

# Hostel Environment 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

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><b>Visiting potentially infectious client</b></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>Amend Duties- Do not visit unless have to.</p> <ul style="list-style-type: none"> <li>- Carry out welfare checks over the phone if client has a phone.</li> <li>- Conduct key-working over the phone if possible.</li> <li>- Room checks to be kept to only</li> </ul>	<p>Clients to be provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.</p> <p>Susceptible staff to be identified. Those with underlying health conditions should proceed with increased precautions favouring elimination of risk through</p>	<p>All staff &amp; Compliance monitored by Senior Worker/Scheme Manager.</p>	<p>Now &amp; Ongoing</p>	

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	<p><b>High risk groups:</b> 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>when extra risk or safeguarding information occurs.</p> <ul style="list-style-type: none"> <li>- Otherwise follow guidelines outlined below under <b>Welfare Checks/Rousing Policy.</b></li> </ul>	<p>reduced visits/use of technology such as phone calls or video calls.</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>Staff to contact clients the day of visit to establish whether client has any symptoms of Coronavirus. <b>If client is unwell with symptoms advise them to self-isolate. Do not visit.</b></p> <p>Staff to be supplied with portable alcohol based hand sanitising gel. Ensure there is sufficient stock at the office. <b>Due to the shortage of hand sanitising gel consideration should be given to single use nitrile gloves.</b></p>			

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			<p>Staff to wash hands before and after visiting a client in their own room.</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><b>Visiting potentially susceptible client</b></p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces</p> <p><b>High risk groups:</b> Elderly (over 60,) Immunocompromised, those with respiratory/cardiovascular</p>	<p>Amend Duties- Do not visit unless have to.</p> <ul style="list-style-type: none"> <li>- Carry out welfare checks over the phone if client has a phone.</li> <li>- Conduct key-working over the phone if possible.</li> <li>- Room checks to be kept to only</li> </ul>	<p>Staff to appraise their own health before a visit. <b>Postpone visit if feeling unwell (cold/flu) symptoms.</b></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>All staff &amp; Compliance monitored by Senior Worker/Scheme Manager.</p>	<p>Now &amp; Ongoing</p>	

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	<p>health issues, diabetic people and people with high blood pressure or other underlying health issues.</p>	<p>when extra risk or safeguarding information occurs. Otherwise follow guidelines outlined below under <b>Welfare Checks/Rousing Policy.</b></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 1 meter at all times.</p> <p>Wash hands immediately before visiting a client (and after.)</p> <p>Consideration to be given to eliminating the risk to particularly susceptible groups by embracing use of technology over face to face contact (if plausible.) E.g Skype, phone calls, etc.</p>			

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<p><b>Shared facilities (Kitchens, bathrooms, living areas, or any communal spaces.)</b></p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces</p> <p>Tenants sharing communal facilities</p>	<p>No controls in place (assumed)</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.</p> <p>Tenants to be advised on the importance of washing hands regularly and using proper technique.</p> <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>			

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<p><b>Confirmed infected client</b></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>No controls in place (assumed)</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><b>THE BELOW PROVISIONS SHOULD ONLY BE PUT IN TO PLACE IF AUTHORISED/RECOMMENDED BY THE NHS;</b></p> <p>Consideration of moving other clients sharing the accomodation to other premises.</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><b>Residual bacteria following move-on of client</b></p>	<p>Risk of contracting COVID-19 by touching contaminated surfaces</p> <p>Tenants, support workers, contractors, maintenance workers, cleaners</p>	<p>No controls in place (assumed)</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> <p>Repair works to be carried out <b>after</b> property has been cleaned.</p>			

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<p><b>Areas of high footfall (communal areas/hallway/kitchen/WC)</b></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.</p> <p>Strongly encourage the use of hand sanitiser when signing in and out of the office throughout the day (consider a persuasive sign next to the signing in book.)</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>			



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			<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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<p><b>Communal surfaces</b></p>	<p>Risk of contracting COVID-19 by touching contaminated surfaces then touching your face</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>		<p>Consideration to be given to increasing frequency of cleaning and extending cleaning duties to extent to personal work stations (desks, etc)</p> <p>Cleaning regime to be reviewed to ensure communal surfaces are cleaned effectively and with the substances confirmed appropriate to kill COVID-19 bacteria.</p> <p>Ensure housekeeper is supplied with correct personal protective equipment (PPE) when cleaning surfaces (nitrile gloves.) Ensure PPE is being worn. Ensure training is provided in use of PPE and correct disposal of used PPE.</p>			

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			Ensure there is appropriate cover for cleaner absence/holiday e.g cleaning contractor or housekeeper from another scheme.			
<b>Human physical contact</b>	<p>Risk of contracting COVID-19 by touching an infected person or someone's contaminated clothing</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	No Human physical contact between clients or staff to be done under any circumstance apart from <b>Rousing Policy-see guidance below.</b>	Inception of employee education materials (digital and/or print media) informing of risks of human contact and avoidance of contact where possible. Emails, posters, leaflets.			
<b>Human close contact</b>	Risk of contracting COVID-19 by breathing respiratory droplets from an infected person		Employees to be made aware of risks of spread of respiratory droplets and keeping a reasonable distance from others where possible.			

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<p><b>Potentially infected member of staff</b></p>	<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 immediately. Work station should put out of use and subsequently disinfected by cleaning contractor.</p>			

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<b>Potentially infected visitor</b>	<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 before permitting access to the building.</p>			
<b>Key-Working/Client &amp; Worker Meetings</b>	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 &amp; Staff) and possibly changing the environment. Use</p>	<p>Do not share pens/Paper. Wipe down any surfaces used with disinfectant before &amp; after use.</p> <p>Dispose of PPE after use (Gloves &amp; Surgical Mask)</p>	All staff & clients.	Now and ongoing	

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<p><b>Welfare Checks/Room Checks</b></p>	<p>Staff &amp; Clients</p>	<p>big IV room and staff sit in hallway with client in corner of room. Alternatively can use the garden, remain 2 metres apart and not a specific need for PPE as less risk of 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</p>		<p>All staff &amp; Senior Worker/Scheme Manager to monitor compliance</p>	<p>Now &amp; Ongoing</p>	

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		<p>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 second staff member. Staff to equip themselves with PPE (Gloves, Mask, Apron &amp; Eye Protection/Goggles) and approach to carry out room check. Knock, if still no answer enter announcing yourself</p>				



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<b>Rousing Policy</b>	Staff & Clients	<p>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 distancing barrier for 2 minutes at a time.</p>	Ensure risks around using are observed. Monitor signs for potential overdoses.	All staff and compliance monitored by Senior Worker & Scheme Manager.	Now & Ongoing.	
<b>General Daily Operation in the staff office/office areas</b>	Staff/visiting contractors	<p>Office area taped off. 1 Person in an area at a time in the office space.</p> <p>Staff to remain using one desk space for</p>		All staff and compliance monitored by Senior Worker & Scheme Manager.	Now & Ongoing.	

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		<p>duration of their shift.</p> <p>All workstations to be disinfected at the beginning and end of use by a staff member with staff wearing gloves for task.</p> <p>The office space to be disinfected on a morning and evening every day( On Handover).</p> <p>If any staff develop or display symptoms to return home immediately and Senior Worker/Scheme Manager be informed immediately.</p>				

