

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

This is a dynamic document that is regularly reviewed and changed in line with national guidance, if you have any queries about anything in the document please contact us

Coronavirus (COVID-19) organisation risk assessment

Contents

- Travel
- Access & Egress
- Home visits
- Welfare
- DSE
- Mental health / stress
- Statutory documentation including Legionella

We rely on everyone in the organisation to take responsibility for their actions and behaviours in order to minimise the risk of spread of infection.

Assessment date: 21st December 2020

Review date: 31st January 2021

Version: 2.2

Hazard	Risk	Control measures	RR	Persons at risk
Travelling to work - risk of COVID infection from others	4 x 3 = 12	<ul style="list-style-type: none"> • Staff to only travel to work as agreed with manager • Personal vehicle, bike or walking to be conducted where possible to complete commute to and from work • Aim to minimize the frequency and amount of time using public transport • If using public transport, face covering is mandatory • Look to travel outside rush hour periods where possible • Starting / finishing times for staff to be varied to 	4 x 1 = 4	Individual staff

		limit exposure		
Suspected case whilst working remotely	4 x 3 = 12	If a staff member develops a high temperature, a new, persistent cough or loss of smell/taste they should: <ol style="list-style-type: none"> 1) Contact manager. Contact NHS 111 to discuss symptoms and arrange for testing as appropriate 2) Refrain from attending office or undertaking any home visits for a period of 7 days 3) Follow self isolation advice provided by NHS 	4 x 1 = 4	Individual staff
Suspected case whilst working within the office	4 x 4 = 16	If a staff member develops a high temperature, a new persistent cough or loss of smell/taste they should: <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything in office 3) Contact NHS 111 to discuss symptoms and arrange for testing as appropriate 4) Follow self isolation advice provided by NHS 5) Discuss with manager re ability to work from home if appropriate 	4 x 1 = 4	Individual staff
Access / egress to the office	4 x 4 = 16	<ul style="list-style-type: none"> • Any staff member that has the ability to work from home shall continue to do so • Staff complete Track and Trace sign in sheet / scan NHS app QR code • Continue staggered start / finish times and lunch breaks to reduce congestion • Operate the office at minimum capacity to avoid exposure to others • Where possible, remove any touch points to limit contact around the office • All staff members required to wash their hands regularly (20 seconds) • Hand sanitiser available in all offices for staff and visitors • Continue social distancing (1m plus) whilst walking around the premises • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times • One person using the stairs at a time is preferred, hand rails should still be used and wiped down by each user. • One way systems have been implemented where possible 	4 x 1 = 4	Individual staff
Home visits and working with clients outdoors	4 x 4 = 16	<ul style="list-style-type: none"> • Home visit only where it has been requested by carer/client • If visits can be done outdoors – this should be primary route to take • If anyone in client household or own household experiencing Covid-19 symptoms, do not proceed with visit unless to provide essential care (i.e. medication, 	4 x 1 = 4	Individual staff, clients

		<p>personal care, feeding – using appropriate Personal Protective Equipment)</p> <ul style="list-style-type: none"> • If extremely vulnerable – only proceed with home visit if essential and face coverings must be worn • If BAME – face coverings must be worn • Outdoor activities can be supported if within group numbers provided by government and maintaining social distance and hygiene principles 		
Welfare & hygiene - sanitary conveniences, rest areas and eating areas	$4 \times 4 = 16$	<ul style="list-style-type: none"> • Staff to wash their hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS • Staff advised to avoid touching their face/eyes/nose/mouth with unwashed hands and cover any cough or sneeze with a tissue then throw it in the bin. • Increased cleaning rota / schedule in each work area • Enhanced cleaning regimes for toilet facilities particularly door handles, light switches, taps locks and the toilet flush • Suitable and sufficient rubbish bins for hand towels provided with regular removal and disposal. • Sufficient supplies of soap, hand sanitiser and paper towels remain in place • Staff to bring pre-prepared meals and refillable drinking bottles from home • Staff to wash hands prior to handling / eating food and to stay 2m away from one another • Crockery and eating utensils provided will be cleaned by individual users before and after use • Drinking water is provided with enhanced cleaning measures of the tap mechanism (wiped down after each use) • Tables cleaned between each use • Based on the size of each facility, determine how many people can use it at any one time to maintain correct social distance • Increase ventilation where possible particularly within enclosed spaces • Staff advised to complete regular clothes washing after coming into office ((there is evidence to suggest the virus can stay on fabrics) 	$4 \times 1 = 4$	Individual staff
Use of display Screen Equipment (DSE)	$3 \times 3 = 9$	<ul style="list-style-type: none"> • DSE assessment in the office to be kept under review to ensure controls in place remain effective and that 1m plus social distancing remains in place • Training and virtual physio information available upon request should any new difficulty arise from previous home working • Regular breaks away from the screen are encouraged with regular stretching 	$3 \times 1 = 3$	Individual staff

		<ul style="list-style-type: none"> Equipment to be checked to ensure ongoing operation and to report concerns to line management Hot desking arrangements are suitably set up by the individual user before use in accordance with prevailing H&S advice. 		
Stress - including mental health	$4 \times 4 = 16$	<ul style="list-style-type: none"> Remote staff to receive regular contact via online team meeting or line management calls Advised staff of technology apps that can assist with stress management and / or mental health Employees advised about advice available, including confidential employee assistance programme (EAP) and Not Just Coaching Stress assessments available from HR specialists where appropriate Flexible working arrangements in place Mental health first aider support and training regularly reviewed 	$4 \times 1 = 4$	Individual staff
Control of water systems - Legionella	$4 \times 4 = 16$	<ul style="list-style-type: none"> Water risk assessment to be reviewed to ensure scheme of control remains in place and effective Seek the advice from water treatment contractor as required Seldom used water outlets to be flushed weekly and temperature checks continue Cleaning and disinfection regime to continue Landlord / building management to check in regards to checking Legionella compliance 	$4 \times 1 = 4$	Individual staff, contractors, client
Statutory compliance - risk of breaching requirements	$4 \times 4 = 16$	<ul style="list-style-type: none"> Ensure documentation is available to prove that equipment requiring statutory examination has taken place (e.g. PAT testing) Speak to specialist contractor regarding advice on using equipment again and follow manufacturer instructions Where equipment has exceeded the date, place equipment out of use until testing completed and equipment deemed operational again 	$4 \times 2 = 8$	Individual staff

Training

<https://www.gov.uk/coronavirus>

<https://www.hse.gov.uk/news/coronavirus.htm>

If symptoms are detected, call **NHS on 111** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs