

COVID-19-Risk Assessment

Worksite / Location	St Annes Community Services-Organisational				
Task or Hazard Type	COVID-19 Coronavirus				
Name of Person completing Assessment	Emma Roach—Health & Safety Manager				
Date of Assessment	13.05.20	Risk Assessment No.	1	Version No.	1

The Hazard(s)
<p>Lack of awareness during transition from lockdown to normal working patterns and practices</p> <p>Travel to, during and from work</p> <p>Spread of Covid-19 Coronavirus through unclean surfaces within office and services workplaces</p> <p>Social Distancing</p>

Identify who is at Risk <i>Place an X in the relevant boxes</i>					
Clients	<input checked="" type="checkbox"/>	Permanent Staff	<input checked="" type="checkbox"/>	Agency / Bank / Casual / Volunteers	<input checked="" type="checkbox"/>
Visitors	<input checked="" type="checkbox"/>	Contractors	<input checked="" type="checkbox"/>	The Service or organisation	<input checked="" type="checkbox"/>

INITIAL RISK RATING: <i>Refer to the Risk Matrix to calculate this.</i> <i>Delete those not applicable.</i>		High		
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Existing Controls – <i>List all existing controls and controls introduced now.</i>
<p>Lack of awareness during transition from lockdown to normal working patterns and practices</p> <p>Providing advice based on government guidance to Management and all St Anne's Employee's regarding the need to stay aware and always demonstrate safe working practices.</p> <p>Providing appropriate PPE for travelling and office/service-based work for all employees as required</p>

Restricting the numbers of employees accessing and working from St Anne's office/service-based workplaces during the transition period.

Ensuring employees who are able to do so continue to work from home wherever possible

Ensuring employees are based at one service whenever possible during a working period.

Ensuring areas are ventilated throughout the working day and that ventilation is undertaken during the last hour of working to ensure the airspace is circulated. Ensure all windows are closed securely at the end of the day.

Appointments must be made prior to attending any St Anne's premises by all persons including St Anne's employees from other services and offices, family members of clients and any other visitors. PPE collection times must be agreed and allocated for collection

Travel to, during and from work

Staff are advised to travel alone by their own mode of transport whenever possible

Ensuring employees follow all guidelines when visiting fuel stations and ensure they sanitise their hands, fuel cap, door handles and steering wheel before driving from the forecourt.

Employees authorised to work from HO or working in services who rely on public transport are advised to wear a face covering/mask for the duration of the journey and on reaching their destination to remove their face covering/mask and store in a safe and secure place, wash their hands thoroughly and on reaching their workplace and/or home to disinfect the soles of their footwear and wash their hands thoroughly again.

Spread of Covid-19 Coronavirus through unclean surfaces within office and services workplaces

Hand washing facilities with soap and water are in place.

Stringent hand washing is taking place.

Drying of hands with disposable paper towels is encouraged

Tissues are available throughout the workplace.

Employees are encouraged to protect the skin by applying emollient cream regularly

Gel sanitisers have been available in all areas of office and services premises where staff may access during the course of their working day and in any area where washing facilities not readily available (i.e. Reception, Storage areas, individual office spaces and sleep-over rooms, at intervals along circulation spaces, rest areas, kitchen areas and washrooms.)

Cleaning

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.

Ensure that cleaning staff and St Anne's employees always remain 2 metres apart

All cleaning companies have been advised of the requirement to be compliant with the government guidance on Cleaning in Non-Healthcare Premises (offices)

St Annes Services are aware and following guidance prepared by the Quality and Safety Team briefings in order to be compliant with Public Health England's Infection Prevention guidance.

Social Distancing

We have reduced the number of persons in any work area (non-service) to comply with the 2-metre (6.5 foot) gap recommended by the government.

We have taken steps to review work schedules including start & 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 and redesigning processes to ensure social distancing in place.

Conference calls are being used instead of face to face meetings if more than one person is working in the office building at any one time and between services

Staff are working from home when possible.

Services due to the nature of the work, social distancing is not possible, therefore PPE will continue to be provided for services to use as per government guidance.

We have good supplies of PPE and will continue to order supplies as required

Ensuring Social distancing also to be adhered to in welfare areas and smoking areas.

Services are currently closed for visits by client's families, however in exceptional circumstances may be arranged with the manager, but this is by exception. This action is unchanged and creative uses of technology, Skype etc. are being used by families to facilitate contact with relatives.

All individuals to wear cloth face masks as per government guidance (related to task being undertaken and the inherent risks present) to, during and from work if using public transport and in any situation where social distancing is not possible, i.e. shopping for the service.

All staff to continue to wash their hands thoroughly at regular intervals throughout the work period.

Are these Controls Adequate?

Yes

Complete the final Risk Rating

No

State what further risk reduction measures will be taken

Additional Risk Reduction Measures (Actions) to be taken

(Include who will be responsible for those measures and by when they will be in place) – *add more rows as necessary*

Further Actions

Posters, leaflets and other materials are available for display in offices and services

We will continue to ensure all employees are provided with the appropriate information, instruction and training in how to use the PPE provided to them in for any given situation and changes in risk levels during a working period.

We have ensured that all employees are made aware of who is permitted to work from St Anne's office workplaces during transition from lockdown to normal working patterns and practices and who to contact should they need to visit our offices.

Further Actions

Offices will be accessed by appointment only to limit the number of visitors at any one time and ensure we fully comply with social distancing

We will review on an ongoing basis employees' roles and remits to ensure all work takes place from home whenever possible.

We will continue to stress the importance on a regular basis for staff and clients to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminding to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with hands.

Employees are being advised to report any problems and carry out skin checks as part of a skin surveillance programme.

Employees in offices are being encouraged to keep 2 metres separation at point of delivery and to dispose of mail and delivery packaging and then first sanitise & then wash their hands thoroughly before returning to work.

Rigorous checks are being carried out by Management to ensure that the necessary cleaning procedures are being followed.

Regular cleaning and deep cleans to ensure all office spaces and services are decontaminated and kept virus free.

We are ensuring both cleaning contractors and office employees/service managers are aware of the cleaning Rota and timetables

We are ensuring that if more than one person is working within an office workplace, that they can work effectively at all times whilst maintaining 2 metres separation.

We are ensuring that all employees who are 'lone working' are following the St Anne's Lone Working Policy.

All staff working from home are completing a health and safety risk assessment.

We are restricting the use of common areas in office workplaces and all occupants of the building are aware of the importance of being aware of each other's movements

We have been utilising TEAMS and Conference calling for meetings in place of face to face meetings, where this is not happening we will support employees to be able to do this, however on exception a small number of face to face meetings may need to take place, we are expecting all employees in these situations to follow the social distancing requirements.

Whilst our services remain closed to relatives, we will stay in close contact providing updates and supporting clients to use technology to communicate with families.

We are ordering cloth face coverings for all employees so that they can comply with the government guidance.

We will continue to provide updated guidance in a timely manner as it is released by the government to ensure that all employees are aware of the distinctions required under government guidance between the use of face masks to and from the service and the transition on entering and leaving the service into and out of PPE and RPE specified specifically for the residual risks within the service itself (i.e. non-COVID and COVID-19 risks present)

We will continuously monitor the use of all our offices and if social distancing cannot be maintained, reduce the number of employees accordingly until the risk is lowered to allow for social distancing to be continuously maintained.

St Anne's Community Services Staff Manual
Risk Assessment Appendix 1a



FINAL RISK RATING ONCE ALL CONTROLS IN PLACE <i>Refer to the Risk Matrix to calculate this.</i> <i>Delete those not applicable.</i>			Medium	
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Recommended Review Period for this Risk Assessment	Weekly or if Government advice changes.
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This form was completed by	Emma Roach	Position	Health & Safety Manager
Date of Signature	14/5/20	Signature	<i>Emma Roach</i>

Approved by:	Azra Kirkby	Signature*	<i>Azra Kirkby</i>
Date of Signature *	14/5/20		

RISK ASSESSMENT REVIEW RECORD

This section will only be completed if the risk assessment remains unchanged

DATE	REVIEWER	COMMENTS	SIGNATURE

Risk assessments should be fully reviewed and updated after 5 years if there have been no changes in that time.