

<b>Distribution Centres COVID-19 Controls</b>	<b>No. 1</b>	
	<b>Authorised By:</b> Chris Shaw (Head of Safety & Sustainability)	
<b>Issue/Review Date:</b> 20/04/20 <b>Next Review Date:</b> Ongoing	<b>Page Number:</b> 1 of 3	

<b>Description of Work:</b>	<b>All Personnel Working on Site during COVID-19 lockdown</b>
First aid action during COVID-19 controlled period.	<b>Potential Hazards:</b> Cross-infection/contamination – COVID-19.  <u><b>As per Government and Resuscitation Council guidelines, please follow the controls below.</b></u>

**Personal Protective Equipment (PPE) Required** (Check the box for required PPE):

 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Safe Work Procedure Checklist:**

**1. Be aware of the risks to yourself and others**

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person-to-person but similar viruses are spread in cough droplets.

**2. Minor Conditions**

Where possible maintain social-distancing, by considering whether a remote approach can work. Review and deal with the condition from a distance. For instance, if a cut/abrasion needs cleaning and dressing, provide an alcohol wipe and plaster, and provide directions for the casualty to use themselves.

If a simple plaster is all that is required, we will have them available outside Supervisor/Manager locations. However if this is not practical, or there are other issues that need to be addressed, then you will need to break the social-distancing rules. Please follow the PPE (Personal Protective Equipment) rules discussed later.

**3. Cardio Pulmonary Resuscitation (CPR)**

Resuscitation Council UK is closely monitoring COVID-19's impact in the UK. They are aware of the concerns regarding risk of transmission of COVID-19 (Coronavirus) but wish to emphasise the crucial importance of doing CPR for the person in cardiac arrest. In the UK, almost 200 people a day will suffer a cardiac arrest out of hospital. When someone has a cardiac arrest, they are not breathing normally and their heart has stopped. With no treatment, this person will die, usually within a few minutes. Early CPR and defibrillation give them their best chance of survival.

Remember, that within the workplace we are prompting all our colleagues to alert their Manager, before coming into work, if they are suffering with symptoms of COVID-19. Under the advice of NHS Online those persons are likely to be requested to self-isolate at home.

1. Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
2. Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
3. If there is a perceived risk of infection, rescuers should wear the PPE covered later in this document. As soon as possible attempt compression only CPR (100 to 120 compressions per minute) and early defibrillation until the ambulance (or advanced care team) arrives.

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4. If a decision is made to perform mouth-to-mouth ventilation (rescue breaths), use the resuscitation face shield supplied in your first aid kit. Place the face shield over the casualty's face, ensuring that you have it the right way round (you should be able to read the text printed on the shield normally).
5. Pinch the nose and ensure the mouth piece is over the mouth. Remember the mouth and airway needs to be open.



Face shields are single-use only. Once used please dispose into a sanitary bin.

#### **4. Cleaning the area where assistance was provided**

**To be conducted by first aiders, not the cleaning team. Keep your PPE on during this process**

Use the disinfectant spray provided at the body fluid disposal kit. Dispose of all waste into the sanitary bin.

**If there has been a blood or body-fluid spill** keep people away from the area. Use the body spill-kit.

#### **5. Personal Protective Equipment (PPE)**

It is important to maintain good hygiene, so we are supplying each first aider with a small bottle of hand sanitiser. This is to ensure that the hands are quickly cleaned prior to picking up your PPE.

If you are unable to deal with the individually remotely (i.e. for minor cuts and abrasions), then you must break the social-distancing rules and the following items of PPE are to be worn.

After cleaning your hands with sanitiser, put on your disposable gloves, followed by your face mask and eye protection. In the absence of individually issued safety glasses, an alternative set of eye protection shall be provided and kept in the defibrillator cabinet.

Please strictly follow the order stated above, to maintain high standards of hygiene.

**During use** never touch the inside of your mask or eye protection.

**End of use** remove your PPE within the toilet area in order that the following can be undertaken:

1. Remove your face mask and place it directly into the bin.
2. Remove your eye protection and place it into the wash basin.
3. Remove your gloves (see below) and dispose directly into the bin.
4. Wash your hands and the eye protection using hot soapy water. Follow the correct handwashing technique stated later in this document.
5. Do not use anything abrasive on the eye protection to avoid scratches. Dry as normal or reuse another time.

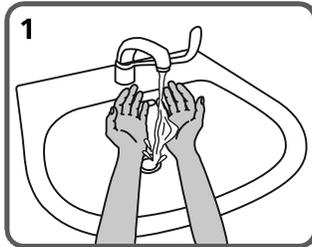
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**Glove Removal**

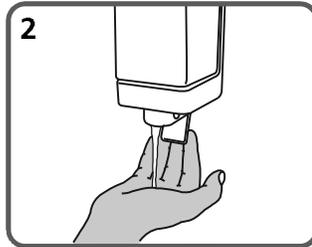


<b>Name of operative (please print)</b> .....	<b>Clock / I.D. no.</b> .....
I have read this work instruction and understand the contents of the supporting risk assessment. I agree to comply with the contents and detail contained therein.	
<b>Signed</b> .....	<b>Date</b> .....

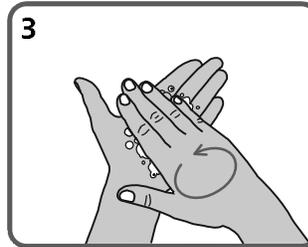
# Hand-washing technique with soap and water



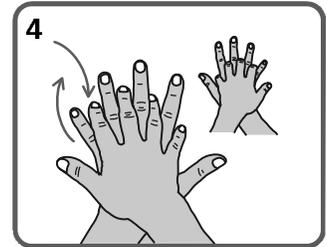
1  
Wet hands with water



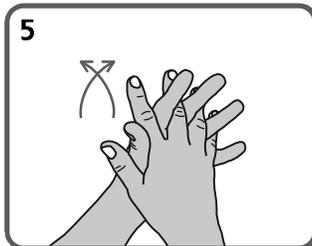
2  
Apply enough soap to cover all hand surfaces



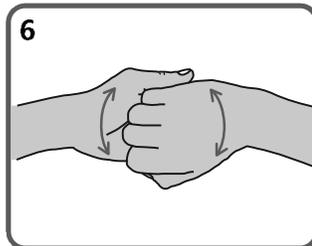
3  
Rub hands palm to palm



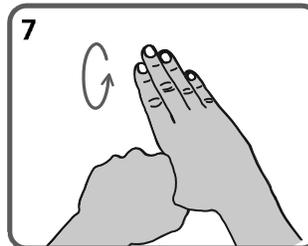
4  
Rub back of each hand with palm of other hand with fingers interlaced



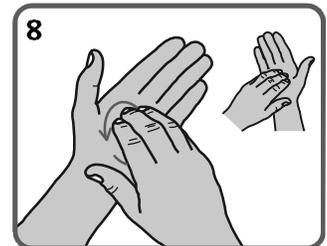
5  
Rub palm to palm with fingers interlaced



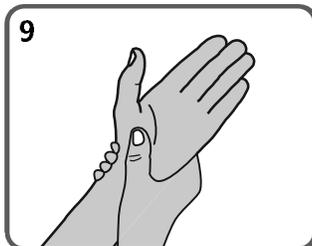
6  
Rub with back of fingers to opposing palms with fingers interlocked



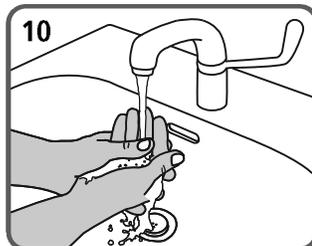
7  
Rub each thumb clasped in opposite hand using a rotational movement



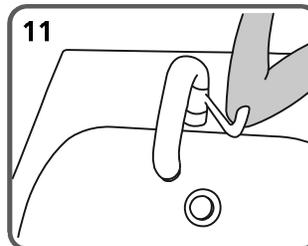
8  
Rub tips of fingers in opposite palm in a circular motion



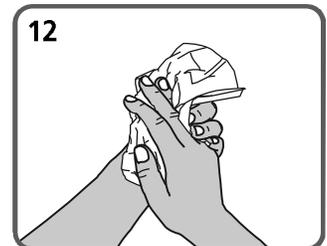
9  
Rub each wrist with opposite hand



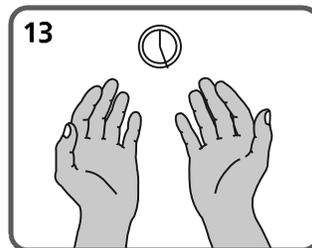
10  
Rinse hands with water



11  
Use elbow to turn off tap if required



12  
Dry thoroughly with paper towels where available. If not, using a hand dryer is perfectly acceptable.



13  
Hand washing should take 15-30 seconds no less. Remember we all need to work together to keep ourselves safe

**UK GREETINGS LTD - GENERAL RISK ASSESSMENT FORM**

<b>Date:</b>	20th April 2020	<b>Assessed By:</b>	Chris Shaw (Head of Safety & Sustainability)
<b>Location:</b>	All	<b>Assessment No.:</b>	COVID-19 (Special Risk Assessment)
<b>Task/Premises:</b>	First Aider Activities (COVID-19)	<b>Review Date:</b>	Constantly under review as new information emerges

ACTIVITY	HAZARD	PERSONS IN DANGER	Severity	Risk	Risk Rate	MEASURES TO FOLLOW / COMMENTS
General Social Distancing	COVID-19 Cross Infection	First Aider	4	2	8	<p><b>Social distancing</b> is to be exercised by the first aider. Where possible maintain a 2m distance for minor conditions, providing instructions for the individual to self treat. Where this is not possible, the first aider shall need to wear eye protection (reusable), face mask (single use) and gloves (single use). This is the required PPE when social distancing rules are to be broken.</p> <p>Up to date guidelines shall be consulted from the Resuscitation Council UK, and appropriately communicated to the first aid team with respect to Cardio Pulmonary Resuscitation (CPR). If an individual is suspected as being infected with COVID-19, the first aider must wear PPE and perform compression only CPR (i.e no rescue breaths). <b>Early defibrillation is key to the survival of <u>Cleaning hands</u></b> by utilising the hand santisers and/or hand soap within the toilet facilities. Each first aider, during the period of social distancing, shall be provided with a small bottle of hand sanitiser in order to provide quick response during an incident. This is to be retained in their first aid kit bags, along with their PPE.</p>
General Surface Contact	COVID-19 Cross Infection	First Aider	4	2	8	<p>The first aider is to conduct the cleaning of the area post incident, whilst wearing full PPE. This is because the cleaning team is not set up for dealing with such events.</p> <p>Follow NHS techniques for handwashing. Posters are posted on site in toilets and is to be provided to each first aider.</p> <p>The Facilities cleaning team shall regularly top up the soap dispensers in the toilets.</p>

Categories (For Severity and Risk Scores given above):			
Severity 1	Delay only	Risk 1	Very unlikely
Severity 2	Minor injury	Risk 2	Unlikely
Severity 4	Lost time injury / illness	Risk 4	May happen
Severity 6	Major injury	Risk 6	Likely
Severity 8	Permanent disability	Risk 8	Very likely
Severity 10	Death	Risk 10	Certain

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**The higher this score the greater the injury outcome and likelihood of occurrence. Adherence to the 'measures to follow / comments' will adequately control the specified activities. (Scores: Below 25 = AMBER, Above 25 = RED). Items shown in *ITALIC* require further action.**