

Coronavirus risk assessment and contingency plan for the workplace

This is a Generic risk assessment and contingency plan for dealing with the current COVID-19 situation in the workplace. It is not likely to cover all scenarios; we will consider unique circumstances as and when they arise, and more specific assessments will be completed when deemed necessary. To Keep up to date with HSE advice to workplaces in this fast changing situation visit <https://www.hse.gov.uk/news/coronavirus.htm>

Information on the virus:

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020

The main Signs and symptoms of COVID-19:

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- A new, continuous cough
- A loss or change to your sense of smell or taste
- A high temperature

How COVID-19 is spread

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 meters) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions containing the virus are most likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes, in the same way colds spread.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 meters) or possibly could be inhaled into the lungs
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face). Our current understanding is that the virus does not survive on surfaces for longer than 72 hours



Preventing the spread of infection

The best way to prevent infection is to avoid being exposed to the virus. There is currently no vaccine to prevent COVID-19

There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water or use alcohol sanitizer that contains at least 60% alcohol if handwashing facilities are not available - this is particularly important after taking public transport. Guidance is available on hand washing
- covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See Catch It, Bin It, Kill It poster
- people who feel unwell should stay at home and should not attend work
- employees should wash their hands:
 - before leaving home
 - on arrival at work
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving work
 - on arrival at home
- avoid touching your eyes, nose, and mouth with unwashed hands
- clean and disinfect frequently touched objects and surfaces and hand washing help to reduce the risk of infection

Covid measures for reopening of services

- One entrance to be used at each service.
- Station to be set up in the entrance area where x2 staff in full PPE will take the temperature, sanitise hands and apply PPE to each customer as they enter the building. Face visors to be named with permanent marker. Also, a colour coded lanyard to be applied (this will be a good reference and reminder for not only the customer but staff as well). Parents/carers need to be encouraged to buy their own face coverings/masks.
- If temperature above 37.8C, individual to be taken to isolation room. The temperature then needs to be re checked 20 mins later to see if it has come down. If no other symptoms present and temperature falls, customer can re-join activities. If temperature remains high, arrangements for family/carers to collect the individual.
- Once PPE applied, staff member to take customer to designated area for their activities. These areas will be colour coded (green, blue, and orange) and clearly marked out.
- At break times and lunch times, customers to stay in their designated area. May need to look at purchasing extra kettles and drink making facilities.
- Customers to bring in packed lunch (unless agreed otherwise).
- When customers need to use the bathroom, each coloured zone will have a corresponding toilet which they are to use. E.g. Green zone to use green toilet. These are to be clearly marked out.
- When customers leave, they are to go out the way they came in. One staff member in full PPE, will ensure customers PPE is removed and put into sanitising bin. Also, lanyards will be removed.
- Staff team to ensure cleaning of face visors (Anti-bac spray) and any cloth face masks to go on a 60-degree wash. A safe place for visors to be hung needs to be made.
- Strict cleaning rota to be in place and to happen throughout the day.
- Deep clean at the end of the day
- Ensure rooms are well ventilated.

Generic Risk Assessment

What are the Hazards	Who might be harmed	Controls required	Additional controls	Action by who
<p>Spread of Covid -19 Coronavirus</p>	<p>Staff Visitors Customers Contractors Delivery drivers Drivers & bus escorts</p>	<p>Hand washing</p> <ul style="list-style-type: none"> • Hand washing/hand sanitizer in place • Ensure stringent hand washing is taking place • See hand washing guidance • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying hands with disposable paper towel, instead of hand dryers. <p>Cleaning</p> <p>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>Employees to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>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>Disposable hand towel to be made available throughout the workplace</p> <p>Encourage staff to report any problems from using products or PPE.</p> <p>To help reduce the spread of the coronavirus (Covid-19). everyone to be reminded of the Public Health advice - available from https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters leaflets and other material to be displayed in the workplace. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Cleaning schedule in place for all staff to follow, rigorous checks throughout the day will be carried out by the team seniors. Staff are to wear the appropriate PPE</p>	<p>Team seniors managers</p> <p>All staff</p>

	<p>Staff Customers</p>	<p><u>Transport</u> It is important that D&H maintain the strict cleaning regimes when using vehicles belonging to the company. When using the vehicles for picking up customers, it is important that the vehicle is cleaned before use and after use. PPE should be used by both staff and customers. When using vehicles belonging staff, the same principles apply. LCC and private taxis will need to comply with there own risk assessments. D&H staff will need to observe that the correct measures are being complied with as such as PPE being worn by the drivers. If staff and customers use public transport, they should adhere to social distancing where possible, wear a mask and carry hand sanitiser.</p> <p><u>Entering the building</u> Access to the building will be via the designated entrance. Staff will be placed at the entrance and will monitor people’s temperature on arrival into the building. Staff will also ensure people sanitise their hands. For D&H customers using the building for sessions, it may be necessary to apply additional PPE -this could be face mask or face shield</p>	<p>Designated staff will monitor the entrance into the building, ensure enough supplies of PPE and hand sanitiser are available, and that the thermometers are working.</p> <p><u>Toilet facilities</u> Toilets are to be cleaned after each use using hot water and detergent or detergent wipe. A separate toilet is to be designated for anyone that displays any covid-19 symptoms.</p> <p><u>Hand washing</u> To be carried out using liquid soap and warm water following interactions with customers</p> <p><u>Protective clothing</u> single use gloves and plastic aprons to be worn when in contact with any contamination, masks and/or face shields to be worn within 2 metres during personal care with customers. Manager to ensure PPE is made available to all.</p>	
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	<p>Staff Customers</p>	<p><u>Social Distancing</u></p> <p>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 Agency</p> <p>Redesigned working areas to accommodate for social distancing</p> <p><u>Assisting with personal care</u></p> <p>When assisting with personal care, it is not possible to maintain the recommended 2m distance. Staff are to wear PPE recommended by Gov.Uk</p>	<p>Staff to be reminded of the importance of social distancing in the workplace and when out in the community.</p> <p>Management/Team Seniors team checks to ensure this is adhered to.</p> <p>Areas in the workplace to be marked out with coloured tape for different zones.</p> <p>Steps have been taken to reduce the number of staff and customers in workspaces.</p> <p>Staggered start and finished times and working schedules reviewed.</p> <p>Conference calls instead of face to face meetings where possible.</p> <p>Sufficient breaks are included in the daily routines.</p> <p>Created pods of no more than 8 people working in a designated zone, to ensure social distancing is maintained</p> <p>Staff to follow - NHS – guidance COVID-19: infection prevention and control guidance</p> <p>Summary of PPE recommendations for health and social care workers includes:</p>	<p>Managers /Team Seniors</p>

			<p>Gloves, aprons and face shields/mask is required- Table 2 (page 53) summarises recommended PPE for primary, outpatient, community, and social care settings for staff working with people within the 2metre radius</p> <p>Posters to be displayed in the workplace regarding PPE</p>	
Contamination of used PPE	Staff	<p><u>PPE – Donning and Doffing.</u> Staff using PPE must follow guidance Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w And guidance from Public Health England</p>	<p>Staff trained on how to put on and take off PPE equipment and how to dispose of used, gloves, aprons and masks correctly, following Gov.uk recommend guidance Personal Protection Equipment (PPE) https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe</p> <p>Public Health England – donning and doffing of PPE posters to be visually displaced in the workplace. Hand washing guidance to be visually displayed throughout the building.</p> <p>Infection and prevention control guidance has also been made available to staff. All staff to undertake infection control training provided by the company.</p>	
Developing symptoms of Covid-19	Staff Customer Visitors	<p><u>What measures must be followed</u> Anyone that becomes unwell with the main symptoms of Covid-19 in the workplace will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p>	<p>An isolation room is to be allocated for anyone showing symptoms of the coronavirus when first entering the building. If a high temperature, this will be checked again after 20 minutes. Once rechecked and the temperature is normal, they may resume their activities. If still high, relatives/carers will be contacted to arrange for the individual to be collected. It will be advised for them to contact NHS 111. Advice will also be given regarding the Covid-19 testing scheme. The Head of Services will oversee this.</p> <p>If a staff member has symptoms, they will need to go home, contact NHS 111 and self-isolate until they get the</p>	Team seniors and Managers

			<p>results of the test. The Head of Services will arrange the test.</p> <p>If a staff member or customer develops symptoms during the day, they will be taken to the isolation room (staff sent straight home). The above process will then take place. Also, the zone where the individual was, everyone from that zone will need to go home and start the isolation process until testing can be arranged. To ensure this happens, daily planners identifying where individuals are will be in place. A deep clean of the zone and premises will need to take place.</p> <p>For both customers and staff who have a confirmed case, Public Health England will be informed if required.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>The workplace will need to be cleaned following the Guidance for COVID-19 – Cleaning in non-healthcare settings- see link below</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>A hard copy is available in the Covid-19 folder.</p> <p>Further advice can be obtained from PHE if required See link below:</p>	
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	Staff/ Management Team/ Team Seniors	<p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>See link below: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress</p>	<p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Furloughed staff are receiving phone support to check their mental well being and to offer a listening ear where required.</p> <p>Staff to be provided with information for NHS and Local Government Association (LGA) document. Please see opposite weblink and a hard copy of Health & Wellbeing Information for Care Staff – copy available in the Covid-19 folder</p>	Team seniors and Managers