

Dispersed Beacon COVID-19 Risk Assessment (Coronavirus)

Company name: Turning Lives Around

Assessment carried out by: Matt Harmon

Date of next review: 19/03/2020

Date assessment was carried out: 12/03/2020

Reviewed: 09 /06/20

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
<p>Visiting potentially infectious client</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces.</p> <p>Support workers, contractors, maintenance workers,</p> <p>High risk groups: Elderly (over 60,) Immunocompromised, those with respiratory/cardiovascular health issues, diabetic people and people with high blood pressure or other underlying health issues.</p>	<p>Clients provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.</p> <p>Susceptible staff identified. Those with underlying health conditions should proceed with increased precautions favouring elimination of risk through reduced visits/use of technology such as phone calls or video calls.</p> <p>Staff provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms – Team briefing on symptoms and register to confirm attendance and understanding.</p> <p>Staff to contact clients the day of visit to establish whether client has any symptoms of Coronavirus. If client is unwell with symptoms advise them to self-isolate and call 111 for guidance – <u>Do not visit.</u></p>		<p>Scheme Manager, Senior Worker, Dispersed Team</p>		<p>In place 23/3/20</p>

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		<p>Staff supplied with portable alcohol based hand sanitising gel. Ensure there is sufficient stock at the office. Due to the shortage of hand sanitising gel consideration should be given to single use nitrile gloves.</p> <p>Consideration to be given to accessing public conveniences to wash hands (supermarkets, other TLA offices, etc)</p> <p>Staff to use hand sanitising fluid immediately after visiting a client.</p> <p>Staff to refrain from human contact (hand shaking, physical touching of any kind.)</p> <p>Staff to keep contact with surfaces to an absolute minimum.</p> <p>Additional actions: Regular updates provided to staff on safe working in the document "COVID-19</p>				

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		<p>planning - Beacon dispersed teams” (v 9 issued 3/6/20) Includes issues of staffing, screening tool and flowchart “should I visit my client” and these key guidelines:</p> <p><i>Staffing</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> all teams to start mobilising staff to work from home, looking at a one or two person office duty rota, to comply with social distancing guidelines as well as ensuring effective lone working monitoring <input type="checkbox"/> all staff to be risk assessed in regards to their vulnerability to COVID-19 <input type="checkbox"/> only essential meetings to take place - where possible meetings to take place using Skype/Zoom or conference call <input type="checkbox"/> staff to follow self-isolation guidelines if they or members of their family become unwell <input type="checkbox"/> staff to keep in touch with their colleagues and line manager and to give particular consideration to each other’s emotional health and well-being at this difficult time <input type="checkbox"/> Staff to keep their ID’s on them when 				

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		<p><i>working outside of the office</i></p> <p><input type="checkbox"/> <i>If a member of staff becomes unwell with a new, continuous cough or a high temperature, they should go home and inform their manager. Essential Workers and members of their household who have symptoms should register for a test through the Self-Referral and Employer Portals on gov.uk. Staff will be told to isolate because they:</i></p> <ul style="list-style-type: none"> <i>• have coronavirus symptoms and are awaiting a test result</i> <i>• have tested positive for coronavirus</i> <i>• are a member of the same household as someone who has symptoms or has tested positive for coronavirus</i> <i>• have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.</i> <p><input type="checkbox"/> <i>A RIDDOR report, and therefore a</i></p>				

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		<p><i>Beacon incident report, should be completed in the instance that a staff member has a confirmed diagnosis of COVID 19, which they are likely to have been exposed to at work.</i></p> <p><i>Clients</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>visits to clients are going to continue where they are essential</i> <input type="checkbox"/> <i>welfare call to be made to all clients prior to a visit to check their health and see if they are self-isolating or are unwilling to accept a visit (see appendix below). Please take into account our safeguarding and public protection duties, especially around MARAC and MAPPA clients.</i> <p><i>MARAC meetings will continue to operate via Skype.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>where an appointment has been made with the client and they do not have a phone the support worker should attend but make a doorstep assessment based on the client's health</i> <input type="checkbox"/> <i>the gateway risk alerts now incorporate</i> 				

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		<p><i>COVID-19 risk and diagnosis</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>clients who are particularly vulnerable from the virus should be given the latest medical advice and unless absolutely necessary the visit shouldn't happen. If it does then precautions should be taken by the support worker (gloves, hand sanitiser, reduced proximity to clients etc)</i> <input type="checkbox"/> <i>actions to safeguard clients to continue, which includes moving clients into their Beacon tenancy</i> <input type="checkbox"/> <i>food supplies to be sourced for clients who are particularly vulnerable and/or self- isolating</i> <input type="checkbox"/> <i>all support workers to have access to hand sanitiser for use outside of the office and to use after a visit and before they get back into their car</i> <input type="checkbox"/> <i>clients should be given a phone if they do not currently have one</i> <input type="checkbox"/> <i>clients should not to be transported in support workers cars</i> <input type="checkbox"/> <i>where possible assessments to be completed over the phone. It is important</i> 				

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		<p><i>to inform clients that the standard timescales for a decision are likely to be exceeded in the current climate</i></p> <p>Regular letters and updates provided to clients through signage in communal areas, discussions on the phone and in person and in the client Newsletter "Here & Now" (issued 21/4/20)</p> <p>Regular discussion in team meetings on safe ways of working.</p> <p>Regular supplies of appropriate PPE obtained from suppliers and Central Office.</p>				

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<p>Visiting potentially susceptible client</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces</p> <p>High risk groups: Elderly (over 60,) Immunocompromised, those with respiratory/cardiovascular health issues, diabetic people and people with high blood pressure or other underlying health issues.</p>	<p>Staff to appraise their own health before a visit. Postpone visit if feeling unwell (cold/flu) symptoms.</p> <p>High risk clients to be provided with soap and hand sanitiser and sufficient information on Coronavirus symptoms and hand washing technique/hand hygiene.</p> <p>Refrain from human contact (hand shaking, physical touching of any kind.)</p> <p>Keep contact with surfaces to an absolute minimum.</p> <p>Maintain <i>social distance</i> of at least 2 metres at all times.</p> <p>Use hand sanitising fluid immediately before visiting a client (and after.)</p> <p>Consideration to be given to eliminating the risk to particularly susceptible groups</p>		<p>Scheme Manager, Senior Worker, Dispersed Team</p>		<p>In place 23/3/20</p>

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		<p>by embracing us of technology over face to face contact (if plausible.) E.g Skype, phone calls, etc.</p>				
<p>Shared facilities (Kitchens, bathrooms, living areas, or any communal spaces.)</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces</p> <p>Tenants sharing communal facilities</p>	<p>Tenants advised to clean communal surfaces after use.</p> <p>Tenants advised to sneeze/cough in to tissues and then dispose of them responsibly.</p> <p>Tenants advised to avoid physical contact and maintain a reasonable distance.</p> <p>Tenants advised on the importance of washing hands regularly and using proper technique.</p> <p>Tenants advised that if they are feeling</p>		<p>Scheme Manager, Senior Worker, Dispersed Team</p>		<p>In place 23/3/20</p>

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		<p>unwell with potential Coronavirus symptoms to refrain from using communal facilities until they have called 111 and to then follow NHS advice.</p>				
<p>Confirmed infected client</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces</p> <p>Tenants, support workers, contractors, maintenance workers</p>	<p>NHS advice to be followed by the client with regard self-isolation/treatment.</p> <p>Immediate communication to contractors, maintenance workers, other support workers or other agencies who may visit and be unaware of the situation.</p> <p>Support to be maintained to the client by use of telephone, video calls, skype, etc</p> <p>THE BELOW PROVISIONS SHOULD ONLY BE PUT IN TO PLACE IF AUTHORISED/RECOMMENDED BY THE NHS;</p> <p>Consideration of moving other clients sharing the accommodation to other premises.</p>		<p>Scheme Manager, Senior Worker, Dispersed Team</p>		<p>In place 23/3/20</p>

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		<p>Consideration of allocating personal cooking facilities to the confirmed infected client.</p> <p>Consideration to be given to the allocation of a bathroom to be used exclusively by the infected client (if multiple washing/toilet facilities are available)</p>				
<p>Residual bacteria following move-on of client</p>	<p>Risk of contracting COVID-19 by touching contaminated surfaces</p> <p>Tenants, support workers, contractors, maintenance workers, cleaners</p>	<p>Void cleans carried out with emphasis on disinfection of surfaces.</p> <p>Cleaners to wear suitable and sufficient PPE and to dispose of single use PPE correctly and responsibly.</p> <p>Repair works to be carried out after property has been cleaned.</p>		<p>Scheme Manager, Senior Worker, Dispersed Team, Clean Start and contractors</p>		<p>In place 23/3/20</p>

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<p>Areas of high footfall (communal areas/hallway/kitchen/WC)</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets from an infected person</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Staff advised to sneeze/cough in to tissues, dispose and sanitise hands/wash hands using proper technique immediately.</p> <p>Alcohol based hand sanitiser available in conspicuous locations throughout the office.</p> <p>Hand hygiene/Hand washing technique posters/leaflets displayed in prominent locations throughout the office.</p>				

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Communal surfaces	<p>Risk of contracting COVID-19 by touching contaminated surfaces then touching your face</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Communal areas cleaned weekly by housekeeper.</p> <p>Additional cleaning of common surfaces daily by staff using office</p> <p>Hand sanitiser available at front entrance of 6 Middleton Crescebt and restocked by staff as required</p>				
Human close contact in office environment	<p>Risk of contracting COVID-19 by breathing respiratory droplets from an infected person</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Close contact generally minimal.</p> <p>Employees to be made aware of risks of spread of respiratory droplets and keeping a reasonable distance from others where possible.</p> <p>Office rota has 2 people based in the office each day for loneworking safety, on a 2 week rota to minimise contact.</p> <p>Clients discouraged from using the office for appointments, but where this is unavoidable, use the back office with</p>	<p>Additional signage and tape in the office</p> <p>Obtain quotes and get approval for work to repair intercom system</p> <p>Use window in office for handing over keys</p> <p>Consider back to back desks if necessary</p>	Scheme Manager and team	19/6/20	

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		<p>clients entering and leaving by the back door, sat at a safe 2 metre distance during the appointment, with chairs and surfaces disinfected after the meeting.</p> <p>Guidance issued after discussion with team "Social Distancing at 6 Middleton Crescent" 28/4/20</p> <ul style="list-style-type: none"> • <i>Use desks on opposite sides of the office - do not use the desk by the door (PC relocated to back office)</i> • <i>Third person in the building to use back office or upstairs office</i> • <i>Be careful when printing if someone is sat at desk B and ask them to move to get to the printer</i> • <i>Only one person in kitchen at a time</i> • <i>All callers to be dealt with at the front door unless they need to access the building for repairs.</i> • <i>Surfaces to be cleaned and disinfected at the beginning and</i> 				

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		<p><i>end of each day:</i></p> <ul style="list-style-type: none"> • <i>Desks used including keyboard and mice</i> <ul style="list-style-type: none"> ○ <i>Phones used</i> ○ <i>Door handles</i> ○ <i>Light switches</i> ○ <i>Fridge and kettle handles</i> ○ <i>Alarm buttons</i> 				