# Hostel Environment COVID-19 Risk Assessment (Coronavirus)

## Company name: Turning Lives Around

## Assessment carried out by: Maja Milakovic/Kerri Walker

## Date of next review: 01/07/2020

## Date assessment was carried out: 12/03/2020

## Reviewed 03/08/20 and 10/08/20, May 2021, Sept. `21, Dec `21

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Meeting potentially infectious client** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces.Colleagues, clients, contractors, volunteers, maintenance workersHigh risk groups: vulnerable groups as per PHE. Elderly (over 60,) Immunocompromised, those with respiratory/cardiovascular health issues, diabetic people and people with high blood pressure or other underlying health issues. | Covid vaccines offered to all adults and YP over the age of 16.  Clients provided with information regarding hand hygiene, hand washing techniques, social distancing, and Coronavirus symptoms. Clients asked about symptoms and who they had been in contact with. Covid screening forms part of referral. Use control measures for new clients.Offer Lateral Flow test. If client is unwell with symptoms of new persistent cough and or high fever, loss of sense of taste or smell– Do not meet with them.Clients ban from office Use phone/face time to speak to client and support to arrange a test. Advice to self-isolate.Use of PPE where appropriate.Keep contact with surfaces to a minimum and Regular cleaning rota in place.Team meetings updates on Covid19Colleagues to do following, as well as ask clients and visitors to ; socially distance, wash hands, take temperature and use wall mounted sanitizer upon entering the building. | Ongoing review of those who are susceptible. Those with underlying health conditions should proceed with increased precautions favouring elimination of risk through vaccine take up, reduced visits/use of technology such as phone calls or video calls. Advised to take Lateral Flow Test twice weekly. Remind everyone to use wall mounted thermometer and lateral flow tests. Ensure LFT available in office.Ensure client knows what to do in event of self isolation, staff to assist where safe / when needed with food etc. regular discussion in weekly key work re: health, vaccine and testing. From 13th Dec ensure all client, staff and visitors wear masks in communal areas. Limit number of visitors only to essential.  | MM and KWColleagues, clients, visitors | On going   |  |
| **Meeting potentially susceptible client** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfacesHigh risk groups: vulnerable people as per PHE. Elderly (over 60,) Immunocompromised, those with respiratory/cardiovascular health issues, diabetic people and people with high blood pressure or other underlying health issues. | Adult population and over 16 yrs old, offered covid vaccine and encouraged to take it. Colleagues to appraise their own health and take LFT. All clients to only use cordless phone if needed and colleagues to clean down after each use.Use of PPE where appropriate.All clients are provided with antibacterial hand wash, pack of tissues and encouraged to take LFT. Also provided with information on Coronavirus symptoms and hand washing technique/hand hygiene and social distancing., using wall mounted thermometer to measure temperature. Clients advised about cleaning before and after using shared facilities.Risk assessment includes measures in place to reduce risk.Refrain from human contact (hand shaking, physical touching of any kind.)  |  Follow control measures for new clients Encourage clients to take covid vaccine , booster and LFT. | Colleagues  | On going  |  |
| **Shared facilities (Kitchens, bathrooms, living areas, office or any communal spaces.)** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfacesClient’s sharing communal facilitiesTeam members shared facilities | All adult population and over 16 offered covid vaccine. Keep all areas well ventilated and aired by opening windows/doors.Clients provided with tissues and advised to sneeze/cough in to tissues and then dispose of them responsibly. Clients and colleagues advised to take vaccine, clean communal surfaces after use.Clean of communal areas 2 x daily. Clients advised to keep physical contact between each other to a minimum and socially distance where possible. Clients advised on the importance of washing hands regularly and using proper techniqueClients advised that if they are feeling unwell with potential Coronavirus symptoms to refrain, from using communal facilities, or use after everyone else, clean after use, tell team members and self-isolate.Colleagues given colour coded cutlery and cups. Additional staff cleaning rota in place both day and night; cleaning of door handles, phones, intercom and communal areas.Use PPE where appropriate. . | .Follow control measures for all new clients.13th Dec – all to wear masks in communal areas.  | Colleagues  | On going  |  |
| **Confirmed infected client** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfacesclients, colleagues, visitors, contractors, maintenance worker, | Guidance in place on how to self-isolate and use of shared facilitiesSupport to be maintained to the client by use of telephone, video calls, skype, etcInform SMT and clients/team members/visitors / next of kinContact 111 if symptoms worsen  | THE BELOW PROVISIONS SHOULD ONLY BE PUT IN TO PLACE IF AUTHORISED/RECOMMENDED BY THE NHS;/ COMMISSINING BODYConsideration of moving other clients sharing the accommodation, use of other premises. Consideration to be given to the designate area to be used exclusively by the infected client/s (if multiple washing/toilet facilities are available) | Colleagues  |  |  |
| **Residual bacteria following move-on of client** | Risk of contracting COVID-19 by touching contaminated surfacesClient’s, colleagues, visitors, contractors, maintenance workers | Staff received training on Infection Control & Covid 19 specific training. Ensure PPE stock Use of PPEDeep clean void room ensuring windows open for ventilation.Repair works to be carried out **after** room has been cleaned. Essential repairs only. | Review in line with national guidelines | MM and KW |  |  |

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| **Areas of high footfall (communal areas/hallway/kitchen/WC)** | Risk of contracting COVID-19 by breathing respiratory droplets from an infected personColleagues, client’s visitors, contractors' maintenance workers | See Shared Facilities hazard section. Information campaign and signs for all entering the premises regarding transmission of COVID-19 by respiratory droplets and how to prevent spread. Advise all who are displaying symptoms of infection to self- isolate and take LFT.Encourage min 1m social distancing and the use of hand sanitiser and hand wash when on shift or in and out of the office throughout the day (inc visitors etc) and use wall mounted thermometer. Visitors signing in station next to the main entrance.Alcohol based hand sanitiser available in conspicuous locations. Vital meetings to take place and be considerate of social distancingDeep clean of all communal areas weekly/when needed |  . Follow control measures for new client. Review as and when required13th Dec all clients, staff, visitors to wear face mask in communal areas. | MM and KW |  On going |  |
| **Communal surfaces** | Risk of contracting COVID-19 by touching contaminated surfaces then touching your faceColleagues,clients, visitors, contractors, maintenance workers | Colleagues adhere to cleaning rota It includes cleaning of desks, office equipment, and ALL communal areas.Surfaces are cleaned effectively and with the substances confirmed to kill bacteria. Use additional cleaning company when necessarySupply and monitoring of PPE in place | Cleaning rota for house keeper devised & sufficient cleaning chemicals used.  | KW | On going  |  |
| **Human physical contact** | Risk of contracting COVID-19 by touching an infected person or someone’s contaminated clothingColleagues, clients, visitors, contractor, maintenance workers | Everyone informed of risks of human contact and avoidance of contact where possible. This is provided via emails, posters, leaflets, key work sessionsEncouraged use of LFT. | Follow control measure for new clientsEncourage clients and colleagues to take up vaccine , booster and take LFT. Record accordingly.  | MM, KW,colleagues | On going |  |
| **Human close contact****And Administering Emergency First Aid** | Risk of contracting COVID-19 by breathing respiratory droplets from an infected personcolleagues, clients, visitors, contractors, maintenance workers volunteers, housekeeper | Covid vaccines available to all adult population and over 16.If emergency first aid is needed; PPE to be donned. FFP2 face mask as a minimum if first aid will generate aerosol (e.g. chest compressions). Lay a piece of material over the casualties’ mouth and nose to prevent droplets.FFP2 mask to be sealed in zip lock bag and contained within the first aid box . Email to be sent to Central office appointed first aiders regarding COVID safety when administering First Aid | All staff have completed basic first aid refresher training, Covid 19 specific training and infection control. |  |  |  |
| **Potentially infected team member**  | Risk of contracting COVID-19 by respiratory droplets or sharing equipment (desk, keyboard, mouse, etc) Colleagues, visitors, contractors, cleaners, | Colleagues who can work from home should do soThose who are displaying symptoms during work to inform line manager and go immediately home; symptoms are new persistent cough and or fever, loss of sense of smell or taste, to self-isolate and follow NHS guidelines. Colleague to call in to inform of symptoms at earliest possible opportunity.as per TLA sickness policy and submit self-isolation note. . They should not feel compelled to turn in to work. If colleague displays symptoms at work upon going home works station and any surfaces to be put out of use and subsequently disinfected.Area to be cleaned down where infectious colleague may have been.Staff encouraged to take regular LFT prior to coming to work.  |  |  |  |  |
| **Potentially infected visitor** | Risk of contracting COVID-19 by respiratory droplets or through physical contact or touching contaminated materials (post, packages.)Colleague, clients, visitors, contractors' maintenance workers | Visitors asked to use hand sanitiser and/or wash hands and use wall mounted thermometer.Colleagues advised not to shake hands with visitorsSocial distancing to be maintained if possible.Consider sanitising of hands after handling post/packages.Clean down areas after use.Appointed area in building for visitor use to hold essential meetings etc. clean down after use. |   |  |  |  |