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| **Hazard**  **Getting or spreading the Covid-19 virus by:** | **Who could be harmed?** | **Actions taken to minimise risk** | **Who is responsible for taking these actions?** |
| People who have covid-19 entering the premises | Team  Clients  Contractors | •If member of the team is feeling unwell or has covid symptoms, they should not use the office space and book a PCR test.  •Team to complete regular lateral flow tests to detect asymptomatic cases. Recommended twice a week  •If a member of the team has been made aware they are a close contact of someone with covid (through informal means rather than track and trace) then they are to take a lateral flow test if they have no symptoms. It is preferable to book a PCR test, and work from home until they receive the result where possible. This is regardless of vaccination status  •If identified as a close contact by track & trace then you have a legal obligation to isolate if you have not had two vaccinations. If have had two vaccinations, then please follow procedure above.  •To check with clients whether they have any covid-19 symptoms prior to visit. Encourage clients to take lateral flow tests regularly  •Wall mounted thermometer installed at entrance, colleagues and visitors encouraged to use this to check temperature upon entry of building  •Hand sanitiser dispensers stationed around the building  •Information posters displayed at entrance (hand washing, temperature checks, using thermometer)  •If a colleague, client or contractor notifies us of a positive covid test after visiting, the hub will be deep cleaned and all contacts to take lateral flow tests if asymptotic. PCR tests to be taken if displaying symptoms. | Housing support workers  Team Leader  Scheme Manager |
| Close contact (under 1m) between colleagues/clients | Team  Clients | * No more than two people to a desk in the main office * Ventilate main office space appropriately by opening windows * Maximum of four people working in main office at a time. * 1-1 rooms and activity room to be utilised if there are more than 4 people in the main office * No more than 2 people to meet in a 1-1 room * Maximum of six people in the activity room at any time * Colleagues need to wear a mask when moving around the office unless exempt | Housing support workers  Team leader  Scheme manager |
| Shared equipment and facilities | Team  Clients | * Wipe down workstation with anti-bacterial wipe after use. * Office will be cleaned twice a week * Maximum two people in both kitchens. * PPE supplied are stored on site in the cleaning cupboard | Housing support workers  Team Leader  Scheme manager |
| Visiting potentially infectious clients | Team | * Team to practice good hygiene techniques and to encourage clients to do the same * Colleagues to check with clients prior to visiting whether they have any covid symptoms or are feeling unwell. * If a client tells you they have covid-19 symptoms or are feeling unwell, do not visit. Encourage them to book a PCR test * Hand sanitiser to be provided to the teams to use during and after visits – supplies to be kept in the cleaning cupboard * PPE available in the cleaning cupboard. * Team advised to wear masks during visits and encourage clients to do the same * If a client has contracted covid-19, colleagues to inform the rest of the team so they are aware. If they need food parcels during this time then to leave on doorstep | Housing support workers  Team Leader  Scheme manager |