



COVID-19 – WORKPLACE RISK ASSESSMENT

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.

This is a **generic Risk Assessment** for dealing with the current COVID-19 situation in the workplace. It is not likely to cover all scenarios each service should consider their own unique circumstances. Much more specific assessments, such as that for support staff and SU's, may look quite different although many of the principles would still be relevant. To keep up to date with HSE advice to workplaces in this fast-changing situation visit:

<https://www.hse.gov.uk/news/coronavirus.htm>

Karen Marsden: 10/04/2020

Reviewed: 01/07/2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to all premises • Cleaners • Contractors • Drivers • Vulnerable groups (SU's) Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically meets you in relation to our business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and hot water in place. • Stringent hand washing taking place. • Paper towels/hand dyers for drying of hands • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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>	All	Ongoing	
			<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – https://www.gov.uk/government/organizations/public-health-england</p> <p>Posters, leaflets and other materials are available for display.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	All	Ongoing	

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		<p>Enhanced 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 -Reducing 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.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls/skype to be used instead of face to face meetings.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Signage displayed</p>	<p>All Managers complete weekly infection control audit</p> <p>All</p> <p>All Managers</p>	<p>Ongoing</p>	
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		<p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in all areas.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>PPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out – Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Test face pieces that cannot be adequately disinfected (e.g. disposable</p>	<p>All Managers</p> <p>Line Managers to complete risk assessment where required</p>	<p>Ongoing</p>	
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<p>Residents become infected. Staff become infected. Visitors become infected.</p>	<p>Covid-19 may infect those in our care</p> <p>Covid-19 will affect a significant number of staff</p>	<p>Fluid resistant masks & tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. Wearers must be clean shaven.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff / families during this time. Residents will self-isolate in their rooms (individual risk assessments to be completed)</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or</p>	<p>half masks) should not be used by more than one individual. ensure all staff are following the correct procedure (Doffing) when removing PPE to avoid contamination Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</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>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <ul style="list-style-type: none"> • Ensure the safety and welfare of all people we support • consult with relevant commissioners to plan and risk manage lower staffing levels should this be needed • Submit relevant notifications to CQC 	<p>All Managers</p> <p>All Managers</p>		
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<p>Risk of transmission due to unavoidable contact between</p>	<p>Care Home Staff Resident</p>	<p>precautions that should be taken. Further guidance can be found at: https://www.hse.gov.uk/news/coronavirus.htm</p> <p>Reduce risk of Covid-19 entering the home by promoting handwashing; use of tissues when coughing/sneezing (or crook of elbow); immediate disposal of used tissues.</p> <ul style="list-style-type: none"> -Limit unnecessary visitors to the home care home in lockdown since 16/03/2020. All staff to take temperatures on arrival if temperature is raised (37.7) they are to return home and follow government advise - Managers to risk assess to evidence minimum of staff required to run the service safely Rota's must be regularly reviewed Services work closely with two agencies who supply reliable workforce - redeployment to be considered from other homes - Managers to cover on the floor where possible <p>Whilst our first aiders will never refuse to provide treatment, where possible, the first aider should provide means of treatment (such</p>	<p>Higher risk activities should be reduced as much as possible</p>	<p>All Managers and staff</p>		
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<p>two people in a first aid emergency or fire / other emergency evacuation or situation</p>		<p>as a plaster) to the injured person for them to self-administer. First aiders should, if possible limit their interactions with ill or injured colleagues to those who have serious conditions only. Masks and Gloves should be worn</p> <p>Colleagues are encouraged to treat their own minor injuries. First aiders will limit their treatment of injuries to critical cases.</p>			<p>Ongoing</p>	
<p>One or more residents die from Covid-19</p>	<p>Resident dying. Relative grieving. Staff grieving.</p>	<p>Supporting Residents and Families to create an Advance Care Plan where appropriate.</p> <ul style="list-style-type: none"> -Educating Residents, Relatives and Staff as to the importance of Advance Care Plans -Ensure all staff know what each Resident's Advance Care plan states and that staff take all necessary steps to support the Resident's wishes. <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference -</p>	<p>Complete Respect form i.e. establish wishes i.e. allowing natural death/ DNACPR wishes</p> <p>Regular communication of mental health information and open-door policy for those who need additional support. OEL offer free counselling helpline for all employees contact 0844 8939012</p>	<p>All Managers staff families</p>	<p>Ongoing</p> <p>Ongoing</p>	

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	<p>Everyone by following incorrect information.</p>	<p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p><u>Drinking Water:</u> Drinking water fountains can spread the virus as people touch the spouts or leavers with contaminated cups/glasses</p> <p><u>Dealing with Visitors/Deliveries</u></p> <p>All visitors must make an appointment which will be at the Registered Manager's discretion</p> <p><u>Visits by Family members/Guardians</u></p> <p>Relatives/Guardians must make an appointment and this will be at the Registered Managers discretion. Visitors are not allowed to enter any of the Care Homes and are currently restricted to: Window visits Garden visits Drive through visits</p> <p><u>Deliveries drivers to ring bell and leave items on the floor at reception</u></p>	<p>Ensure there is adequate supply of drinking water through taps or single use bottles of water. Staff should not share drinking cups/glasses/bottles.</p> <ul style="list-style-type: none"> • All homes have limitations for external visitors. Visitors must follow our strict Responsible Visitor Code • social distancing is always to be adhered and will remain at 2 metres. • Emails sent out to companies with delivery instructions. • All deliveries to be left outside, unless unavoidable. In this case, 	<p>All Managers</p>		
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<p>Misinformation on Social Media.</p>		<p><u>Maintenance of Equipment:</u></p> <p>It is important to ensure that the equipment that we use in the company is maintained safely. If the equipment becomes unsafe or out of date with inspections, it must not be used.</p> <p>Keep abreast of reliable information on www.gov.uk site and from PHE.</p> <ul style="list-style-type: none"> -Maintain effective communication with whole staff team. -Make people aware that as knowledge of Covid-19 increases guidance may change. 	<p>floor markings should be placed in the reception areas to keep people 2 metres apart.</p> <ul style="list-style-type: none"> • Signage visible <p>External maintenance, contractors only to enter homes in the event of an emergency</p> <p>The council and the HSE recognise that there may be times when access to inspection and testing becomes difficult. See HSE guidance sheet for further information: https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf</p> <p>Staff will be continued to be signposted to reliable information</p>	<p>Maintenance team</p> <p>All</p>		
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