# Carr Beck COVID-19 Risk Assessment (Coronavirus)

## Company name: Turning Lives Around

## Assessment carried out by: Initial assessment completed by Kay Stewart. Updated by Caroline Sylvester

## Date assessment was carried out: 10/04/20 – updated 09/06/2020, 29/10/2021 and 09/02/2022

## Date of next review: 09/04/2022

| 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 |
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| **Staff with serious underlying medical health issues** | Staff members with underlying physical health concerns are at risk of contracting Covid-19 and are at risk of this complicating their pre-existing health concerns. | Some staff were previously shielding due to their own personal health risks. All staff are back in work.  Staff are following their own initiative in relation to PPE and further handwashing.  Appropriate PPE is available in the office which is regularly stock checked and further orders placed when required.  All staff have had the opportunity to have both Covid-19 jabs | All staff to be encouraged to have the booster Covid-19 jab. | Caroline / Senior Management |  |  |
| **Contact with potentially infectious client (those who have knowingly been in contact with someone who has been diagnosed with Covid-19** | Staff, Clients, Support workers, contractors, maintenance workers and housekeepers.  Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces.  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. | Staff have informed clients that they must observe current government guidelines regarding self-isolation.  Staff provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.  Staff to refrain from human contact (hand shaking, physical touching of any kind.  Staff to wear PPE during contact. With client.  Provide clients and staff with information regarding hand hygiene, hand washing techniques, how to identify possible Coronavirus symptoms. Posters in communal areas and in.  Clients given individual letters regarding keeping safe, social distancing and reducing risk of infection and signs and symptoms of COVID-19  Practice good hand washing techniques to reduce the risk of contamination.  Staff to monitor clients wellbeing for signs of COVID-19  If client is unwell with symptoms they must self-isolate in flat and extra support provided including providing food, medication and alcohol to be left at their flat door if required.  Clients encouraged to wash hands before coming to office.  Staff/clients advised to sneeze/cough in to tissues, dispose and sanitise hands/wash hands using proper technique immediately. | Continue to check client for symptoms developing.  Arrange COVID test for any client showing symptoms.  Self-isolation guidelines now state that the period for self-isolation is 10 days. | Staff  Staff | After contact is confirmed with a Covid-19 positive person  Once a client starts to display symptoms. |  |
| **Carrying out daily duties at Carr Beck** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces  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. | Staff to appraise their own health before coming to work. If staff feel unwell then they need to stay at home.  Staff reminding clients to maintain *social distance* of at least 2 metres at all times.  Regular PPE checks in place and further orders placed with admin team.  Client activities are kept to a minimum and only done outside in the garden whilst observing social distancing with staff to facilitate.  Clients to receive medication and alcohol through hatch in small office.  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.  Staff to use mask if they feel necessary or having to go into clients flats.  Clients provided with soap and hand sanitiser and sufficient information on Coronavirus symptoms and hand washing technique/hand hygiene. | Client activities reviewed and are recommencing with extra precautions in place – only 4 people allowed in the lounge at any time, to ensure that there is good ventilation in the lounge. Staff to wear masks at their own discretion in group work settings.  One to one work now taking place in either the small office or in the communal kitchen due to it being a larger space to facilitate social distancing. |  |  |  |
| **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.  Desks and personal work areas cleaned before and after each shift.  Staff to wash hands regularly  Staff to use hand santitizers after each task  Staff given own pencil case to keep their own stationery to avoid contact with others.  Tablet to be thoroughly cleaned after each use.  Staff advised to sneeze/cough in to tissues, dispose and sanitise hands/wash hands using proper technique immediately.  All staff have a full set of keys and personal door fob. | 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 |  |
| **Contact with confirmed infected client** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces  Tenants, support workers, contractors, maintenance workers | Full PPE to be worn when in contact with client i.e. full apron with sleeves, face covering with filter, shoe covers, gloves etc  Staff will inform the client that they must observe current government guidelines i.e. self isolate for 10 days  Staff provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.  Staff to refrain from human contact (hand shaking, physical touching of any kind.  Keep in touch with client via phone in line with Carr Beck’s current welfare check procedures.  Staff to wear PPE during contact. With client.  Provide clients and staff with information regarding hand hygiene, hand washing techniques, how to identify possible Coronavirus symptoms. Posters in communal areas and in.  Staff wash hands before and after each interaction with client.  Staff to leave medication, food and alcohol at clients flat door.  Staff to monitor clients well-being for signs of deterioration and ring 999 if necessary  If client is unwell with symptoms they must self-isolate in flat.  Staff advised to sneeze/cough in to tissues, dispose and sanitise hands/wash hands using proper technique immediately. | NHS advice to be followed by the client with regard self-isolation/treatment.  GP to be informed at his request.  Immediate communication to contractors, maintenance workers, other support workers or other agencies who may visit and be unaware of the situation.  Ring 111 to report infection and seek advice.  Ring 999 if client is unwell or cannot breathe. | Staff  Staff  Staff  Staff  Staff | When client is symptomatic  When client is symptomatic  When client is symptomatic  When client is symptomatic |  |
| **Residual bacteria following move-on of client** | Risk of contracting COVID-19 by touching contaminated surfaces  Tenants, support workers, contractors, maintenance workers, cleaners | Staff at scheme have resumed cleaning flats to get them ready for the next client to move in with extra precautions in place. |  |  |  |  |

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| **Areas of high footfall (communal areas/hallway/kitchen/WC)** | Risk of contracting COVID-19 by breathing respiratory droplets from an infected person  Staff, visitors, contractors, volunteers, cleaners, | Housekeeper now returned to duty for cleaning Mondays and Fridays.  Posters on notice board regarding latest COVID information and government guidelines, and advice on how to keep safe.  Handwashing technique poster on wall and in clients flats.  Clients advised not to come to office if another client is at the door or not congregate in communal corridor. |  |  |  |  |
| **Sharing surfaces, office equipment, kettle, toilets etc** | Risk of contracting COVID-19 by touching contaminated surfaces then touching your face  Staff, visitors, contractors, volunteers, cleaners, | Each staff member to clean own working area before and after each shift.  All cleaning products available to clean areas and surfaces, i.e. disinfectant wipes and spray, bleach, hand gel,  PPE available for all staff including face coverings, foot covers, gloves, face shields.  Each staff member has own pencil case to keep stationery in for personal use.  Instructions on use of PPE emailed to all staff. |  |  |  |  |
| **Staff Well being** | Staff, visitors, contractors, volunteers, cleaners,  Deliveries e.g. medication from chemist, | Information sent via email regarding employee CIC programme.  Issues and incidents dealt with by more than one staff to reduce risk of undue stress. |  |  |  |  |
| New client assessments | Staff, potential clients | Face to face assessments have resumed. Staff are wearing masks and maintaining social distancing. |  |  |  |  |
| **Underlying personal Health Issues and personal circumstances** | Staff, clients, visitors  Shielding family members of Carr Beck staff | PPE available for all staff to use at work.  Staff understand risks of social distancing and staying at home – staff only coming to work and only going out for exercise when at home.  Staff exercising safe working practices whilst at work (see above) |  |  |  |  |
| **Potentially infected member of staff** | Risk of contracting COVID-19 by respiratory droplets or sharing equipment (desk, keyboard, mouse, etc)  Staff, visitors, contractors, volunteers, cleaners, | Ensure staff call in to inform of symptoms at earliest possible opportunity. They should not feel compelled to turn in for work.  Ensure staff members displaying symptoms are sent home immediately. Work station should put out of use and subsequently disinfected.  Advise employees not to shake hands with visitors.  Staff to question visitor over health status before permitting access to the building. | Once a diagnosis is gained, all staff who have had direct contact with the individual to self-isolate as per government guidelines. |  |  |  |
| **Potentially infected visitor** | Risk of contracting COVID-19 by respiratory droplets or through physical contact.  Staff, visitors, contractors, volunteers, cleaners, | Visitor to be encouraged to wear appropriate PPE, regularly hand wash and practice social distancing whilst on scheme. |  | All staff | Continually. To be reviewed at next risk review |  |
| **Travelling to and from work** | Staff using public transport or taxis | Staff provided with face coverings and gloves to wear on public transport.  Normal working hours reintroduced. |  |  |  |  |