

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

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>Meeting potentially infectious client</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces.</p> <p>Staff, clients, contractors,volunteers, maintenance workers</p> <p>High 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.</p>	<p>Shielding in place in accordance to PHE. Clients , staff, visitors, provided with information regarding hand hygiene, hand washing techniques, social distancing and Coronavirus symptoms. Clients regularly asked about symptoms and who they had been in contact with.</p> <p>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.</p> <p>Advice client to wear face mask on public transport or in confined areas in</p>	<p>On going review of susceptible staff. 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 not to go into clients room unless emergency.</p> <p>Use Covid19 screening and Follow control measures for new clients</p>	<p>MM and KW</p> <p>Staff</p> <p>staff</p>	<p>On going</p> <p>On going</p> <p>On going</p>	

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		<p>public Clients ban from office Visitors ban (only vital allowed in) 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. Social distancing- refrain from close contact and keep 2 meters apart .Team briefings Covid19</p> <p>Staff to do following, as well as ask clients and visitors to ; wash hands and use</p>				

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		<p>wall mounted sanitizer upon entering the building.</p>				
<p>Meeting potentially susceptible client</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces</p> <p>High risk groups: vulnerable people as per PHE. Elderly (over 60,) Immunocompromised, those with respiratory/cardiovascular health issues, diabetic people and people with</p>	<p>Staff to appraise their own health before a meeting. All clients to only use cordless phone if needed and staff to clean down after each use. Use of PPE where appropriate.</p> <p>All clients are provided with antibacterial hand wash, pack of tissues.</p>	<p>Follow control measures for new clients</p>	<p>staff</p>	<p>On going</p>	

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	<p>high blood pressure or other underlying health issues.</p>	<p>And sufficient information on Coronavirus symptoms and hand washing technique/hand hygiene and social distancing. Clients advised about cleaning before and after using shared facilities. Risk Matrix includes measures in place to reduce risk Professionals banned from face to face client contact (vital ones only allowed to meet in garden or lounge sat at table opposite ends) and instead provide support over the phone.</p>				

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		<p>Refrain from human contact (hand shaking, physical touching of any kind.) Maintain 2 m distance and wash hands often</p>				
<p>Shared facilities (Kitchens, bathrooms, living areas, office or any communal spaces.)</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces</p> <p>Client's sharing communal facilities</p> <p>Staff shared facilities</p>	<p>Keep all areas well ventilated and aired by opening windows/doors. Client's provided with tissues and advised to sneeze/cough in to tissues and then dispose of them responsibly.</p> <p>Client's advised to clean communal surfaces after use. Deep clean of all</p>	<ul style="list-style-type: none"> . Follow control measures for all new clients . 	<p>staff</p>	<p>On going</p>	

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		<p>communal areas and office weekly/when needed.</p> <p>Client's advised to keep physical contact between each other to a minimum and maintain a 2 meter distance where possible.</p> <p>Client's advised on the importance of washing hands regularly and using proper technique</p> <p>Client's advised that if they are feeling unwell with potential Coronavirus symptoms to refrain , from using communal facilities , or use after everyone else, clean</p>				

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		<p>after use ,tell staff and self-isolate. Floor tape outside and inside office door to ensure 2 m distance. Three out of four work stations in use to comply with social distancing Staff given colour coded cutlery and cups. Asked agency if workers coming to scheme to bring own cutlery and crockery. Additional staff cleaning rota in place both day and night; cleaning of door handles, phones and intercom. Use PPE where appropriate. Lounge closed for client use. .</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>clients, staff, visitors, contractors, maintenance worker,</p>	<p>Guidance in place on how to self-isolate and use of shared facilities Support to be maintained to the client by use of telephone, video calls, skype, etc</p> <p>Inform SMT and clients/staff/visitors / next of kin Contact 111 if symptoms worsen</p>	<p>THE BELOW PROVISIONS SHOULD ONLY BE PUT IN TO PLACE IF AUTHORISED/RECOMMENDED BY THE NHS;/ COMMISSINING BODY</p> <p>Consideration of moving other clients sharing the accommodation to other premises.</p> <p>Consideration to be given to the designate area to be used exclusively by the infected client/s (if multiple washing/toilet facilities are available)</p>	<p>MM KW staff</p>		

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<p>Residual bacteria following move-on of client</p>	<p>Risk of contracting COVID-19 by touching contaminated surfaces</p> <p>Client's, staff, visitors, contractors, maintenance workers</p>	<p>Staff received training on Infections Control.</p> <p>Ensure PPE stock Use of PPE Current cleaning has been to spray room with disinfectant and open windows, leave then deep clean with bleach and hot wash bedding.</p> <p>Void cleans to be carried out with emphasis on disinfection of surfaces. Repair works to be carried out after room has been cleaned. Essential repairs only.</p>	<p>Review in line with national guidelines</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, client's , visitors, contractors maintenance workers</p>	<p>See Shared Facilities hazard section. Information campaign for all entering the premises regarding transmission of COVID-19 by respiratory droplets and how to prevent spread.</p> <p>Advising staff and clients members who are displaying symptoms of infection to self- isolate.</p> <p>Strongly encourage 2m 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)</p>	<p>.Follow control measures for new client. Review as and when required</p>	<p>MM and KW</p>	<p>On going</p>	

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		<p>Visitors signing in station next to the back door.</p> <p>Alcohol based hand sanitiser available in conspicuous locations throughout the office & communal one at the back door.</p> <p>Hand hygiene/Hand washing technique posters/leaflets displayed in prominent locations throughout the building.</p> <p>Vital meetings to take place adhering to social distancing Deep clean of all communal areas weekly/when needed</p>				

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<p>Communal surfaces</p>	<p>Risk of contracting COVID-19 by touching contaminated surfaces then touching your face</p> <p>Staff, clients, visitors, contractors, maintenance workers</p>	<p>Staff cleaning rota devised and monitored. It includes cleaning of desks, office equipment, increasing frequency of cleaning and extending cleaning duties to all areas. Surfaces are cleaned effectively and with the substances confirmed to kill bacteria. Staff , clients, visitors advised to have minimal contact with communal surfaces and use elbow, feet when opening doors Use additional cleaning company when necessary</p> <p>Supply and monitoring of PPE in place</p>		<p>staff</p> <p>KW</p>	<p>On going</p> <p>On going</p>	

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Human physical contact	<p>Risk of contracting COVID-19 by touching an infected person or someone's contaminated clothing</p> <p>Staff, clients, visitors, contractor, maintenance workers</p>	<p>Refrain from physical human contact. All informed of risks of human contact and avoidance of contact where possible .This is provided via Emails, posters, leaflets, key work sessions</p> <p>Social distancing in place</p>	<p>Clients who fail to adhere to advice .Message to be reiterated.</p> <p>Follow control measure for new clients</p>	<p>Staff</p> <p>staff</p>	<p>On going</p> <p>On going</p>	
Human close contact	<p>Risk of contracting COVID-19 by breathing respiratory droplets from an infected person</p> <p>Staff, clients, visitors, contractors, maintenance workers volunteers, housekeepers</p>	<p>Employees are made aware of risks of spread of respiratory droplets, contaminated surfaces and keeping a 2 meter distance from others where possible.</p>				

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<p>Potentially infected member of staff</p>	<p>Risk of contracting COVID-19 by respiratory droplets or sharing equipment (desk, keyboard, mouse, etc)</p> <p>Staff, visitors, contractors, cleaners,</p>	<p>Staff who are able to work from home should do so Staff who are displaying symptoms during work to inform line manager and go immediately home; symptoms are new persistent cough and or high fever , loss of sense of smell or taste, to self-isolate (7 days if live alone; 14 days if living in a household where another member was first to display the symptoms) Staff to call in to inform of symptoms at earliest possible opportunity.as per TLA sickness policy and submit self-isolation note. .They should not</p>				

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		feel compelled to turn in to work. If staff displays symptoms at work upon going home works station and any surfaces to be put out of use and subsequently disinfected.				

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<p>Potentially infected visitor</p>	<p>Risk of contracting COVID-19 by respiratory droplets or through physical contact or touching contaminated materials (post, packages.)</p> <p>Staff, clients, visitors, contractors maintenance workers</p>	<p>Visitors to the building minimised.</p> <p>Staff advised not to shake hands with visitors</p> <p>Staff to ask visitor over health status before permitting to the building.</p> <p>Social distancing Was hands and use hand sanitizer Consider the use of PPE when handling post/packages OR sanitising of hands after handling post/packages.</p>				