

Carr Beck COVID-19 Risk Assessment (Coronavirus)

Company name: Turning Lives Around

Assessment carried out by: Kay Stewart

Date assessment was carried out: 10/420 – updated 9/6/20

Date of next review: 9.4.21

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>Staff with serious underlying medical health issues</p>	<p>You, staff,</p>	<p>Following Government guidelines with regard to those with underlying medical conditions which will put them at risk.</p> <p>GP issuing letters to the most vulnerable asking them to self-isolate at home for three months</p> <p>Ring any staff members self-isolating for three months weekly.</p>	<p>Check on Government guidelines 15th June for latest update on shielding employees</p> <p>Ring staff member to discuss her return to work.</p>	<p>KS</p> <p>KS</p> <p>KS</p>	<p>On going</p> <p>15/6/20</p> <p>10.6.20</p>	

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<p>Contact with potentially infectious client (those who have knowingly been in contact with someone who has been diagnosed with Covid-19)</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces.</p> <p>Staff, Clients, Support workers, contractors, maintenance workers, housekeepers</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 have informed clients that they must observe current government guidelines i.e. self-isolate for 14 days.</p> <p>Staff provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.</p> <p>Regular zoom meetings to discuss clients and any issues regarding COVID</p> <p>Staff to refrain from human contact (hand shaking, physical touching of any kind.</p>	<p>Those with underlying health conditions should proceed with increased precautions.</p> <p>Ring 111 for advice and to report any suspected COVID infection</p> <p>Inform GP at his request if a client becomes symptomatic.</p> <p>Continue to check client for symptoms developing.</p> <p>Arrange COVID test for any client showing symptoms.</p>	<p>Staff / Clients</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff, clients, visitors</p>	<p>When contact has been confirmed.</p> <p>If symptomatic</p> <p>If symptomatic</p> <p>If symptomatic</p> <p>On-going</p>	

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		<p>Keep in touch with client via phone in line with Carr Beck's current welfare check procedures.</p> <p>Staff to wear PPE during contact. With client.</p> <p>Provide clients and staff with information regarding hand hygiene, hand washing techniques, how to identify possible Coronavirus symptoms. Posters in communal areas and in.</p> <p>Clients given individual letters regarding keeping safe, social distancing</p>	<p>Ensure all clients have phones topped up so they can call us in emergency if they feel unwell.</p>	<p>Staff</p>		

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		<p>and reducing risk of infection and signs and symptoms of COVID-19</p> <p>Staff wash hands before and after each interaction with client.</p> <p>Practice good hand washing techniques to prevent.</p> <p>Staff to leave medication, food and alcohol at clients flat door</p> <p>Staff to monitor clients well being for signs of COVID-19</p> <p>If client is unwell with symptoms they must self-isolate in flat.</p>				

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		<p>Quarantine poster to go on the flat door.</p> <p>Communal areas closed.</p> <p>Clients encouraged to stay in flats</p> <p>Clients not to go into each other's flats. Staff to check CCTV</p> <p>Back garden closed.</p> <p>Clients encouraged to wash hands before coming to office.</p> <p>No visitors allowed into Carr Beck currently</p> <p>Staff/clients advised to sneeze/cough in to</p>				

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		tissues, dispose and sanitise hands/wash hands using proper technique immediately.				

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<p>Carrying out daily duties at Carr Beck</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 coming to work. If staff feel unwell then they need to stay at home.</p> <p>Staff rota's amended so staff are lone-working 12 hour shifts</p> <p>Staff handover kept to a 15 mins.</p>	<p>Staff to remind clients to maintain <i>social distance</i> of at least 2 metres at all times.</p> <p>Ensure PPE is available to all staff/visitors</p> <p>Ensure cleaning materials are always available</p> <p>Rota reviewed 25/5/20– staff no longer working 12 hour shifts. Two shifts per day with a maximum 3 hour overlap during middle of day. Will be reviewed as lockdown eases and staff return to normal working hours</p> <p>Update 25/5/20 – handovers now 30 minutes due to change in rota.</p>	<p>Staff / clients</p> <p>KS/Tripta/Matt</p> <p>KS / Tripta/ Matt</p>	<p>On going</p> <p>On going</p> <p>On going</p>	

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		<p>Maintain <i>social distance</i> of at least 2 metres at all times Marker on the floor 2 metres from the office door to remind clients of social distancing for clients not to cross when at the office door.</p> <p>Client activities are kept to a minimum and only done outside in the garden whilst observing social distancing with staff to facilitate.</p> <p>Clients to receive medication and alcohol through hatch in small office.</p>				

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		<p>Zoom meetings daily to keep staff up to date and to discuss clients, and to discuss latest information regarding good practice and COVID-19.</p> <p>Ordered appropriate PPE for staff – basic equipment for general use and higher grade masks and disposable aprons with arms available in case of a client becoming infected.</p> <p>No visitors allowed or non-essential contractors coming into Carr Beck.</p>				

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		<p>Staff given own pencil case to keep their own stationery to avoid contact with others.</p> <p>Staff to disinfect toilet seat after every use. Used disinfectant wipes to be placed in the designated bin with lid in toilet..</p> <p>One person at a time in the kitchen. When staff have finished they must wipe down kettle and surfaces.</p> <p>All staff to bring own mugs and food.</p> <p>Phones to be wiped after every use.</p>				

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		<p>Staff to use mask if they feel necessary or having to go into clients flats. Shoe covers to be worn in communal areas and staff flats.</p> <p>Hand dispensers ordered and put up near doors x 3.</p> <p>Central Office ordered 2 x dispensers and engineer came to fit them.</p> <p>Staff to order on line deliveries of food for vulnerable clients instead of assisting them to go out and do their shopping.</p>				

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		<p>Doorstep deliveries organised by Morrisons for vulnerable clients.</p> <p>Clean Start coming in to clean communal areas daily</p> <p>Clients advised of latest government guidelines e.g.</p> <p>You should only leave the house for 1 of 4 reasons:</p> <ul style="list-style-type: none"> • shopping for basic necessities, for example food and 				

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		<p>medicine, which must be as infrequent as possible</p> <ul style="list-style-type: none"> • one form of exercise a day, for example a run, walk, or cycle – alone or with members of your household • any medical need, or to provide care or to help a vulnerable person 				

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		<ul style="list-style-type: none"> • travelling to and from work, but only where this absolutely cannot be done from home <p>Hands to be washed regularly</p> <p>Hand gel to be used regularly (dispensers fitted at all entry points and doors.)</p>				

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		<p>All appointments to be arranged via phone.</p> <p>Arrangements for all client's medication to be delivered to Carr Beck office.</p> <p>Clients provided with soap and hand sanitiser and sufficient information on Coronavirus symptoms and hand washing technique/hand hygiene.</p> <p>Dr Glynn wears full PPE when visiting clients – clients not advised to go to the</p>				

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		surgery except by appt only.				
Using shared areas, computers equipment etc	Staff, Client Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces	Computers moved to ensure 2 metres apart. Desks arranged so that staff do not pass one another when moving around the office. Work areas to be wiped with disinfectant wipes before and after every shift.	Staff reminded to maintain 2 metres away from other staff in office Staff provided with PPE and cleaning products to maintain health and safety standards	Staff / KS KS/ Matt/Tripta	On going On going	

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		<p>Desks and personal work areas cleaned before and after each shift.</p> <p>Staff to wash hands regularly</p> <p>Staff to use hand sanitizers after each task</p> <p>Staff given own pencil case to keep their own stationery to avoid contact with others.</p> <p>Tablet to be thoroughly cleaned after each use.</p> <p>Staff advised to sneeze/cough in to tissues, dispose and</p>				

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		<p>sanitise hands/wash hands using proper technique immediately.</p> <p>New fobs ordered so all staff can have a full set of keys and personal door fob.</p>	<p>Fobs to be programmed into keypads</p> <p>New keys to be ordered</p>	<p>AD</p> <p>KS</p>	<p>10/6/20</p> <p>12/6/20</p>	<p>10/6/20</p> <p>12/6/20</p>
Contact with confirmed infected client	<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>Full PPE to be worn when in contact with client i.e. full apron with sleeves, face covering with filter, shoe covers, gloves etc</p> <p>Staff will inform the client that they must observe current</p>	<p>NHS advice to be followed by the client with regard self-isolation/treatment.</p> <p>GP to be informed at his request.</p> <p>Immediate communication to contractors, maintenance workers, other support workers or other agencies</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>When client is symptomatic</p> <p>When client is symptomatic</p>	

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		<p>government guidelines i.e. self isolate for 7 days</p> <p>Staff provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.</p> <p>Regular zoom meetings to discuss clients and any issues regarding COVID</p> <p>Staff to refrain from human contact (hand shaking, physical touching of any kind.</p> <p>Keep in touch with client via phone in line with Carr Beck's</p>	<p>who may visit and be unaware of the situation.</p> <p>Ring 111 to report infection and seek advice.</p> <p>Ring 999 if client is unwell or cannot breathe.</p>	<p>Staff</p> <p>Staff</p>	<p>When client is symptomatic</p> <p>When client is symptomatic</p>	

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		<p>current welfare check procedures.</p> <p>Staff to wear PPE during contact. With client.</p> <p>Provide clients and staff with information regarding hand hygiene, hand washing techniques, how to identify possible Coronavirus symptoms. Posters in communal areas and in.</p> <p>Staff wash hands before and after each interaction with client.</p> <p>Practice good hand washing techniques to prevent cross infection</p>				

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		<p>Staff to leave medication, food and alcohol at clients flat door.</p> <p>Staff to monitor clients well-being for signs of deterioration and ring 999 if necessary</p> <p>If client is unwell with symptoms they must self-isolate in flat. Quarantine poster to go on the flat door.</p> <p>Communal areas closed.</p> <p>Clients encouraged to stay in flats</p>				

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		<p>Clients not to go into each other's flats. Staff to check CCTV</p> <p>Back garden closed.</p> <p>No visitors allowed into Carr Beck currently</p> <p>Staff advised to sneeze/cough in to tissues, dispose and sanitise hands/wash hands using proper technique immediately.</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>Tenants, support workers, contractors, maintenance workers, cleaners</p>	<p>Deep clean arranged by Clean Start including disinfection of all 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>Renewals to be added following deep clean.</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>Areas disinfected and cleaned daily by Clean Start. Staff wipe down handles and doors when clients return to the scheme (not adhering to social distancing rules).</p> <p>Posters on notice board regarding latest COVID information and government guidelines, and advice on how to keep safe.</p> <p>Handwashing technique poster on wall and in clients flats.</p> <p>Clients advised not to come to office if another client is at the door or not congregate in communal corridor.</p>	<p>Update: 8.6.20 Housekeeper now returned to duty for cleaning Mondays and Fridays.</p>			

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		<p>Communal Lounge and communal kitchen are locked and not in use (all clients have own kitchens and lounges).</p> <p>Back garden locked currently. Clients can use front garden if they practice social distancing.</p> <p>Marker on the floor 2 metres from the office door to remind clients of social distancing for clients not to cross when at the office door.</p> <p>Communal shower room currently closed – all flats have shower/baths</p>				

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<p>Sharing surfaces, office equipment, kettle, toilets etc</p>	<p>Risk of contracting COVID-19 by touching contaminated surfaces then touching your face</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Only one staff allowed in staff kitchen at a time – staff to wipe down kettle, after use.</p> <p>Disinfectant wipes put in staff toilet to wipe seat after each use. Wipe to be discarded in waste bin provided for this use only.</p> <p>Each staff member to clean own working area before and after each shift.</p> <p>All cleaning products available to clean areas and surfaces, i.e. disinfectant wipes and spray, bleach, hand gel,</p> <p>PPE available for all staff including face</p>	<p>More lanyards and keys to be purchased so each staff member has own set and does not have to use others.</p>	<p>KS</p>	<p>1/6/20</p>	

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		<p>coverings, foot covers, gloves, face shields.</p> <p>Each staff member has own pencil case to keep stationery in for personal use.</p> <p>Each staff member given 2 reusable face masks.</p> <p>Additional door fobs ordered so each staff member has their own fob.</p> <p>Instructions on use of PPE emailed to all staff.</p>				

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<p>Staff Well being</p>	<p>Staff, visitors, contractors, volunteers, cleaners, Deliveries e.g. medication from chemist,</p>	<p>Regular zoom meetings with team colleagues to keep up morale and check on each other's well - being. All issues of concerns discussed.</p> <p>Regular telephone supervision with Manager</p> <p>Information sent via email regarding employee CIC programme.</p> <p>Staff contacted by Manager daily whilst lone working 12 hour shifts.</p> <p>Issues and incidents dealt with by more than one staff to</p>				

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		<p>reduce risk of undue stress.</p> <p>Staff can contact Manager for advice or assistance at any time during lockdown.</p> <p>Lone working 12 hour shifts and reduced hours at height of pandemic to reduce time travelling to work and reduce risk of infection due to social contact.</p>	<p>Rota reviewed 25/5/20– staff no longer working 12 hour shifts. Two shifts per day with a maximum 3 hour overlap during middle of day. Will be reviewed as lockdown eases and staff return to normal working hours</p>			
New client assessments	Staff, potential clients	Telephone assessments to be carried out if no current vacancies.				

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		<p>If a vacancy arises then potential clients will be invited to Carr Beck for assessment but will be provided with full PPE and social distancing will take place in the office.</p>				
<p>Underlying personal Health Issues and personal circumstances</p>	<p>Staff, clients, visitors</p> <p>Shielding family members of Carr Beck staff</p>	<p>One staff advised to shield by GP– now furloughed.</p> <p>PPE available for all staff to use at work.</p> <p>Staff understand risks of social distancing and staying at home – staff only coming to work and only going out for exercise when at home.</p>	<p>Follow government guidelines regarding shielding staff returning to work</p>			

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		Staff exercising safe working practices whilst at work (see above)				

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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, volunteers, cleaners,</p>	<p>Staff members who are able to work from home should do so.</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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<p>Potentially infected visitor</p>	<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>			

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		<p>Lone working 12 hour shifts and reduced hours at height of pandemic to reduce time travelling to work and reduce risk of infection due to social contact.</p> <p>Housekeeper did not come to Carr Beck during height of pandemic due to high risks. Clean Start took over temporarily.</p>	<p>Rota reviewed 25/5/20– staff no longer working 12 hour shifts. Two shifts per day with a maximum 3 hour overlap during middle of day. Will be reviewed as lockdown eases and staff return to normal working hours</p>			

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Working from home	staff	<p>No staff members working from home as no computer availability.</p> <p>Staff keeping up to date reading clients notes on Gateway via phone only when not on shift.</p>				