

COVID 19 Risk assessment

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 copy of a Generic Risk Assessment for dealing with the current Covid-19 situation West View Advice & Resource Centre and other locations where staff may need to visit. It covers staff and common area requirements and also provides sufficient advice to other occupants to ensure compliance but does not remove the need for tenants to undertake their own risk assessment if circumstances require.

Company name: West View Advice & Resource Centre Ltd

Date of risk assessment: Week Commencing 1st June 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Spread of Covid 19 Coronavirus	Staff Visitors to the premises Cleaners Contractors Drivers Occupants Vulnerable Groups – Elderly, pregnant, those with underlying health conditions Anyone else who physically comes in contact with the organisation	Training Manager & Supervisor to undertake certificated on-line Covid-19 course	Register & Complete course	Manager & Supervisor	26/06/20	

Spread of Covid 19 Coronavirus	<p>Staff Visitors to the premises Cleaners Contractors Drivers Occupants Vulnerable Groups – Elderly, pregnant, those with underlying health conditions Anyone else who physically comes in contact with the organisation</p>	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing 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 towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers sited in area where washing facilities are not readily available 	<p>Employees to be reminded 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 it 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>To help reduce the spread of coronavirus (COVID 19) reminding everyone of the public health advice https://www.gov.uk/coronavirus?qclid=CjwKCAjw5cL2BRASEiwAENgAPpum4TvsQleSYffVHCSE_EvY2Ge0LoJ2NWEb6Tq1WUgBPVJNsEA3WhoC8C0QAvD_BwE</p> <p>Emollient Cream will be available in the staff toilets for use</p> <p>Posters, leaflets and other materials are available for display https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</p>	<p>All staff, supervisor to monitor Manager</p> <p>Manager</p>	<p>From now on</p> <p>From now on</p>	<p>01/06/20</p> <p>01/06/20</p>
-----------------------------------	---	---	---	--	---------------------------------------	---------------------------------

		<p>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, general office area, interview rooms, staff kitchen area using appropriate cleaning products and methods</p>	<p>Introduce enhances cleaning to common areas.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are followed.</p> <p>Whiteboards to be fitted to staff toilets & reception area for the monitoring of cleaning of reception and general office areas.</p> <p>Each member of staff responsible for keeping own work area clean throughout the day</p> <p>Interview rooms to cleaned after each interview. Antibacterial spray and blue roll will be available in each room.</p> <p>Regular cleaning prior to use of this equipment, appropriate cleaning products will be available.</p> <p>Advise other occupants to apply similar requirements to their occupied areas</p>	<p>All</p> <p>Manager</p> <p>All staff, Supervisor to monitor</p> <p>Advisers</p> <p>All staff</p>	<p>From now on</p> <p>From now on</p> <p>02/06/20</p> <p>From now on</p>	<p>Ongoing</p>

		<p>Social Distancing Social Distancing – Reducing the number of persons in any work are to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency https://www.hse.gov.uk/news/coronavirus.htm https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Taking steps to review work schedules including start and finish time, working from home etc. to reduce number of workers on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place</p> <p>Conference calls to be used in place of meetings</p> <p>Telephone Advice to used in place of face to face</p> <p>Face to face meetings will only be undertaken if it is deemed safe to do so following government guidelines</p> <p>Ensuring sufficient rest breaks for staff</p> <p>Wearing Gloves</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of safely.</p> <p>RPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID 19 relates to health care settings. In all other settings</p>	<p>Staff to be reminded on a daily basis of the importance of social distance both in the workplace and outside of it. Minimise direct contact zones by use of drop off points Management checks to ensure this is adhered to.</p> <p>Weekly staff meetings to be conducted by zoom</p> <p>Zoom account available if required. Use of screening in interview rooms Changes to Daisy to ensure clients agree to social distance and hand hygiene measures.</p> <p>Use of screening in training and community rooms to be considered if required</p> <p>Staggered break times to minimize numbers in the staff kitchen.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good handwashing and can cause cross contamination. The same rigorous cleaning routines need to be applied as not wearing gloves.</p> <p>Staff to be provided with disposable face coverings for any activity where social distancing could be compromised, e.g. face to face interviews, visiting new premises</p>	<p>All staff, supervisor to monitor Manager</p> <p>All staff, supervisor to monitor Manager</p> <p>All staff</p> <p>Manager & Supervisor</p>	<p>From now on</p> <p>Upon opening to the public</p> <p>From now on</p> <p>Upon opening to the public</p>	<p>ongoing</p>
--	--	--	--	--	---	----------------

		individuals are asked to observe social distance measures and practice good hand hygiene behaviours				
		<p>Symptoms of COVID 19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they are requested to go home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff, tenant or public has developed Covid 19 and were recently on our premises (including where a member of staff has visited another work place premises, such as domestic premises or outreach) the manager will contact the Public Health Authority to discuss the case, identify who have been in contact with them and will take advice on any actions or precautions that should be taken</p> <p>https://www.gov.uk/government/organisations/public-health-england</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>	Manager & Supervisor	From now on	ongoing
		<p>Transport Persons should not share vehicles or taxis, where suitable distancing cannot be achieved.</p> <p>If bicycles are shared, then clean down and wash hands after use.</p>	Communicate with companies we deliver to/from to ensure arrival is planned and social distancing available.	Staff	From now on	
		<p>Storage of Personal Items Staff requested to bring in the minimum of personal items, i.e. coats, bags etc.</p>	<p>Designated storage areas identified for coats, bags etc. Establish storage area in the filing room for admin team.</p> <p>Individual coat covers will be available for staff to use.</p> <p>Identify specific storage arrangements for individual staff members</p>	Manager & Supervisor	From now on	03/06/20

		<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help – Reference – Wellbeing and mental health during Covid-19 https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>	Regular communication of mental health information and open-door policy for those who need additional support	All	From now on	
--	--	---	---	-----	-------------	--

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Combined risk assessment and policy template published by the Health and Safety Executive 08/14