**COVID-19 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 draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each department should consider their own unique circumstances. Much more specific assessments, such as that for our domestic staff and care workers, may look quite different although many of the principles would still be relevant.

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | | **Action by who?** | **Action by when?** | |
| Spread of Covid-19 Coronavirus | * Staff * Visitors * Contractors * Vulnerable groups (Elderly, Pregnant workers, those with existing underlying health conditions) * Anyone else who physically comes in contact with you in relation to your business area.   All Drivers  All Staff  Contractors, Staff, Residents | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance. <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Staff encouraged to protect the skin by applying emollient cream regularly * <https://www.nhs.uk/conditions/emollients/> * Gel sanitisers in any area where washing facilities not readily available   **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.hse.gov.uk/news/social-distancing-coronavirus.htm>  <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.  Redesigning processes to ensure social distancing in place.  Conference calls to be used instead of face to face meetings.  Ensuring sufficient rest breaks for staff.  Social distancing also to be adhered to in canteen area and smoking area.  **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:   * Risk assessed and recorded identifying how the PPE will mitigate the risk identified. * Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. * 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 members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as transitional 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.  **Residents with symptoms of COVID-19**  HDM’s are providing a daily list of residents showing symptoms of COVID distributed to the wider association for notification.   * Notification and guidance are sent by the housing team to the resident to ensure social distancing is maintained. * Notification to domestic / maintenance staff is provided by the Domestic Manager via Microsoft Teams to ensure quickest form of communication. * Staff are not to enter room unless essential work is required, and a planned or dynamic risk assessment is undertaken.   **Drivers**  Procedures in place for Drivers to ensure adequate welfare facilities available during their work –<https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)  **Support to Contractors**  Any contractor that has a requirement to support us must follow the following guidelines:   * Notifications of time and date of pending visit and reasons, produced by Facility Manager * No more than 2 staff at any one time on site   Must maintain social distancing throughout service operations. | 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.  Encourage staff to report any problems and carry out Health surveillance as per HSE Guidance. <https://www.hse.gov.uk/skin/professional/health-surveillance.htm>  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – <https://www.nhs.uk/live-well/healthy-body/how-to-prevent-germs-from-spreading/>  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 on a daily basis of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.  Other measures to be considered to minimise risk when returning to work:   * Additional hygiene * Physical screens * Use of PPE * Curtailing hot desks * Keep staff kitchen closed * Limiting number of staff in elevators * Traveling on stairs   Staff to be reminded that wearing of gloves is not a substitute for good hand washing.  Disposable gloves must be worn when providing direct patient care and when exposure to blood or other body fluids is anticipated or likely, including during equipment and environmental decontamination.  Disposable gloves are subject to single use and must be disposed of immediately after completion of procedure or task and after each patient contact, followed by hand hygiene.  Other PPE considerations for returning to work:   * Gov has not provided guidance on this yet * If issued will increase demand and costs dramatically * Reduction in availability   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.  Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)  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.  No staff to enter room unless trained in the use of and wearing the correct PPE.  If anyone has to enter the room, they must ensure appropriate PPE is worn for the potentially infected room / house in accordance with the COVID PPE Matrix.  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878056/PHE_COVID-19_visual_guide_poster_PPE.pdf>  They are to ensure they have donned all necessary PPE before entering the premise and have ensured it is fitted correctly as per guidance of PPE use  <https://www.ecdc.europa.eu/sites/default/files/documents/COVID-19-guidance-wearing-and-removing-personal-protective-equipment-healthcare-settings-updated.pdf>  After use dispose of PPE equipment that can be disposed of in a double lined waste bag and labelled infectious for disposal.  <https://www.youtube.com/watch?v=oUo5O1JmLH0>  All cleaning equipment or tools is to be thoroughly disinfected and cleaned before further use.  Decontamination of reusable PPE (Non-evasive patient care equipment)  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877533/Routine_decontamination_of_reusable_noninvasive_equipment.pdf>  Communicate with teams we deliver to/from to ensure welfare facilities will be available to our staff (drivers). Allowing staff (drivers) adequate breaks to avail of proper welfare facilities.  Communicate with companies that deliver to/from to ensure welfare facilities will be available to their drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and open-door policy for those who need additional support.  All visits will be supported by the Maintenance Team, they will:   * Enter premise to ensure social distancing can be achieved (may have to request residents to leave area if present). * Allow Contractors in premises, provide contact details. * On completion, inspect works completed for quality assurance. * Notify House Champion to inform all residents works completed.   ***“Any breaches of social distancing, contractors are to extract themselves from the premise and notify the maintenance team”*** | | All Staff  All Staff  All Staff  Staff - As per workplace risk assessments  Staff - As per workplace risk assessments  All Staff  Housing Team  All staff  All Drivers  All Staff  Facilities Team & Staff who may support contractors |  | |
| Home Working | Home Workers | **Lone working without supervision:**  When someone is working from home, permanently or temporarily, you should consider:   * How will you keep in touch with them? * What work activity will they be doing (and for how long)? * Can it be done safely? * Do you need to put control measures in place to protect them?   **Working with Display Screen equipment:**  For those people who are working at home on a long-term basis, the risks associated with [using display screen equipment (DSE)](https://www.hse.gov.uk/msd/dse/index.htm)  must be controlled. This includes doing home workstation assessments.  However, there is no increased risk from DSE work for those working at home temporarily. So, in that situation employers do not need to do home workstation assessments.  **Specialised DSE equipment needs:**  Equipment has been made available were possible  **Stress and Mental Health:**  Home working can cause work-related stress and affect people’s mental health. Being away from managers and colleagues could make it difficult to get proper support.  **Keep in touch –** Individual managers are to putprocedures in place to keep in direct contact with home workers so you can recognise the signs of stress as early as possible:  <https://www.hse.gov.uk/stress/signs.htm> | Keep in touch with lone workers, including those working from home, and ensure regular contact to make sure they are healthy and safe.  If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect [stress levels and mental health](https://www.hse.gov.uk/toolbox/workers/home.htm#stress-mental-health)    Please see below for a handy HSE YouTube link which shows how employees can achieve a reasonable posture while working on computers at home: [Temporary Working at Home - Workstation Setup](https://www.youtube.com/watch?v=Af7q5j14muc#action=share)  Advice on completing your own basic assessment at home. This practical workstation checklist may help: <https://www.hse.gov.uk/pubns/ck1.pdf>  For some equipment (e.g. keyboards, mouse, riser) this could mean allowing workers to take this equipment home.  For other larger items (e.g. ergonomic chairs, height-adjustable desks) encourage workers to try other ways of creating a comfortable working environment (e.g. supporting cushions).  A brief guide for more information: <https://www.hse.gov.uk/pubns/indg36.htm>  Important to have an emergency point of contact. Contact list of all mangers sent out to all home workers, to be reviewed / revised as circumstances change. | Staff home working | |  |