

**COVID-19 – WORKPLACE RISK ASSESSMENT**

**Covid-19 is an 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>

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| **Spread of Covid-19 Coronavirus**  Contracting coronavirus in communal, areas, corridors, staff rooms, toilet facilities, entry points, lifts changing rooms and other communal areas  Contracting or spreading coronavirus through workers living together and/or travelling to work together  **Staff positive COVID - 19**  **Testing for COVID - 19**  **Visits to care homes**  **Residents become infected.**  **Resident dying.**  **Relative grieving.**  **Staff grieving**  **Mental Health**  **Drinking Water**  **Dealing with deliveries/visitor’s**  **Maintenance of Equipment and premises**  **Misinformation on social media**  **Increased risk of infection and complications for vulnerable staff**  **Winter ready**  **Adverse weather**    **Employees who have declined the COVID – 19 vaccine** | * **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**   **Covid-19 may infect those in our care.**  **Covid-19 will affect a significant number of staff**  Everyone by following incorrect information.  Service users and staff would not be protected if people refuse vaccinations.  Service users, colleges, and themselves will not benefit from additional protection from the virus and may help to prevent transmission | **Hand Washing**   * 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 were washing facilities not readily available   **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.  **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>  Identify:  where people will congregate- staff rooms, reception, kitchens, changing rooms.  Areas where there will be pinch points meaning people cannot meet the social distancing rules, e.g., narrow corridors, doorways lifts.  Areas and equipment where people will touch the same surfaces, such as kitchen, kettles shared condiments etc.  areas and surfaces that are frequently touched but are difficult to clean communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation   |  | | --- | | Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user |   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.  Redesigning processes to ensure social distancing in place.  Conference calls/skype to be used instead of face-to-face meetings.  Ensuring sufficient rest breaks for staff.  Social distancing also to be adhered to in all areas.  Identify groups of workers who travel to work together and group them into a work cohort if Practical.  **Wearing of Gloves**  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.  **PPE**  *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*  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-  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.  **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 isolation risk assessments to be completed)  Cohort people where possible  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 precautions that should be taken. Further guidance can be found at:  <https://www.hse.gov.uk/news/coronavirus.htm>  Regular PCR and LFD weekly testing for all staff as current guidance.  Daily LFD testing for 7 days for staff if any positive results on LFD or PCR  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.  -Limit unnecessary visitors to the home. 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  Supporting Residents and Families to create an Advance Care Plan where appropriate.  -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.  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  Drinking water fountains can spread the virus as people touch the spouts or leavers with contaminated cups/glasses.  All visitors must make an appointment this will be at the management’s discretion.  Deliveries drivers to ring bell and leave items on the floor at reception.  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.  Keep abreast of reliable information on [www.gov.uk](http://www.gov.uk) site and from PHE.  -Maintain effective communication with whole staff team.  -Make people aware that as knowledge of Covid-19 increases guidance may change.  Staff will be continued to be signposted to reliable information.  Identify who in the workplace fall into one of the following categories:  Clinically extremely vulnerable  People self – isolating (as currant guidance)  People with symptoms of coronavirus  Discuss with employees what their personal risks and concerns.    Flu vaccinations and annual health reviews for service users  Pneumonia vaccination where applicable  Salt bin checked by maintenance.  Heating systems regularly serviced.  If adverse weather is forecast, follow government and LA’s guidance (cold weather alerts)  Staff have been informed about the vaccines currently available, the vaccines benefits and side effects.  Staff have all been offered vaccine appointments. | 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.  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.  Monitoring and supervision to make sure people are following currant guidance.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –  <https://www.gov.uk/government/organisations/public-health-england>  Posters, leaflets, and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  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.   |  | | --- | | where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact  ➢ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around  ➢ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met  ➢ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation |   Staggered rest breaks to minimise staff contact.  provide lockers for people to keep personal belongings in so that they are not left in the open  ➢ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier  put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it   |  | | --- | | Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus |   Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  Staff must always wear type 2 surgical masks when in the care homes and follow currant guidance.  Donning and Doffing PPE designated areas  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 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>  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.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.   * Ensure the safety and welfare of all people we support. * consult with relevant commissioners / CCG to plan and risk manage lower staffing levels. * Submit relevant notifications to CQC.   Named trained staff to be trained to carry out Swob testing for PCR and LFD testing.  Designated testing areas available in care homes.  All homes have limitations for external visitors. Visitors must follow our strict Responsible Visitor Code.  All visitor’s will be expected to complete a negative (LFD) test prior to visiting.  Letter circulated to families explaining the procedure / guidance.  Read all currant guidance Care home LFD testing of visitors guidance - GOV.UK (www.gov.uk).  Complete Respect form consultation with families, individual and relevant professionals i.e., establish wishes.  Supporting natural death/ DNACPR wishes  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.  Have regular keep in touch meetings / calls.  Keep staff updated on what is happening so they feel involved and reassured.  Discuss the issue of fatigue and make sure they take regular breaks, encouraged to take leave, set working hours to ensure they are not working long hours.  Ensure there is adequate supply pf drinking water through taps or single use bottles of water. Staff should not share drinking cups/glasses/bottles.  Delivery packages to be stored for 72 hours and wiped with antiseptic wipes.  Emails sent out to companies with delivery instructions.  Floor marking should be placed in the reception areas / corridors to keep people 2 meters apart.  Signage visible  External maintenance contractors only to enter homes when completed a negative LFD test.  All homes are following currant guidance some limitations are in place for social visiting.  minimise contact with visitors/contractors all must wear PPE mask, gloves, before entering the home  social distancing is always to be adhered (2m)  Contractors will complete a (LFD) test prior to completing all planned maintenance.  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>  All staff have had a demographic risk assessment completed.  Inform and encourage staff to take the vaccination for their own safety and well-being of others.  Information shared with staff about the importance of getting the flu vaccination on yearly basis.  Regular updates shared with all staff.  Inform and encourage staff to take the vaccination for their own safety and well-being of others.  Recognise some groups of staff have concerns, advise to seek additional advice from medical professional e.g., GP’s.  Letter circulated to ask staff to inform why they had chosen not to be vaccinated, offer further support and advice.  Staff to continue to wear PPE as per guidance. | All  All  All managers complete weekly infection control audits  All  All Managers  Line Managers to complete risk assessment where required  All managers  All Mangers  All Managers staff families  All Managers  All managers maintenance team    All managers  Managers  All Managers & Managing Director  All | On-going  On-going  On-going  On-going  On-going  On - going  On – going    On – going  On – going |  |