

Hostel Environment COVID-19 Risk Assessment (Coronavirus)

Company name: Turning Lives Around

Assessment carried out by: Connie Allen

Date assessment was carried out: 12/03/2020

Date Reviewed: 02/07/20

Reviewed By: Jennifer Lewis – Senior ISE worker

Date of next review: 02/08/2020

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>Amend Duties- Do not visit unless have to.</p> <ul style="list-style-type: none"> - Carry out welfare checks over the phone if client has a phone. - Conduct key-working over the phone if possible. - Room checks to be kept to only when extra risk or safeguarding information occurs. - Staff to wash hands before and after visiting a client in their own room. - Staff to refrain from human contact (hand shaking, physical touching of any kind.) - Staff to keep contact with surfaces to an absolute minimum. 	<p>Susceptible staff to be 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>All staff & Compliance monitored by Senior Worker/Scheme Manager.</p>	<p>Now & Ongoing</p>	

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		<ul style="list-style-type: none"> - Otherwise follow guidelines outlined below under Welfare Checks/Rousing Policy. <p>Clients have been provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.</p> <p>Staff to be provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms – Team briefing on symptoms and register to confirm attendance and understanding.</p> <p>The staff office is amply supplied with Alcohol hand Gels.</p>				

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		<p>If client is unwell with symptoms advise them to self-isolate. <u>Do not visit.</u></p>				
<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</p>	<p>Amend Duties- Do not visit unless have to.</p> <ul style="list-style-type: none"> - Carry out welfare checks over the phone if client has a phone. - Conduct key-working over the phone if possible. - Room checks to be kept to only when extra risk or safeguarding information occurs. 	<p>Staff to appraise their own health before a visit. Postpone visit if feeling unwell (cold/flu) symptoms. (If staff are ill then they should call in sick and Senior/Scheme Manager organise Cover/alter the Rota.</p>	<p>All staff & Compliance monitored by Senior Worker/Scheme Manager.</p>	<p>Now & Ongoing</p>	

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	<p>other underlying health issues.</p>	<p>Otherwise follow guidelines outlined below under Welfare Checks/Rousing Policy.</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>Wear PPE Nitrile Gloves.</p> <p>Maintain <i>social distance</i> of at least 2 meter at all times.</p> <p>Wash hands immediately before visiting a client (and after).</p>				

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<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>Staff when accessing communal facilities when clients are already using the space or enter whilst staff are in the area.</p>	<p>Tenants to be advised to clean communal surfaces after use.</p> <p>Tenants to be advised to sneeze/cough in to tissues and then dispose of them responsibly.</p> <p>Tenants to be advised to keep physical contact between each other to a minimum and maintain a reasonable distance where possible. If staff observe consistent breaches of the Social Distance barrier then staff should approach clients and remind them to maintain 2 metre distance.</p> <p>Tenants to be advised on the importance of washing hands regularly and using proper technique.</p>	<p>If clients persistently ignore Social Distancing advice in the Lounge by not sitting where directed then shutting the lounge for a 24hour period should be considered. (Only if clients have persistently not listened to advice).</p>	<p>All staff & clients</p>	<p>Now and Ongoing.</p>	

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		<p>Tenants to be advised that if they are feeling unwell with potential Coronavirus symptoms to refrain from using communal facilities until they have called 111 and to then follow NHS advice.</p> <p>If staff are in a communal area (Hallway, Kitchen). Ask clients to not enter room whilst they are present, ask and guide clients where to move to in a hallway to allow safe passage.</p> <p>Communal Handles, handrails & light switches are disinfected twice a day by Day Staff, Night Staff & Housekeeper.</p>				

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<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>Support to be maintained to the client by use of telephone, video calls, skype, etc.</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>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>All staff & Clients</p>	<p>Now and ongoing.</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 to be 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> <ul style="list-style-type: none"> - Gloves (Surgical) - Mask - Aprons 		<p>All staff</p>	<p>Now & ongoing.</p>	

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		Repair works to be carried out after property has been cleaned.				

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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>Information campaign for staff regarding transmission of COVID-19 by respiratory droplets and how to prevent spread. 2 Metre distance at all times in the office. A max of three staff in the office at any one time.</p> <p>Staff to hand sanitise on beginning of and end of shift or before or after any duty carried out outside of the staff office.</p> <p>Staff advised to sneeze/cough in to tissues, dispose and sanitise hands/wash hands using proper</p>		<p>All staff</p>	<p>Now and Ongoing.</p>	

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		<p>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> <p>Reducing as far as practicable the amount of meetings being held within the office meeting rooms. Particularly multi agency meetings.</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>All workstations to be disinfected BEFORE and AFTER use.</p> <p>Handrails, Handles & light switches to be disinfected twice daily by Day Staff, Night Staff & Housekeeper.</p> <p>When cleaning all staff to utilise single use Nitrile Gloves and then dispose of.</p> <p>Ensure there is appropriate cover for cleaner absence/holiday e.g cleaning contractor or housekeeper from another scheme.</p>				
Human physical contact	<p>Risk of contracting COVID-19 by touching an infected person or</p>	<p>No Human physical contact between clients or staff to be done under any</p>	<p>Inception of employee education materials (digital and/or print media) informing of risks of human contact and</p>	<p>All staff</p>	<p>Now and ongoing.</p>	

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	<p>someone's contaminated clothing</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>circumstance apart from Rousing Policy-see guidance below.</p>	<p>avoidance of contact where possible. Emails, posters, leaflets.</p>			
Human close contact	<p>Risk of contracting COVID-19 by breathing respiratory droplets from an infected person</p> <p>Staff, visitors, contractors, volunteers, cleaners,</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>2 Metre distance to be maintained at all times.</p> <p>To facilitate the above, Rota patterns to be staggered and homeworking completed where</p>		<p>All staff, Contractors, visitors and Clients.</p>	<p>Now & ongoing.</p>	

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		appropriate or reduced shift times.				
Potentially infected member of staff	<p>Risk of contracting COVID-19 by respiratory droplets or sharing equipment (desk, keyboard, mouse, etc)</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Staff members who are able to work from home should do so.</p> <p>Establish which members of staff are most susceptible to COVID-19. Follow government guidelines for susceptible groups; isolation/work from home, etc.</p> <p>Ensure staff call in to inform of symptoms at earliest possible opportunity. They should not feel compelled to turn in for work.</p> <p>Ensure staff members displaying symptoms are sent home</p>		All staff	Now & Ongoing	

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		immediately. Work station should put out of use and subsequently disinfected by cleaning contractor.				

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Potentially infected visitor	<p>Risk of contracting COVID-19 by respiratory droplets or through physical contact.</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Advise employees not to shake hands with visitors.</p> <p>Staff to question visitor over health status & complete a COVID 19 Screening tool before permitting access to the building.</p>		All staff & clients.	Now and ongoing	
Key-Working/Client & Worker Meetings	Staff & Clients	<p>Key-working currently done over the phone from staff office to client in Interview Room.</p> <p>If we feel face to face is appropriate then to ensure adequate social distancing, wearing a mask (s) (both client & Staff) and possibly changing the environment.</p>	<p>Do not share pens/Paper. Wipe down any surfaces used with disinfectant before & after use.</p> <p>Dispose of PPE after use (Gloves & Surgical Mask)</p>	All staff & clients.	Now and ongoing	

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		<p>Conference room to be used if possible to ensure distancing measures observed. If using keyworking room ensure window is open to improve ventilation and use seats which are 2 meters apart.</p> <p>Ensure clients and staff wash/sanitise hands at start of session and at the end. Ensure all surfaces/ equipment cleaned before and after use.</p> <p>Alternatively can use the garden, remain 2 metres apart and not a specific need for PPE as less risk of</p>				

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<p>Welfare Checks/Room Checks</p>	<p>Staff & Clients</p>	<p>breaching Social distancing.</p> <p>Amended duties- Welfare checks to be carried out later in the day and only if any new risk information has presented to be concerned, i.e.- Client is at risk of suicide.</p> <p>Contact the client over the phone if they have one and carry out a verbal welfare check.</p> <p>Staff to wear gloves, knock on the door and announce themselves and step backwards.</p> <p>If entry is required due to concerns, return to the office, ask your</p>		<p>All staff & Senior Worker/Scheme Manager to monitor compliance</p>	<p>Now & Ongoing</p>	

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<p>Rousing Policy</p>	<p>Staff & Clients</p>	<p>second staff member. Staff to equip themselves with PPE (Gloves, Mask, Apron & Eye Protection/Goggles) and approach to carry out room check. Knock, if still no answer enter announcing yourself and carry out welfare check.</p> <p>Staff to equip themselves with PPE (Gloves, Aprons, Mask, Goggles). Carry out rousing procedure, may need to administer Naloxone, only breach social</p>	<p>Ensure risks around using are observed. Monitor signs for potential overdoses.</p>	<p>All staff and compliance monitored by Senior Worker & Scheme Manager.</p>	<p>Now & Ongoing.</p>	

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<p>General Daily Operation in the staff office/office areas</p>	<p>Staff/visiting contractors</p>	<p>distancing barrier for 2 minutes at a time.</p> <p>Computers positioned so 2 meters apart and additional computer removed to ensure distanced computers/work stations used. Staff to remain using one desk space for duration of their shift. All workstations to be disinfected at the beginning and end of use by a staff member with staff wearing gloves for task. The office space to be disinfected on a morning and evening</p>		<p>All staff and compliance monitored by Senior Worker & Scheme Manager.</p>	<p>Now & Ongoing.</p>	

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		<p>every day(On Handover). If any staff develop or display symptoms to return home immediately and Senior Worker/Scheme Manager be informed immediately.</p>				