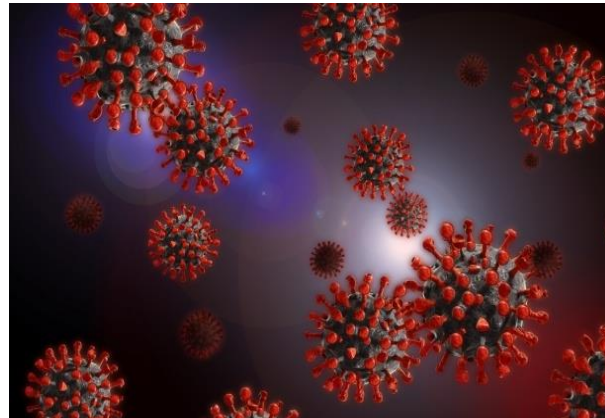




ORGANISATIONAL COVID-19 RISK ASSESSMENT

Last Updated: January 2021



As an employed we must protect people from harm. This includes taking reasonable steps to protect our staff, the people we support and visitors from coronavirus.

This Risk Assessment explains how we will attempt to do this.

What are the hazards?	Who may be harmed and how?	Controls	What further action we need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately.	Staff The people we support Visitors	<p><i>Follow our guidance on cleaning, hygiene and hand sanitizer</i></p> <ul style="list-style-type: none"> - We will provide water, soap, and drying facilities at wash facilities - Provide hand sanitizer for the occasions when people can't wash their hands - Ask people to sanitize/wash their hands on entering our building/the homes of the people we support 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure that people are following the controls - Provide signs/accessible information to remind people when to wash their hands - Ensure the staff have access to hand sanitizer and hand wash and where to replenish - Make sure people are checking their skin for dryness and cracking and ask them to report if there is a problem 		

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Getting or spreading the virus in common high traffic areas such as corridors, stair cases, toilet and bathroom facilities, and communal areas.	Staff The people we support Visitors	Follow government guidance on communal areas in shared spaces: We will: - Limit the number of people in our training room so that social distance rules can be met and stagger breaks	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure that people are following controls put in place, eg, following hygiene procedures, washing hands and following social distance rules. - We will sanitize surfaces frequently touched on a regular basis - Increase the use of online meeting facilities - Leave non fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation - Keep surfaces, such as kitchen sides and tables in communal areas clear for 		

			<p>people to and eat at to make cleaning easier</p> <ul style="list-style-type: none">- Provide hand sanitizer/wash facilities where people will have contact (at the entrance to buildings)- Put up signs to remind people to wash their hands and not to touch their faces- Put in place cleaning regimes to ensure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it		
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Getting or spreading coronavirus through workers and the tenancies	Staff The people we support Visitors	<ul style="list-style-type: none"> - We will encourage our staff to use private vehicles to travel to work - We will limit the amount of work places that staff travel too 	Agree with staff how they will travel to work if they don't use private vehicles		

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Getting or spreading coronavirus by not cleaning surfaces, equipment and work stations	Staff The people we support Visitors	<p><i>We will use the guidance on cleaning and hygiene during the coronavirus outbreak</i></p> <ul style="list-style-type: none"> - Identify surfaces that are frequently touched by many people (often communal areas) such as door handles, handrails, shared equipment and specify the frequency and level of cleaning and by whom - Train people how to don and doff personal protective equipment (PPE) that is used for normal work hazards - Identify where you can reduce the contact of people with surfaces, eg, leaving doors open that aren't fire doors and using electronic documents rather than paperwork 	<ul style="list-style-type: none"> - Put in place monitoring and supervision to make sure people are following controls (spot checks) - Provide information telling people who needs to clean and when - Provide instruction and training to the staff in Infection Prevention and Control - Identify how we will replenish cleaning products - If we have an outbreak in a property or the office we will use 'foggers' to disinfect the room 		

		<ul style="list-style-type: none">- Keep surfaces clean to make it easier to clean and reduce the likelihood of contaminating objects- Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects- Provide more bins and empty them more often- Clean things like reuseable boxes regularly- Put in place arrangements to clean if someone develops symptoms of coronavirus at work			
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Mental health and well being affected through isolation or anxiety about the virus	Staff The people we support	<p><i>Follow the information we have provided on stress and mental</i></p> <ul style="list-style-type: none"> - Talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to do so they can talk things through - Involve staff in completing risk assessments so they can identify potential problems and solutions - Keep staff updated on what is happening so they feel involved and reassured - Discuss the issue of fatigue with employees and make sure they are encouraged to take leave and aren't undertaking too many hours 	<p><i>Further advice and support</i></p> <ul style="list-style-type: none"> - <i>We will share information and advice with staff about mental health and well being</i> - <i>We will encourage staff to use our employee assistance programme to talk through supportive strategies</i> 		

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Contracting or spreading the virus by not social distancing	Staff The people we support Visitors	<p><i>Follow the guidance on social distancing</i></p> <ul style="list-style-type: none"> - Provide accessible information to the people we support about the importance of social distancing and encourage and support them to practice this where possible - Cohorting staff teams so they consistently work together - Improve ventilation 	<p>Undertake spot checks to monitor if social distancing is taking places in the houses (where possible to do so)</p> <ul style="list-style-type: none"> - Where is is not possible to practice social distancing (eg within the houses) then other measures will be put in place to protect people including: - Enhanced cleaning regimes - Increased hand washing - Limiting the amount of time people spend on the task and the number of people completing the task 		

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Poor workplace ventilation leading to risks of coronavirus spreading	Staff The people we support Visitors	<p><i>Follow guidance on heating, ventilation and air conditioning</i></p> <ul style="list-style-type: none"> - Fresh air is the preferred way of ventilating houses/workplace so opening doors and windows will help 	<ul style="list-style-type: none"> - Encourage the people we support to open their windows to help flow of air through proerties 		

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Increased risk of infection and complications for vulnerable staff	Staff	<p>We will identify who, in our staff teams fall into one of the following categories:</p> <ul style="list-style-type: none"> -Clinically extremely vulnerable -People self-isolating -People with symptoms of coronavirus <ul style="list-style-type: none"> - we will discuss with individual members of staff what their personal risks are and identify what to do in each case - we will identify how and when someone in one of these categories will work in line with government guidance - if they come to work, how we will increase their ability to socially distance and hygiene procedures 	<ul style="list-style-type: none"> - We have a system in place so that people know who to notify (Therese Nuttall, office manager) if they fall into any of these categories, eg, they start chemotherapy, fall pregnant 		

		- follow government guidance on the NHS Test & Trace			
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Exposure to workplace hazards	Staff	<p><i>All staff are advised to follow the up to date guidance on wearing PPE</i></p> <p>Staff have access to full PPE and must request top ups from the office when necessary</p>	<p>Spot checks will be undertaken to ensure guidance is adhered too</p> <ul style="list-style-type: none"> - Staff must adhere to the guidance for the wearing of PPE and identify which PPE is required for each tasks 		