


## **Risk and Guidance to be used throughout Corona Virus (COVID 19) outbreak and until further notice**

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.







This is a **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employee should consider their own unique circumstances and seek clarification of any issues that arise that are not covered. It is important to remain calm in such situations as occurring currently and to apply the guidance and read the information contained in the links. This document has been prepared using current guidance which is intended to keep everyone safe and well.

COVID 19 is thought to mainly occur through respiratory droplets generated through coughing and sneezing and through contact with contaminated surfaces. Therefore, we have prepared this document on this basis.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Complete (initials)
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• <b>PWE</b></li> <li>• <b>Visitors to your premises</b></li> <li>• <b>Domestics</b></li> <li>• <b>Contractors</b></li> <li>• <b>Drivers</b></li> <li>• <b>Vulnerable groups – PWS</b></li> <li>• <b>Pregnant workers, those with existing underlying health conditions</b></li> <li>• <b>Any other potential contact</b></li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water and Medi hand gel in place.</li> <li>• Stringent hand washing taking place.</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> </ul>	<p>Employees/ People we support to be reminded by on site manager/ senior on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage PWE to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health and one-page policy quick guide</p> <div style="text-align: center;">  </div> <p>Coronavirusquickguid e7420LD.docx</p>	Line managers/seniors	

		<ul style="list-style-type: none"> <li>• PWE encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Ensure posters, leaflets and other materials are available for display throughout the building and upon entry</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed and hand sanitiser stocks are at acceptable level.</p> <p>Regular sanitation of the doorway to be accrued out by maintenance team</p> <p>Regular deep cleaning (every few hours) is undertaken of communal areas.</p> <p>Line managers must ensure people have appropriate PPE for this purpose.</p>	<p>Line managers/ seniors</p> <p>Line managers/ seniors</p> <p>Maintenance team</p> <p>All team members</p> <p>Line managers/ seniors</p>	
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		<p><b>Social Distancing</b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place.</p> <p>Social distancing also to be adhered to in all areas including smoking area.</p> <p>PWS to be encouraged to remain in their bedroom. If worker goes into bedroom social distancing needs to continue. All PWE given PPE for entering peoples rooms if they cannot exercise social distancing.</p> <p>Conference calls to be used instead of face to face meetings.</p>	<p>PWE and PWS to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Review the rota to safe working practices and ensure only consistent workers are assigned to individual PWS. If below safe numbers agency staff must be assigned. The line manager must ensure that this is a consistent agency team and limit the number of people attending service. Seek advice from HR re agency to use during this time.</p> <p>Review public areas and ensure minimum staffing only and people have been instructed on what is a safe social distance.</p> <p>Consider use of kettles etc in PWS rooms to avoid coming out of social isolation. <b>NB</b> you must risk assess this.</p> <p>Review all meetings to ensure only essential traffic to/from resource</p>	<p>Line managers/ seniors</p> <p>Line managers/ seniors</p> <p>Line managers/ seniors</p>	
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		<p>Ensuring enough rest breaks for PWE.</p> <p><b><u>Wearing of Gloves</u></b>          Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. PWE will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>PPE</u></b>          For supported Living – see message on Nourish  <b>Supported Living and residential support guidance change dated 28.4.20</b></p> <div style="display: flex; justify-content: space-around;">   </div> <p>Domiciliary_care_guid COVID-19_How_to_w          ance_final28.4.20.pdf ork_safely_in_care_hor</p>	<p>Review processes to ensure low foot fall. Only visit or attend resource if necessary</p> <p>Review the opportunity for regular hourly breaks for PWE.</p> <p>Ensure PWE are using PPE for infection control purposes i.e. when supporting personal care. <b>If social distancing measures cannot be maintained</b> supply gloves and face masks.</p> <p>Ensure a supply of PPE stock is available and this is monitored weekly.</p> <div style="display: flex; justify-content: space-around;">   </div> <p>20200419 PPE op NY+Y PPE flowchart          guidance (7).docx approved v.2 22-04 (7</p> <div style="display: flex; justify-content: space-around;">   </div> <p>PHE_COVID-19_Donni Correct use of          ng_quick_guide NYY ('surgical face masks fc</p> <p>SMT to manage stock</p>	<p>Line managers/          seniors          Line managers/          seniors</p> <p>Line managers/          seniors</p> <p>Line managers/          seniors</p> <p>Steven          Drewitt</p>	
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		<p><b>Do I always have to put on PPE when supporting? Regardless of their symptoms?</b></p> <p>As there is now sustained transmission of COVID-19, we recommend the use of a <b>face mask</b> regardless of whether the person you are supporting have symptoms or not. Other items of PPE, such as eye protection, gloves and aprons will be dependent on the task that you are completing.</p> <p><b>It is recommended that you can continuously use face masks and eye protection whilst supporting one or more person.</b></p> <p>There is no evidence to suggest that replacing face masks and eye protection between each person we support would reduce risk of infection to you. In fact, there may be more risk to you by repeatedly changing your face mask or eye protection as this may involve touching your face unnecessarily.</p> <p>We recommend you use face masks continuously until you need to remove it (e.g. to drink, eat, take a break from duties, or to travel on public transport), both to reduce risk to you and to make it easier for you</p>	<p>Managers to ensure appropriate message on Nourish</p> <p>PWE to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test.</p> <p>Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</p> <p>Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)</p> <p>Reference <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>	<p>Line managers/ seniors</p> <p>Line managers/ seniors</p>	
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		<p>to conduct your usual work without unnecessary disruption.          You may wear the same face mask between different support episodes, if it is safe to do so whilst travelling. This includes travelling between households on foot or by car or by public transport, so long as you do not need to take the mask off, or lower it from your face.</p> <p><b>You should not touch your face mask.</b>          You can wear the same face mask between PWS whether or not they have symptoms of COVID-19. However, When you take a break or otherwise need to, you should remove your face mask and eye protection and replace it with a new face mask for your next duty period. You must ensure your eye protection it is appropriately cleaned when you remove it/ before next use. There may be circumstances that you would need to remove and replace your face mask or eye protection before a break or you otherwise feel you need to, as described in the following section.</p>	<p>Review and record that all PWE have viewed and understood the video relating to safe use of PPE.</p>		
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		<p><b>Are there circumstances when I should replace my face mask or eye protection before my break for example?</b></p> <p>Yes. A face mask should be discarded and replaced and NOT be subject to continued use in any of the following circumstances:</p> <ul style="list-style-type: none"> <li>•• if damaged</li> <li>•• if soiled (e.g. with secretions, body fluids)</li> <li>•• if damp</li> <li>•• if uncomfortable or causing skin irritation</li> <li>•• if difficult to breathe through</li> </ul> <p>Eye protection such as goggles should be decontaminated after each use and NOT be subject to continued use in any of the following circumstances:</p> <ul style="list-style-type: none"> <li>•• if damaged</li> <li>•• if soiled (e.g. with secretions, body fluids)</li> <li>•• if uncomfortable or causing skin irritation</li> </ul> <p>When removing and replacing PPE ensure you are 2 metres away from people we support and other employees – see Donning of PPE video <a href="http://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-carehomes/">www.gov.uk/government/publications/covid-19-how-to-work-safely-in-carehomes/</a></p>			
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		<p><a href="#">covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video</a> Face masks can be worn for up to 8 hours.</p> <p>When working in communal areas with PWS- no direct contact with PWS though potentially within 2 metres of resident(s) <b>a face mask is still required.</b></p> <p>For tasks such as: working in dining rooms, lounges, corridors etc. If practical, residents with respiratory symptoms should remain inside their room, they should be encouraged to follow good respiratory hygiene. If unable to maintain 2 metre distance from a PWS that is coughing then follow recommendations above.</p> <p>Note: PPE is only effective when combined with: hand hygiene (cleaning your hands regularly and appropriately); respiratory hygiene <a href="https://coronavirusresources.phe.gov.uk/hand-hygiene">https://coronavirusresources.phe.gov.uk/hand-hygiene</a> and avoiding touching your face with your hands, and following standard infection prevention and control precautions.</p> <p><b>Use of eye protection</b></p> <p>Eye protection is not required if you are not within 2 metres of someone</p>			
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		<p>with a cough. Eye protection may be needed for care if you cannot maintain a 2 metre distance and is needed for certain tasks where there is risk of droplets or secretions from the resident's mouth, nose, lungs or from body fluids reaching the eyes (e.g. prolonged tasks near residents who are repeatedly coughing or who may be vomiting). Use of eye protection should be discussed with your manager and you should have access to eye protection (such as goggles). If you are provided with goggles, then you should be given instructions on how to clean and store them between visits. Eye protection can be used continuously while providing care, until you need to take a break from duties.</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p><a href="https://www.youtube.com/watch?v=s2z1uM1fXN8">https://www.youtube.com/watch?v=s2z1uM1fXN8</a></p>			
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		<p><b>Symptoms of Covid-19</b>                  If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. PWE will be asked to complete referral to testing.</p> <p>PWE will be advised to communicate the results of testing to their line manager. SMT/Managers will keep record of numbers of positive testing for monitoring purposes.</p> <p>Line managers will maintain regular contact with PWE members during this time. No PWE will be able to return to work unless clear of symptoms. Upon return a back to work interview must take place.</p> <div style="text-align: center;">                        Flow Chart - Updated.pdf                 </div> <p>If advised that a PWE has developed Covid-19 and were recently on our premises (including where a member of PWE has visited other work place premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in</p>	<p>Managers to ensure they are familiar with referral to testing sites using appropriate link.                  Please share this link <a href="#">COVID*TEST*FORM</a> or the attached QR code to help people submit their responses.</p> <p>Line managers to complete back to work interviews with all returning workers. If the person was symptomatic/tested positive, on their return, after 10 days, they will have their temperature taken by their manager at the return to work. If a person is returning from furlough and voluntary returning despite being advised to shield, this will be captured in the return to work. We would still not recommend the individual returning but be clear that they return at their own risk.</p> <p>Contact to be made with individuals that are isolating as key point of contact to check they are coping.</p> <p>All other PWE remaining at work to be given contact for external support including option to ask questions/ 'rant' or cry if necessary. Comms attached.</p> <p>Line managers to ask PWE where they have worked over past two weeks and</p>	<p>Line managers/ seniors</p> <p>PWE/Line managers/ SMT</p> <p>Line managers/ seniors</p> <p>Line managers/ seniors /SMT</p> <p>SMT</p>	
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		<p>contact with them and will take advice on any actions or precautions . The link is below and you need to enter the postcode for your nearest PH team.  <a href="https://www.publichealth.uk">https://www.publichealth.uk</a></p> <p><b><u>PWS is showing symptoms</u></b>          If the PWS have developed symptoms of an infection, then we must ensure that both they and others we support are kept safe and well. If PWS are displaying symptoms then we must ensure that they maintain self-isolation in their own bedroom. They <b>must not</b> use shared facilities. If this is not possible then the areas that they <b>have shared</b> with others must be disinfected after every time the contact occurs i.e. bathroom areas.</p>	<p>who they have worked with. This can be completed via the COVID test form.</p> <p>Line managers to alert their colleagues in other services of this occurring/ Line managers to alert SMT/HR of this occurring.</p> <p>SMT to maintain log of people sent for testing and results of testing.</p> <p>Line managers to maintain regular contact with PWE who are absent from workplace.</p> <p>Line managers to ensure all the measures are followed and PPE stock is available.</p>	<p>Line managers/ seniors</p> <p>Line managers/ seniors</p> <p>Line managers/ seniors</p> <p>Line managers/ seniors</p>	
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		<p>This is to avoid cross contamination. Be aware that COVID 19 infection can remain on surfaces for up to 72 hours. Guidance on what to look out for in symptoms has already been shared with you via quick guide. Every PWE entering that the PWS bedroom must exercise safe distancing or if this is not possible, they must be wearing PPE including masks.</p> <p><b>PWS has confirmed diagnosis</b></p> <p>If the PWS has a diagnosis, then we must ensure that both they and others we support are kept safe and well. If PWS are displaying symptoms, then we must ensure that they maintain self-isolation in their own bedroom. They <b>must not</b> use shared facilities. If this is not possible then an area of the building or relocation to another building must be considered.</p> <p>This is to avoid cross contamination. Be aware that COVID 19 infection can remain on surfaces for up to 72 hours so if moving an individual their living area must be decontaminated. Every PWE entering that the PWS bedroom <b>must</b> be wearing PPE including masks.</p>	<p>Line managers to ensure all the measures are followed and PPE stock is available</p> <p>Line managers and Ops managers to consider movement to other resources.</p>	<p>Line managers/ seniors</p> <p>Line managers/ seniors/Ops Managers</p>	
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		<p><b><u>Use of vehicles</u></b> Ensure that all persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b> Management will promote mental health &amp; wellbeing awareness to PWE during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p><b><u>Communication</u></b> Senior management and managers will maintain good communication with workforce at all times.</p>	<p>Risk assessment to be carried out by Line Manager and information recorded on Nourish. Advice to be sought from John Spedding if unsure.</p> <p>Mental Health and wellbeing information including activities prepared by Voice found on Learning System. Line Managers to encourage people to access resources and to remind regularly that they are available. This includes access to EAP.</p> <div style="text-align: center;">               Covid-19 Activity GuideV2.pdf         </div> <p>SMT and Ops managers will meet every morning (COBRA) to agree messages to be disseminated and comms network. These will be shared in the first instance with Managers.</p> <p>Managers are expected to cascade key messages.</p> <p>Comms from CEO to be distributed once per week with all essential key messages.</p>	<p>Line Manager/ John Spedding</p> <p>Matt Knibbs/ Voice Network/ Line Managers</p> <p>SMT</p> <p>Line managers/ seniors</p> <p>Steven Clough/SMT</p>	
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*J Spedding*

Signed by:-

John Spedding - Corporate Governance & Quality Assurance Manager

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