

## Coronavirus Risk Assessment for Care Providers

**This risk assessment is intended to be generic, individual tenant/trainee and task/support location should also be consulted by staff providing social care activities**

<b>Location/Dept:</b> Adult Social Care			<b>Date Assessed:</b> 01/07/20			<b>Assessed by:</b> Rachel Aslet-Clark						
<b>Task/Activity:</b> Dealing with coronavirus in care environments						<b>Reference Number:</b>						
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Controls Measures Required
Working in the adult social care environment	Coronavirus	Employees Trainees/Trainees/Contractors	3	5	15	<p>All employees instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p> <p>Covid-19 Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Employees are encouraged to download NHS app on personal phones and follow instructions received.</p>			1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

					15	<p>Staff symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>			5	
Working in the adult social care environment	Contact with persons who may have been exposed to coronavirus – foreign travel	Employees Contractors Visitors	3	5	15	<p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Employees who have returned from foreign travel should quarantine themselves as per latest government guidance, even if they do not show any symptoms. Some foreign holiday destinations no longer have quarantine restrictions. Staff do not need to isolate from these countries. Staff are advised to check government advice prior to booking foreign travel arrangements</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	3	5	15	<p>Outside of tenant home working environments, Installation of bollards/tape, physical barriers or screens (where possible).</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>

<p>Working in adult social care environment</p>					<p>Where social distancing cannot be maintained, plexiglass barriers installed at regular contact points (where feasible) and cleaned and disinfected regularly in line with standard cleaning procedures.</p> <p>Employees regulate entry to the work areas (and if applicable, shared houses). Information poster on COVID-19 to be displayed at entrance of work areas (not tenants' home)</p> <p>'Staying COVID-19 Secure in 2020' poster displayed at the entrance. (not tenant homes)</p> <p>Undertake Ellis Whittam's COVID-19 Daily Management Checklist.</p> <p>Undertake Daily Cleaning Checklist.</p> <p>Employees working side-by-side or facing away rather than face-to-face.</p> <p>Communication and training materials will be provided for employees prior to returning to work, especially around new procedures for work.</p> <p>Areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>Anyone who can undertake their role from home will be asked to do so. Where this cannot be done, the minimum amount of people will be asked to work on shift.</p> <p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly as per their individual risk assessment.</p>				<p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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Working in the care/support environment	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors	3	5	15	<p>We will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.</p> <p>In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the organisation to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between employees. Further mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Increasing the frequency of handwashing and surface cleaning;</li> <li>• Keeping the activity time involved as short as possible;</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> <li>• Providing PPE in line with PHE guidance for social care activities</li> </ul> <p>We will use markings and introduce one-way flow at entry and exit points (not in people's own homes)</p> <p>We will provide handwashing facilities, or hand sanitiser where not possible, at entry and exit points</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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						and not use touch-based security devices such as keypads.				
						We will open windows and doors frequently to encourage ventilation, where possible and encourage tenants being supported at home to open windows and doors to assist ventilation.				
Working around the site (not in peoples homes)	Contact with persons suffering from coronavirus – moving around buildings and worksites	Employees Residents Contractors	3	5	15	<p>We will look to reduce contact with others by:</p> <ul style="list-style-type: none"> <li>Reducing movement by discouraging non-essential trips within buildings and sites, for example restricting access to some areas, encouraging the use of radios or telephones, where permitted, and cleaning them between use;</li> <li>Restricting access between different areas of a building or site;</li> <li>Reducing job and location rotation;</li> <li>Introducing more one-way flow through buildings;</li> </ul>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Sanitation	Poor hygiene and welfare conditions leading to staff discomfort or illness	Employees Residents Contractors	3	5	15	<p>Toilets to have a regular supply of hot and cold water complete with soap and towels.</p> <p>Hand sanitiser available (where required).</p> <p>Kitchen area to have a safe supply of mains cold water.</p> <p>Hand-contact points cleaned frequently</p> <p>Toilets and kitchen area to be regularly cleaned.</p> <p>Management to implement controls to ensure two metres between all persons.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>on prevention and control in healthcare settings.</p>

Working in the office area	Contact with persons suffering from coronavirus – workstations	Employees	3	5	15	<p>We will look to reduce contact with others by:</p> <ul style="list-style-type: none"> <li>• Reviewing layouts and processes to allow people to work further apart from each other;</li> <li>• Using floor tape or paint to mark areas to help workers keep to a two-metre distance;</li> <li>• Only where it is not possible to move workstations further apart, arranging for people to work side-by-side or facing away from each other rather than face-to-face;</li> <li>• Only where it is not possible to move workstations further apart, using screens to separate people from each other;</li> <li>• Managing occupancy levels to enable social distancing; and</li> <li>• Avoiding the use of hot desks and spaces and, where not possible cleaning and sanitising workstations between different occupants, including shared equipment.</li> </ul>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Working in the office area	Contact with persons suffering from coronavirus – workstations	Employees	3	5	15	<p>We will look to reduce contact with others by:</p> <ul style="list-style-type: none"> <li>• Using remote working tools to avoid in-person meetings;</li> <li>• Subject to management approval, allowing only necessary participants to attend meetings and maintaining two-metre separation throughout;</li> <li>• Avoiding transmission during meetings, for example by avoiding sharing pens and other objects;</li> <li>• Providing hand sanitiser in meeting rooms;</li> <li>• Holding meetings outdoors or in well-ventilated rooms whenever possible; and</li> <li>• For areas where regular meetings take place, using floor signage to help people maintain social distancing.</li> </ul>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
						Written infection, prevention, and control policies.	1	5	5	Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.

Waste disposal		Employees	3	5	15	<p>Safe system of work in place for dealing with exposure and handling of clinical waste and disposal of PPE</p> <p>Staff trained in ICP (infection control procedures)</p>			<p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>	
Contact with others in pursuit of social care activities	Contact with persons suffering from coronavirus – common areas	Employees Residents Contractors	3	5	15	<p>We will look to reduce contact with others by:</p> <ul style="list-style-type: none"> <li>Supporting tenants with access to telephones, Skype, etc. to assist with their wellbeing and ensure remote access to friends and family where possible.</li> <li>If tenants/trainees have symptoms, putting steps in place to minimise the risk of transmission through safe working procedures following the personal protective equipment (PPE) guidance published by the government.</li> <li>Requiring staff to always use PPE for activities that bring them into close personal contact, such as washing and bathing, personal hygiene and contact with bodily fluids.</li> <li>Providing staff with aprons, gloves and fluid-repellent surgical masks to be used when providing personal care which requires staff to be in direct contact with tenant/trainee(s) (e.g. touching) or within two metres of a tenant/trainee who is coughing. Eye protection will be worn where there is a risk of contamination from respiratory droplets.</li> <li>When performing a task requiring staff to be within two metres of tenant/trainee(s) but where this is no direct contact with tenant/trainee(s) (i.e. no touching) (e.g. performing meal rounds, medication rounds, etc.), requiring staff to use surgical masks.</li> </ul> <p>Note: Eye protection may be needed for respiratory droplets from splashing of secretions. Refer to your risk assessment. Eye protection can</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						<p>be used continuously while providing care until you take a break from duties.</p> <ul style="list-style-type: none"> <li>When working in communal areas with tenants/trainees where there is no direct contact with tenant/trainee(s) though potentially within two metres of tenant/trainee(s) (e.g. working in dining rooms, lounges, corridors), requiring staff to use surgical masks.</li> </ul> <p>Note: A fluid-repellant surgical mask may be needed where there is high risk from respiratory droplets (e.g. when undertaking prolonged tasks close to residents who are repeatedly coughing). Refer to task/tenant/trainee risk assessment.</p> <ul style="list-style-type: none"> <li>Ensuring new PPE is used for each episode of care then placed and stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This should be put aside for at least 72 hours before being disposed of as normal. Well-established processes for waste management in place.</li> <li>Implementing social distancing in all environments where possible. Infection Control process to be followed.</li> <li>If applicable (not in people's homes) Installing bollards/tape, physical barriers or screens (where possible).</li> <li>Installing Plexiglass barriers at regular contact points (where feasible) ensuring these are cleaned and disinfected regularly in line with standard cleaning procedures (not in people's homes)</li> <li>Having staff regulate visitor/contractor entry to the care/support environment.</li> </ul>				
	Contact with persons suffering from coronavirus –	Employees Contractors Members of the public	3	5	15	<p>Existing PPE worn in a work activity as advised by Public Health England.</p> <p>Staff have been instructed in the Control of Infection Policy.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p>



Working in the care/support environment	wearing of PPE					<p>Suitable PPE is provided, free of charge, as per Public Health Guidelines.</p> <p>Refer to PHE guidance and local authority care provider updates re: PPE</p> <p>Where no PPE is specified in the task/tenant/trainee risk assessment, wearing a face covering is optional. If employees choose to wear one, it will be important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> <li>• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands.</li> <li>• Change their face covering if it becomes damp or if they have touched it.</li> <li>• Continue to wash their hands regularly.</li> <li>• Change and wash face coverings daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in the normal waste.</li> <li>• Practise social distancing wherever possible.</li> </ul>				Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
	Contact with persons suffering from coronavirus – shift patterns	Employees Contractors Members of the public	3	5	15	<p>We will:</p> <ul style="list-style-type: none"> <li>• As far as possible, where employees are split into teams or shift groups, fix these teams or shift groups so that, where contact is unavoidable, this happens between the same people. <ul style="list-style-type: none"> <li>• Minimise non-essential travel.</li> </ul> </li> </ul>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p>

Working in the care/support environment	and travel to work								Control measures will be revised and updated daily at 2pm when the latest government guidance is released.	
Working in the care /support environment	Contracting and spreading of infection	Employees Contractors Members of the public	3	5	15	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straightaway.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Encourage steam cleaning of upholstered furniture within tenant homes.</li> <li>• Furniture heavily contaminated by bodily fluids that cannot be cleaned are disposed of (in agreement with tenant/appointee)</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Hair tied back, hand and wrist jewellery removed.</li> <li>• Public Health England (PHE) recommended PPE available and to be worn – disposable plastic apron, fluid-resistant (type IIR) mask/respirator, face/eye protection and disposable gloves as per guidance from PHE and depending on local risk assessment.</li> <li>• PHE COVID-19 donning of PPE posters available.</li> <li>• Refresher/New training for all staff as available and relevant to work/risk</li> <li>• Separate risk assessment for vulnerable staff completed on an individual basis.</li> </ul>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

						Persons worried about symptoms should use the NHS online and telephone services.				
Working in the office	Contact with delivery drivers / contactors to site	Employees Contractors Members of the public	3	5	15	<p>Contractors only allowed on site by appointment for essential works.</p> <p>Contractors and delivery drivers instructed to keep two metres away from all other persons at all times and wear any necessary PPE.</p> <p>Contractors and delivery drivers supervised (from a social distance) at all times.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-care-providers-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

## Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost care provider)
4. High (major injury / damage, lost time care provider interruption, disablement)
5. Very High (fatality / care provider closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

## Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date