management of COVID-19 outbreaks</a> , and the <a href="#">HSE Incident Management Framework</a>				

No.		Yes	No	N/A	If yes, Document Evidence
19	<p>Arrangements are in place for a Manager who becomes aware of a confirmed case of COVID-19 or death of an employee (e.g. informed by a medical practitioner, public health or other health professional) as a result of the employee carrying out work with the coronavirus (SARS-CoV-2) to report the occurrence to the Health and Safety Authority</p> <p><b>Note:</b> There are two scenarios where occupational exposure to biological agents can occur:</p> <ol style="list-style-type: none"> <li>1. <b>Occupational exposure</b> to SARs-CoV-2 can result from carrying out work activities that involve a deliberate intention to work with the virus e.g. propagating the virus in a research laboratory.</li> <li>2. <b>Occupational exposure</b> can also occur incidentally from specific work activities involving direct exposure to the virus e.g. working directly with a COVID-19 patient, handling SARs-CoV-2 infected waste, conducting COVID-19 testing or carrying out diagnostic testing for COVID-19 in a laboratory</li> </ol>				
<b>Maintaining COVID-19 Infection Prevention and Control Measures (Reference Transitional Protocol Section 2C)</b>					
<p><b>Hand Hygiene (C1)</b>  <i>Note: 'Regular hand washing with soap and water remains effective for the removal of COVID-19'</i></p>					
20	Appropriate hygiene facilities and materials are in place to accommodate employees adhering to hand hygiene measures				
21	Employees are provided with information, instruction and training on how to perform hand hygiene effectively				
22	Posters on how to wash hands are displayed in appropriate locations throughout the workplace				

No.		Yes	No	N/A	If yes, Document Evidence
23	Hand sanitisers (alcohol or non-alcohol based) are provided where washing facilities cannot be accessed  In choosing an alcohol-based sanitiser, a minimum of 60% alcohol is required. <b>Note:</b> alcohol-based hand sanitisers are highly flammable and must not be stored or used near heat or a naked flame				
24	Hand hygiene facilities are provided for outdoor work as appropriate				
<b>Respiratory Hygiene (C2)</b>					
<b>Note: In addition to hand hygiene, good respiratory hygiene and etiquette is also still necessary.</b>					
25	An adequate supply of tissues, waste bins / bags are provided				
26	Waste bins are emptied at regular intervals				
27	Information and advice on good respiratory practice including the safe use, storage and disposal of face masks/coverings and the safe cleaning of face coverings is provided				
<b>Physical Distancing (C3)</b>					
<b>Note: The requirement for physical distancing in non-clinical areas has been removed however, adopting a physical distance continues to be good practice.</b>					
For guidance on Distancing (including Social Distancing) in clinical areas refer to: <a href="#">Infection Control Guiding Principles for Buildings Acute Hospitals and Community Settings</a>					
28	The wearing of face masks or face coverings is in line with guidance issued by the <a href="#">HPSC</a>				
29	Where face to face meetings are held, hand and respiratory etiquette and adequate ventilation measures continue				
<b>Dealing with a Suspected Case of COVID-19 in the Work place (C4)</b>					
30	The plan for dealing with a <a href="#">suspected case of COVID-19 in the workplace</a> has been reviewed and updated as appropriate				

No.		Yes	No	N/A	If yes, Document Evidence
<b>At Risk Workers (C5)</b>					
31	HCWs in the higher risk categories, including pregnant HCWs, are managed in accordance with the HSE <a href="#">Guidance on Fitness for Work of Healthcare Workers in the Higher Risk categories, including Pregnant Healthcare Workers</a>				
<b>Cleaning (C7)</b>					
32	There is thorough and regular cleaning of frequently touched surfaces, rooms and work areas Note: Where disinfection of an area is required, it is performed in addition to cleaning, never as a substitute for cleaning				
33	Employees are provided with essential cleaning materials to keep their own workspace clean (e.g. wipes/disinfection products, paper towels and waste bins/bags)				
34	Where employees drive for work, they are provided with hand sanitisers and cleaning equipment for their work vehicle, with cleaning taking place before and after each shift				
35	There are a sufficient number of waste collection points and these are emptied regularly or as needed				
36	Where hot desks are provided, there is appropriate cleaning materials in place for employees to clear the area before and after use				
<b>Customer (Service User) Facing Roles (C8)</b>					
37	The wearing of masks is in line with the latest <a href="#">HPSC</a> advice				
38	There is continued provision of: <ul style="list-style-type: none"> <li>• hand sanitisers at entry and exit points,</li> <li>• posters displaying advice on COVID-19 in prominent locations and</li> <li>• regular cleaning</li> </ul>				



No.		Yes	No	N/A	If yes, Document Evidence
<b>Ventilation (C9)</b>					
39	Ventilation requirements (to include natural and mechanical systems) have been risk assessed to ensure an adequate supply of fresh air  <i>Contact Maintenance/ Estates as appropriate</i> (Ref: <a href="#">HPSC Guidance on non- healthcare building ventilation during COVID-19</a> , <a href="#">HPSC Infection Control Guiding Principles for Buildings Acute Hospitals and Community Settings</a> )				