

Operation Description:	Reducing the spread/infection of Covid -19 when Staff return to work in The Hastings Day Centre to prepare the paperwork and buildings for the service to reopen for the people we support.
Operation Location:	Hastings Day centre North Warren Road Gainsborough
Persons at Risk:	All employees/contractors/public/family member

Risk Assessment Guidance

Hazard: Something with the potential to cause **harm**.

To Assess Risk: Using the **tables below**, consider **Severity (S)** and **Likelihood (L)** **without** Control Measures. **Multiply (S x L)**

If applicable, **add** the **Weighting** figure.

Describe Control Measures: Control measure(s) **reduce** the likelihood, **and/or** severity of **harm**, reducing **risk**.

Re-assess Risk, considering Severity (S) and Likelihood (L) **with** Control Measures in place.

Multiply (S x L) and, if applicable, **add** the **Weighting** figure = **Risk Rating** (with controls).

Managers Health and Safety Toolkit – COVID-19



Severity (S)	x	Likelihood (L)	+	Weighting (W)	=	Risk Ratings (R)	
Fatality = 5		Likely = 5		Apprentice/trainee/inexperienced staff member/young person (15-18yrs) = 5		20 +	Very High Risk
Injury (Specified injury / RIDDOR reportable) = 4		Probable = 4			15 - 19	High Risk	
Injury (requiring treatment and/or 3 to 7 day absence) = 3		Possible = 3		Part-qualified/staff with less than 2yrs experience/persons aged 18-25yrs = 3		9 - 14	Medium Risk
Injury (requiring treatment and/or absence less than 3 days) = 2		Unlikely = 2			4 - 8	Low Risk	
Minor Injury = 1		Very Unlikely = 1		Fully qualified/professional/ management/ and/or persons above 25yrs = 0		1 - 3	Very Low risk

HAZARD	Assessment of Risk without control measures				CONTROL MEASURES TO REDUCE THE RISK	Assessment of Risk with control measures			
	S	L	+	R		S	L	+	R
Employee may have a pre-existing condition that may make them vulnerable to infection but not include them on the shielding list	5	3	0	15	Further investigation by the line manager may be required to establish if suitable to return to work base to complete paperwork or continue to work from home An individual risk assessment will need to be completed. This may include the person working from home or require them to bring a change of clothing to work to change into once they have finished their shift before returning home. Please refer to the Service Recovery Plan for guidance.	5	1	0	5
Lack of social distancing when	5	4	0	15	Staff to arrive at the building via the main entrance for day services at staggered times of day.	4	1	0	4

Managers Health and Safety Toolkit – COVID-19



<p>working in the building. High footprint areas e.g photocopier,</p>					<p>Staff to work as individuals or in small teams and arrive at the building at staggered intervals allowing time for each member of staff to set up work area safely. Signs to be displayed about social distancing around the building at prominent points Building to be broken in to 2 zones. Each Zone to be allocated a toilet they can access and are responsible for disinfecting after each use and a kitchen area and a computer/laptop. <i>See building map for Zones highlighted for easy reference</i> 1 Staff member to work in each zone for updating paperwork. Staff to open windows and doors to allow air circulation whilst working as per government guidelines. Time slots to be allocated for photocopier. Employees to maintain social distancing in the dining room when eating lunch. Under a scheduled rotation staff would be assigned to groups that would attend on alternating pattern, such as a-b days, am pm patterns or alternating week's times/shift patterns. Staff start times to be 30 minutes apart to allow staff to collect any paperwork they need for the day and move to their allocated zone.</p>				
<p>Lack of personal hygiene Coughs/sneezes</p>	5	3	0	15	<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. Hand washing facilities with soap and water in place Drying of hands with disposable paper towels Gel sanitisers in any area where washing facilities not readily available. Handwashing guidelines to be displayed in all hand washing areas of the building</p> <p>Employees to be reminded of 'Catch it, Bin it, and Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues to be available throughout the workplace. Catch it, Bin it, Kill it posters to be displayed around the building</p> <p>All employee to have completed Covid 19 online training</p>	3	2	0	6
<p>Spread of Covid 19 through poor infection control measure</p>	4	3	0	12	<p>Frequent 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 kitchen area use of additional cleaning tick sheet to be used.</p>	4	2	0	8

Managers Health and Safety Toolkit – COVID-19



					<p>One pen per member of staff. Files to also be wiped when used. Wipes are located in each toilet to be used after each person uses toilet. Staff to use wipes on hard surfaces/equipment that they may touch whilst at the Centre. Disinfectant spray/wipes to be in every toilet, room and next to all photocopiers/printers</p>				
<p>Staff have suspected Covid 19 symptoms</p>	<p>5</p>	<p>3</p>	<p>0</p>	<p>15</p>	<p>If anyone becomes unwell with Covid 19 symptoms whilst in the workplace they will be sent home and informed they must self-isolate. If anyone becomes unwell with Covid 19 symptoms outside of working hours, line manager must establish the last time the employee was in the building and follow the same guidelines as below. They must not come into any LCC buildings If advised that a member of staffs family or public has developed Covid-19 and were recently on the premises (including where a member of staff has visited other work place premises) such as domestic premises, Staff to inform line manager if they should feel unwell or show any signs of Corona Virus immediately. Line Manager to follow 'Reporting employees with Covid 19' flow chart and 'Testing' flowchart with in Manager Covid 10 toolkit</p> <ul style="list-style-type: none"> • If employment was recently working in LCC building(s) manager MUST notify the Property Service Centre (01522 555555, option 3) to enable an assessment prior to deep cleaning of the office/area(s). • Manager to record date & time of reporting to PSC & record the type of cleaning that is specified by the PSC e.g. CV19 deep clean & prep (fogging & sanitising). • Manager to record the date & time the office/area was vacated & cordoned off. • Manager to record the date & time the office/area is reoccupied. <p>The testing of essential / key worker and their families/households could allow certain individuals to return to work and/or work from Council buildings The area the employee worked will be disinfected immediately Employee/line manager to arrange to have Corona Virus testing Staff to stay at home and continue to self-isolate until they receive their test result Line managers will maintain regular contact with staff members during this time.</p>	<p>3</p>	<p>2</p>	<p>0</p>	<p>6</p>

Managers Health and Safety Toolkit – COVID-19



<p>Lack of social distancing when working in the building whilst preparing building for people we support to return</p>	4	4	0	12	<p>Whilst preparing the building for PWS to return, social distancing may not be easy. E.g. moving tables/chairs around, creating new systems for PWS to follow. If this is the case employees to wear appropriate PPE as outlined in Personal protective equipment (PPE) – resource for care workers delivering homecare (domiciliary care) during sustained COVID-19 transmission in England guidance. This is to be checked weekly by line manager to ensure correct PPE is being provided for all employees in the work place. Staff to open windows and doors to allow air circulation whilst working as per government guidelines.</p> <p>PPE guidance is available for all to Staff. Staff to follow the guidance on how to remove PPE correctly within the guidance provided</p> <p>Staff have been provided with PPE for use ie goggles gloves aprons masks</p> <p>As we don't have the correct bins we would be safe to use nappy bags and tie them up before putting in bins,</p> <p>Staff to have access to PPE that protects them for the appropriate setting and contact.</p> <p>Staff to inform line manager when supplies of PPE running low – do not get to the point where you do not have any.</p> <p>All staff to be responsible in ensuring this does not happen</p>	3	2	0	8
<p>Lack of support from line management</p>	4	2	0	8	<p>Line Manager to ensure regular contact with employee. Visual supervisions to take place at regular intervals</p> <p>Staff welfare posters to be displayed around the building</p> <p>Staff to use the Whats App works chat to report arriving for duty and leaving duty.</p> <p>Employee to pay attention to mental and physical wellbeing.</p> <p>Staff to ensure they have their mobiles with them and they are charged</p>	3	1	0	3
<p>Potential changes to Office Fire Safety procedures/Lack of Fire Marsh</p>	5	3	0	15	<ul style="list-style-type: none"> All employees working in open offices must familiarise themselves with the Safety Alert HSA 16. Any changes to the normal fire safety procedures within a building MUST be communicated to employees i.e. change of day/time of the fire alarm testing. All open LCC buildings will now be operating "user registers", all employee using LCC building MUST sign the register when entering and exiting the building, providing all information that is requested. All employees MUST abide by any localised fire precautions/plans/requirements. <p>Any employee who are Fire Marshals are to perform their fire marshal duties within</p>	3	2	0	6

Managers Health and Safety Toolkit – COVID-19

					the areas they are working, undertaking a clean & sweep of the immediate areas where they are working and encouraging all employees in				
Reduced First Aid Provision & First Aider being exposed to Covid 19	5	2	0	10	<ul style="list-style-type: none"> • Employees who are First Aiders to log that info on the building signing in form. • All first aiders to read and following the information in HSA18, see section 4 – First Aid during COVID-19. • For minor injuries to employees, first aiders should not give direct treatment, but maintain government guidelines on distance rule and give instructions to the injured employee on self-treatment. • For more serious injuries (not life threatening) the first aider's priority is to ensure appropriate medical support/advice is sought e.g. phone NHS 111. • For serious/life threatening injuries the first aider's priority is to ensure emergency services have been contacted (999 or 112). • If first aid is required in a lifesaving situation, first aider to follow the controls outlined in the HSA18 First Aid during COVID-19 	4	1	0	4

*each square to be colour coded to suit the risk rating

Directorate:

Adult care and Community Wellbeing

Team/Service:

Day Opportunities Gainsborough

Managers Name :

Chris Young

Signature:

Chris Young

Date:

30/07/20

Persons detailed below have read and understood this Risk Assessment

Managers Health and Safety Toolkit – COVID-19



Name	Signature	Date
Sue Tomlinson		
Mandy Lawson		
Karen Titley		
Denise Johnstone		
Helen Jervis		
Jackie Panter		
Tracy Brundell		
Kirsty Fisher		

Operation Description: Reducing the spread/infection of Covid -19 when Staff return to work in Chappell Centre to prepare the paperwork and buildings for the service to reopen for the people we support.

To work in conjunction with Reducing the spread/infection of Covid 19 when working in open buildings

Operation Location: Hastings Day Centre Gainsborough

Persons at Risk: Staff, PWS

