

Risk Assessment Form

Number:
Issue No: 1
Issue Date:
20.05.2020
Authorised : D
Morrell

Task/Activity:	Corona Virus/ COVID19	Depot/Dept:	Redwing & MPR	Ref No:	RA.35
Date Conducted & By Who:	Rachel Moss 05.06.2020	Review Date:	05.12.2020	Date Reviewed:	
Information	<p>The COVID-19 virus affects different people in different ways. COVID-19 is a respiratory disease and most infected people will develop mild to moderate symptoms and recover without requiring special treatment. People who have underlying medical conditions, problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer and older people have a higher risk of developing severe disease and death.</p> <p>Common symptoms include:</p> <ul style="list-style-type: none"> • fever • tiredness • dry cough • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Other symptoms include:</p> <ul style="list-style-type: none"> • shortness of breath • aches and pains • sore throat • and very few people will report diarrhoea, nausea or a runny nose 				

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C - Contractors	2 Minor Injury	2 Unlikely			
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P - Public	4 Specified Injury	4 Very Likely			
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People with mild symptoms who are otherwise healthy should self-isolate and contact their medical provider or a COVID-19 information line for advice on testing and referral.

People with fever, cough or difficulty breathing should call their doctor and seek medical attention.

Coronavirus is classified as an airborne high consequence infection disease in the UK. The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Currently, there are no specific vaccines or treatments for COVID-19.

1 Hazard (something with the potential to cause harm, how will it be realised and what is the potential injury?)	2 At Risk	Risk			6 Control Measures	Risk		
		3 Severity	4 Probability	5 Risk		7 Severity	8 Probability	9 Risk

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<p>Transfer of disease from being in close proximity to others infected</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> washing your hands with soap and water often, using an alcohol-based rub frequently and not touching your face. covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. putting used tissues in the bin straight away. avoiding close contact with people who are unwell. remaining more than two metres away from anyone who doesn't live in your household wherever possible. self-isolating if you are symptomatic. following 14-day household quarantine rules if someone you live with becomes symptomatic. understanding when and how to use PPE. Where practicable employees are to work remotely. Following government advice on social distancing including permitted contact with others, exercise and essential journeys and activities If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home Any employee displaying symptoms of either a high temperature, a new continuous cough or other symptoms detailed above should self-isolate at home. If you live alone stay at home for 7 days. <ul style="list-style-type: none"> Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 unless you feel you cannot cope with your symptoms, your condition gets worse or if you do not get better after 7 days. For a medical emergency dial 999 	5	1	5
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- Stay at least 2m away from other people in your home whenever possible
- Employees should not be encouraged to return to work during this time however remote working may be possible
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill. Anyone in the household who starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period
- You should remain at home until 7 days after the onset of your symptoms. After 7 days, if you feel better and no longer have a high temperature, you can return to your normal routine. If you have not had any signs of improvement and have not already sought medical advice, contact NHS 111 online. If you have no internet access, call NHS 111
- Office and buildings are closed to members of the public
- Contractors or others who are required to access work areas are to confirm they are not symptomatic, or live with anyone who is symptomatic
- Office etiquette guidance is in place
- Targeted and enhanced cleaning regimes are in place
- Once symptomatic, all surfaces that the person has come into contact with must be cleaned including;

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				<ul style="list-style-type: none"> ○ all surfaces and objects which are visibly contaminated with body fluids ○ all potentially contaminated high-contact areas such as toilets, door handles, telephones 				
<p>Failure to apply guidance on the use of PPE</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p>Details of PPE required for the task/activity/job role is detailed in the supplementary guidance notes – HSGUID.35 Redwing and MPR For the purpose of this Risk Assessment PPE (COVID-19) refers to the following equipment:</p> <ul style="list-style-type: none"> • Face masks – ear-loop, non- surgical • Disposable gloves • Hand sanitiser • Disposable coverall <p>The World Health Organisation provide specific face mask guidance for both health care and non-health care settings. The following information includes the updated guidance from WHO published on the 5th June 2020 in relation to the circumstances when face masks should be worn. The WHO website provides further detail of how to make a home-made mask, fitting/wearing the mask, when the mask should be worn and how it should be washed or discarded.</p> <p>From 15th June 2020 it is mandatory to wear a face covering in England whilst travelling on public transport.</p>	5	1	5

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- Wear a mask if you are taking care of a person with suspected COVID-19 infection.
- Wear a mask if you are coughing or sneezing.
- In areas with community transmission, people aged 60 years or over or those with underlying conditions should wear a medical mask in situations where physical distancing is not possible.

PPE (COVID-19) and waste disposal

- PPE and cleaning materials used and **no** contact with suspected coronavirus case. Used items can be discarded in line with normal waste disposal arrangements.
- PPE and cleaning materials used and contact with suspected coronavirus case:
 - PPE and waste items should be put in plastic rubbish bag and tied.
 - The plastic bag should then be placed in a second bag and tied.
 - The bag should be put in a suitable and secure place and marked for storage and retained for 72 hours.
 - After 72 hours (or if the resident has a negative test result during that time) the waste can be discarded in line with normal waste disposal arrangements.

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<p>Poor hygiene practices leading to transfer of viral infection.</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> • Employees are asked to wash hands more frequently than usual with soap and hot water for around 20 seconds particularly after coughing, sneezing and blowing your nose, or after being in public areas where people are doing so • Alcohol based hand rubs can also be used if convenient however hot water and soap are preferable • Employees are to practice good hygiene e.g. follow NHS 'catch it, kill it, bin it' guidelines • Used tissues should be disposed of immediately • Clean and disinfect regularly touched objects and surfaces using regular cleaning products • Hot water and cleaning products (not a bar of soap as it will harbour contamination) to be available at all times. • Disposable hand towels are to be available at all times • Operatives to wash thoroughly on a regular basis and prior eating, drinking and smoking. • Maintain social distancing- maintain at least 2 meters between yourself and anyone who is coughing or sneezing • Avoid touching eyes, mouth and nose • Stay informed and follow the advice given by the UK government 	5	1	5
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<p>People who are at increased risk of severe illness from coronavirus COVID-19)</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p>People who are at increased risk include:</p> <ul style="list-style-type: none"> aged 70 or older (regardless of medical conditions) under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis chronic heart disease, such as heart failure chronic kidney disease chronic liver disease, such as hepatitis chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy diabetes problems with your spleen – for example, sickle cell disease or if you have had your spleen removed a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy being seriously overweight (a body mass index (BMI) of 40 or above) those who are pregnant <p>Clinically extremely vulnerable:</p> <ul style="list-style-type: none"> Solid organ transplant recipients. People with specific cancers: 	5	1	5
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- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.

Control measures:

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19).

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					<ul style="list-style-type: none"> Communicate with customers, residents, service users and others prior to the visit or appointment to ensure all recommended measures are in place Where applicable UDCs added to Orchard housing management system indicates status of the tenant/household Individual risk assessments completed for employees who are categorised as being at increased risk prior to entering the workplace/returning to work Employees categorised as extremely vulnerable are unable to access the workplace at this time and, if appropriate, arrangements to work from home should be made where possible Work from home, where possible Avoid gatherings with friends and family. Follow government guidance on social distancing and wider contacts. Keep in touch using remote technology 			
Lone Working	E	5	3	15	<p>Lone working should be avoided where possible. For those colleagues who lone work, a lone working risk assessment should be completed. Staff who are required to lone work are reminded of the following:</p> <ul style="list-style-type: none"> Confirm your daily work schedule with your line manager and stick to it. Always carry a fully charged mobile phone with emergency contact numbers including your line manager. 	5	1	5

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				<ul style="list-style-type: none"> • Ensure next of kin contact information is up to date with your line manager and your next of kin have the contact information for your line manager. • If you have the lone working app on your mobile phone use it. • If you have a buddy system in place with your line manager or colleagues use it. • Ensure you are familiar with first aid provision and emergency response arrangements. Report accidents and near misses to your line manager. • In the event an incident should occur involving a resident or member of the public e.g. abusive or aggressive behaviour remove yourself from the property immediately and contact your line manager. If the incident is of a serious nature first contact the police. Complete a violent/potentially violent incident report. 				
<p>General Precautions - Transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of</p>	A	5	3	15	<p>MPR and Redwing offices – all of the following information and guidance is in line with Guidance notes – HS Guidance 35 Redwing and MPR</p> <p>Staff working from both offices will be limited to two staff members at a time with strictly no other member of staff working from each office, this is to ensure as the offices are open to the public and numbers are controlled for safety purposes.</p> <p><i>The following general precautions are to be followed at all times:</i></p>	5	1	5

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taste and/or smell,
death

- If, prior to visiting or attending work at head office you are displaying any symptoms of COVID-19, remain at home and contact your line manager.
- Wash your hands before leaving home and when you arrive at the office. Avoid touching your nose, mouth and eyes. Wash and/or sanitise your hands whenever possible.
- Open windows to ensure the office is well ventilated.
- Ensure social distancing is maintained at all times by remaining 2 metres apart from others. This includes ensuring desk spacing is consistently applied and desks are not shared.
- Surfaces such as desks, push plates, door handles, photocopiers etc should be wiped periodically during the day using disposable sanitising wipes. Before leaving the office wipe down your desk, mouse, keyboard and telephone.
- The kitchen seating has been rearranged to ensure social distancing is maintained. Lunch breaks must be staggered, and the use of the kitchen will be limited to three people at any given time - seated at separate tables. Disposable sanitising wipes will be available in the kitchen for wiping down hard surfaces before and after use.

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- Avoid making drinks, accessing the fridge and sink area when someone else is using this space.
- Given the limited space in the toilets, where possible avoid accessing these facilities when they are already in use.
- Crockery and cutlery must be placed in the dishwasher after use.
- Colleagues working from the office are advised to bring lunch and avoid leaving and returning to the office as much as possible.
- The number of members of the public admitted to the office will be limited at any given time.
- Contractors must only access the building by prior arrangement and will be reminded of social distancing and hand hygiene requirements.
- Lone working should be avoided where possible. Any colleague who is lone working must advise their line manager of their presence in the building and when they are leaving.
- If you become unwell whilst at work, inform a colleague of your symptoms and leave the building immediately. The colleague must then inform your line manager and the H&S team who will arrange for the work area to be cleaned in line with the government guidance (a

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cleaning guidance note is available H&S Guidance 12 – Contract Cleaning)

Specific Requirements MPR – the following precautions are specific to MPR only:

- Members of the Public are asked to wait in the customer area as marked out by the front door.
- Customers dropping off or collecting items will be asked to by placing them on the table by the door.
- Customer numbers should be controlled within the office to ensure social distancing
- If customers numbers are high they will be asked to wait outside until safe to enter.
- Staff should try and wipe down surfaces as often as possible.
- Staff are asked to use one desk and stay using the same desk throughout.
- Desks marked with an X cannot be used.
- Workings hours will be 10am to 4pm Monday to Friday.

Specific Requirements Redwing – the following precautions are specific to Redwing only:

- Members of the public will be asked to wait in the first customer zone upon entering Redwing.
- Redwing staff can speak to the customer at the reception desk through the `sneeze screen ` provided.

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- If they need to wait for a short period of time Redwing staff will ask them to move into the next zone by the chairs.
- Customers dropping off or collecting items will be asked to by placing them on the reception desk.
- Customer numbers should be controlled within the office to ensure social distancing, the 'lock ' button on reception can be used to ensure customers cannot walk straight into the office.
- If customers numbers are high, they will be asked to wait outside until safe to enter.
- Staff should try and wipe down surfaces as often as possible.
- Staff are asked to use one desk and stay using the same desk throughout.
- Desks marked with an X cannot be used
- Working hours will be 9am to 5pm Monday to Friday

**Additional
Comments**

Authorised by:

Matthew Rothwell

Dated:
19/06/2020

Prepared by:

Rachel Moss

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Last Review date:	19/06/2020

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