

## **Sustain COVID-19 Risk Assessment (Coronavirus)**

**Company name:** Turning Lives Around

**Assessment carried out by:** Caroline Sylvester and Shannon Simpson

**Date of next review:** 17/09/2020

**Date assessment was carried out:** 17/06/2020

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>Staff have been provided with information regarding hand hygiene, hand washing techniques.</p> <p>Staff have been supplied with portable alcohol based hand sanitising fluid.</p> <p>There are processes in place to ensure we have a continuous stock of hand sanitiser.</p> <p>Staff are using hand sanitising fluid immediately after visiting a client.</p> <p>Staff have been given information about Coronavirus, including symptoms, procedures on what to do around suspecting someone has it and request made to confirm they understand this.</p> <p>Staff are contacting clients the day of visit to establish whether client has any symptoms of Coronavirus. <b>If client is unwell with symptoms they advising</b></p>	<p>Staff to keep contact with surfaces to an absolute minimum. Staff to not attend overly crowded places and to remain 2 metres away from others.</p> <p>Staff to use antibacterial wipes to wipe down the surfaces of their car regularly.</p> <p>If at a property when a Service User presents with symptoms, staff to advise them to call 111, leave the property, wash their hands, disinfect their car/ work items and</p>	<p>All</p> <p>All</p> <p>All</p>	<p>17.09.2020</p> <p>17.09.2020</p> <p>17.09.2020</p>	

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		<p>them to self-isolate and call 111 for guidance – <u>and are not visiting.</u></p> <p>Staff are refraining from human contact (hand shaking, physical touching of any kind.)</p> <p>Clients have been provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.</p> <p>Currently, as common practice, welfare visits are taking place and the support is happening outside the property- with 2 metres distance between individuals. <b>Going into the property should be a last option.</b></p> <p>However, in certain situations where a support worker may need to enter a property they should ensure they are wearing appropriate PPE at all times within the property, immediately remove</p>	<p>inform their line manager.</p> <p>Staff not to transport Service Users in personal cars.</p> <p>When out in the community working, staff to wash their hands somewhere there are hand washing facilities and wash hands, at least after every two visits with Service Users.</p>	<p>All</p> <p>All</p>	<p>17.09.2020</p> <p>17.09.2020</p>	

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		<p>the PPE correctly after the visit and wash their hands at the first available opportunity.</p> <p>Staff are not sharing/ passing any possessions with service users, such as mobile phones/ letters etc.</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>At risk groups:</b> Elderly (over 60,) Immunocompromised, those with respiratory/cardiovascular</p>	<p>High risk clients have been continually advised about soap and hand sanitiser and sufficient information on Coronavirus symptoms and hand washing technique/hand hygiene.</p> <p>Welfare checks have been implemented to all SU's every 2 weeks, apart from those self-isolating.</p> <p>Consideration has been given to</p>	<p>Staff to appraise their own health before a visit. <b>Postpone visit if feeling unwell (cold/flu) symptoms.</b></p> <p>Keep contact with surfaces to an absolute minimum.</p> <p>Maintain <i>social</i></p>	<p>All</p> <p>Support Workers</p> <p>All</p>	<p>17.09.2020</p> <p>17.09.2020</p> <p>17.06.2020</p>	

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	<p>health issues, diabetic people and people with high blood pressure or other underlying health issues.</p>	<p>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 for the majority of support, with quick welfare calls to check appearance etc.</p> <p>Staff are refraining from human contact (hand shaking, physical touching of any kind) and are maintaining a 2 metre distance from service users where possible. Where this isn't possible masks and relevant PPE is being worn.</p>	<p><i>distance</i> of at least 2 meter at all times.</p> <p>Use hand sanitising fluid immediately before visiting a client (and after.)</p> <p>Staff to keep stocked some antibacterial wipes that they use to wipe down the surfaces of their car regularly.</p> <p>Staff who use public transport to use a face covering.</p>	<p>All</p> <p>All</p> <p>Staff who use public transport</p>	<p>17.09.2020</p> <p>17.09.2020</p> <p>17.09.2020</p>	

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<p><b>Working in the Office in a confined space with others</b></p>	<p>Staff- Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces</p>	<p>Hand Sanitisers have been distributed to staff to carry with them (with top ups available in the office).</p> <p>Anti-bacterial handwash is in the office. All staff to use more regularly.</p> <p>Posters have been put up to advise on information about Coronavirus/ how to wash hands effectively.</p> <p>Duty person (or someone else in the office if there is no duty person) to disinfect the office door handles, entry keypad, duty phone and landline phone (2x per day). Record sheet to be completed confirming this. If the duty person isn't in the office then the staff in the office to take responsibility for this.</p>	<p>Staff to regularly wipe down their work areas, including their desks, phones and tablets.</p> <p>Staff to be asked to wipe down the bathroom areas after use and have appropriate cleaning materials in the bathroom for use. Staff to replenish the stock of wipes when needed- from PPE drawer.</p>	<p>All</p> <p>Caroline and all staff</p>	<p>05.08.2020</p> <p>29.08.2020</p>	<p>Completed</p> <p>Completed</p>

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		<p>Office rota to continually be devised/ adhered to, to ensure there are no more than 4 individuals in the office at any time.</p> <p>Staff to adhere to social distancing rules when in the office and remain 2 metres away from anyone else.</p> <p>A one-way system has been implemented in the office with arrows for direction, 2 metre positioning markers on the floor and a sign informing individuals of this.</p>	<p>Staff who travel to the office by public transport should use a face covering.</p>	<p>Staff who use public transport</p>	<p>17.09.2020</p>	

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<p><b>Staff health and wellbeing</b></p>	<p>All staff</p> <p>Staff who are in a vulnerable group as defined above</p>	<p>Office rota (as mentioned above).</p> <p>Available PPE for staff when in the office/ completing visits.</p> <p>Individual risk assessments are being completed with staff in a vulnerable group.</p> <p>Staff who have received a letter from the government advising they shield are doing so for the specified time.</p> <p>The majority of the staff team continue to work from home.</p> <p>Individual home based DSE assessments in place for all staff and office equipment for safe home working offered to all staff.</p>	<p>Staff to adhere to the rota/ contact Caroline/ the office prior to coming in to ensure the maximum number of people isn't exceeded.</p> <p>Staff to ensure they use available PPE when necessary/ ensure there is continuous stock. PPE stock levels will be reviewed on a weekly basis.</p> <p>If staff (or a family member) have symptoms of Coronavirus they will have a test for everyone in the household to confirm</p>	<p>All</p> <p>All</p>	<p>17.09.2020</p> <p>17.09.2020</p>	

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			if they are infected or not. Social isolation rules will then apply accordingly (if needed).			
<p><b>Psychological Impact on staff of working from home / anxiety over coronavirus and visits</b></p>	<p>Staff's mental health may be impacted by the changing role by feeling more isolated.</p>	<p>Line manager to keep in contact via phone calls to ensure worker is coping okay alone and 2 weekly covid-19 supervisions in place.</p> <p>Scheme managers are aware of the warning signs of stress;</p> <p><a href="https://www.hse.gov.uk/stress/signs.htm">https://www.hse.gov.uk/stress/signs.htm</a></p> <p>Staff are prompted to:</p>	<p>To share the risk assessment again with the staff team to make them aware of everything in place</p> <p>Staff to maintain prioritising their own mental health and sharing concerns with their line manager</p>	<p>Shannon</p> <p>All staff</p>	<p>17.06.2020</p> <p>17.09.2020</p>	

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		<ul style="list-style-type: none"> <li>• Maintain a healthy approach to food and exercise, ensure that you partake in some sort of daily exercise</li> <li>• Any work related stress can be discussed with your line manager or the Mental Health First Aiders</li> <li>• You should keep to a normal routine e.g. ensure that you still take your normal break times and stay hydrated</li> <li>• Workload is to be self-organised although assistance is available through your line manager</li> <li>• In times of excess work accumulating, please discuss this with your line manager</li> <li>• Staff are prompted and reminded to take regular rest breaks, time away from your laptop and ensure they have a proper lunch break</li> <li>• Staff are aware of CIC for extra mental health support.</li> </ul>				

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		<p>Skype chat in place enabling all staff members to speak using video chat at any point during the day.</p> <p>“Fun” activities are planned in on a monthly basis including quiz’s and Pictionary.</p> <p>Flexible working is in place where possible and staff have been given the option to work from home or the office to ensure that mental health considerations are in place.</p>				