# Dispersed Beacon 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

**Reviewed: 09 /06/20 16/10/20 10/1/21**

| 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 |
| --- | --- | --- | --- | --- | --- | --- |
| **Visiting potentially infectious client** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfaces.Support workers, contractors, maintenance workers, 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. | Clients provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms.Susceptible staff identified. 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. Staff provided with information regarding hand hygiene, hand washing techniques, Coronavirus symptoms – Team briefing on symptoms and register to confirm attendance and understanding. Staff to ask clients the day of visit to establish whether client has any symptoms of Coronavirus. If client is unwell with symptoms advise them to self-isolate and call 111 for guidance – Do not visit.Staff supplied with portable alcohol based hand sanitising gel. Ensure there is sufficient stock at the office. Staff to use hand sanitising fluid immediately after visiting a client.Staff to refrain from human contact (hand shaking, physical touching of any kind.) Staff to keep contact with surfaces to an absolute minimum. Colleagues to follow self-isolation guidelines if they or members of their family become unwellColleagues to keep in touch with their colleagues and line manager and to give particular consideration to each other’s emotional health and well-being at this difficult timeThe gateway risk alerts now incorporate COVID-19 risk and diagnosisAll support workers to have access to hand sanitiser for use outside of the office and to use after a visit and before they get back into their carWhere possible assessments to be completed over the phone.Regular letters and updates provided to clients through signage in communal areas, discussions on the phone and in person and in the client Newsletter “Here & Now” Regular discussion in team meetings on safe ways of working.Regular supplies of appropriate PPE obtained from suppliers and Central Office. |  | Scheme Manager, Senior Worker, Dispersed Team |  | In place 23/3/20 |
| **Visiting potentially susceptible client** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfacesHigh 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 a visit. Postpone visit if feeling unwell (cold/flu) symptoms. High risk clients to be provided with soap and hand sanitiser and sufficient information on Coronavirus symptoms and hand washing technique/hand hygiene. Refrain from human contact (hand shaking, physical touching of any kind.)Keep contact with surfaces to an absolute minimum. Maintain *social distance* of at least 2 metres at all times.Use hand sanitising fluid immediately before visiting a client (and after.)Consideration to be given to eliminating the risk to particularly susceptible groups by embracing us of technology over face to face contact (if plausible.) E.g Skype, phone calls, etc. |  |  |  |  |
| **Shared facilities (Kitchens, bathrooms, living areas, or any communal spaces.)** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfacesTenants sharing communal facilities | Tenants advised to clean communal surfaces after use.Tenants advised to sneeze/cough in to tissues and then dispose of them responsibly. Tenants advised to avoid physical contact and maintain a reasonable distance. Tenants advised on the importance of washing hands regularly and using proper technique.Tenants 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. |  |  |  |  |
| **Confirmed infected client** | Risk of contracting COVID-19 by breathing respiratory droplets or through touching contaminated surfacesTenants, support workers, contractors, maintenance workers | NHS advice to be followed by the client with regard self-isolation/treatment. Immediate communication to contractors, maintenance workers, other support workers or other agencies who may visit and be unaware of the situation. Support to be maintained to the client by use of telephone, video calls, skype, etcTHE BELOW PROVISIONS SHOULD ONLY BE PUT IN TO PLACE IF AUTHORISED/RECOMMENDED BY THE NHS;Consideration of moving other clients sharing the accommodation to other premises. Consideration of allocating personal cooking facilities to the confirmed infected client.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) |  | Scheme Manager, Senior Worker, Dispersed Team |  | In place 23/3/20 |
| **Residual bacteria following move-on of client** | Risk of contracting COVID-19 by touching contaminated surfacesTenants, support workers, contractors, maintenance workers, cleaners | Void cleans carried out with emphasis on disinfection of surfaces. Cleaners to wear suitable and sufficient PPE and to dispose of single use PPE correctly and responsibly. Repair works to be carried out **after** property has been cleaned. |  |  |  |  |
| **Areas of high footfall (communal areas/hallway/kitchen/WC)** | Risk of contracting COVID-19 by breathing respiratory droplets from an infected personStaff, visitors, contractors, volunteers, cleaners,  | Staff advised to sneeze/cough in to tissues, dispose and sanitise hands/wash hands using proper technique immediately. Alcohol based hand sanitiser available in the office. Hand hygiene/Hand washing technique posters/leaflets displayed in prominent locations throughout the office. |  |  |  |  |
| **Communal surfaces** | Risk of contracting COVID-19 by touching contaminated surfaces then touching your faceStaff, visitors, contractors, volunteers, cleaners, | Communal areas cleaned weekly by housekeeper.Additional cleaning of common surfaces daily by staff using officeHand sanitiser available at front entrance of 6 Middleton Crescent and restocked by staff as required |  |  |  |  |
| **Human close contact in office environment** | Risk of contracting COVID-19 by breathing respiratory droplets from an infected personStaff, visitors, contractors, volunteers, cleaners, | Follow government and TLA guidelines about working from home Team meetings still taking place virtuallyClose contact generally minimal. Screens in place around desks.Additional desks available in back office and upstairs office.Employees to be made aware of risks of spread of respiratory droplets and keeping a reasonable distance from others where possible. Clients discouraged from using the office for appointments, but where this is unavoidable, use the back office with clients entering and leaving by the back door, sat at a safe 2 metre distance during the appointment, with chairs and surfaces disinfected after the meeting. Surfaces to be cleaned and disinfected at the beginning and end of each day:* Desks used including keyboard and mice
* Phones used
* Door handles
* Light switches
* Fridge and kettle handles
* Alarm buttons
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| **Car Sharing** | Risk of contracting COVID-19 by respiratory droplets or through physical contact or touching contaminated surfaces.Staff, visitors, clients, volunteers | Car sharing to be kept to a minimum. Car sharing is permitted in urgent/emergency circumstances where there are no other options. Driver/Passenger(s) to wear a face covering at all times.Open windows for ventilation.Travel side-by-side or behind other people, rather than facing them, where seating arrangements allowConsider seating arrangements to maximise the distance between people in the vehicle. |  |  |  |  |