

LOCATION: Organisational Wide

TASK/PERSON: Measures to deal with COVID-19 in the workplace

DATE OF ASSESSMENT: 1 June 2020 REVIEW DATE: 1 July 2020

ASSESSOR(S): Terri Sowter, Head of Corporate Governance

**RISK**

**ASSESSMENT**

**REVIEW** - If there is any significant change you should add to the assessment to take account of the new hazard. It is good practice to review your assessment from time to time and at least annually. It is not necessary to amend your assessment for every trivial change.

**Reason for 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 risk assessment has been undertaken to ensure the safety of our employees when in and around the workplace and when returning to work after lockdown. **This risk assessment is to be read in conjunction with CityCare’s Secure Workplace Assessment and Action Log.**

**Does this task/activity need to be carried out? Yes** (continue with assessment)**,**

| List hazards here:*List each of the hazards you identify in a separate box* | List who/what is at risk form the hazards identified: | List the existing controls here  | List additional controls and actions required where it is reasonably practicable to do more. You can take cost into account, unless the risk is significant or major |
| --- | --- | --- | --- |
| Spread of COVID-19 in the workplace. | * Staff
* Visitors
* Cleaners
* Contractors
* Delivery drivers
* Those with protected characteristics
* Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions
* Anyone else who physically comes into contact with you in relation to your work
 | Hand Washing* Hand washing facilities with soap and water.
* Stringent hand hygiene taking place.
* Drying hands with disposable paper towels.
* IPC guidance being followed.
* Staff being encouraged to protect the skin by applying emollient cream regularly.
* Gel sanitizers carried by those staff seeing patients in their own homes and where soap and water are not readily available.
* Hand sanitizer available in all sites for use
 | Employees are reminded on a regular basis to wash their hands for 20 seconds with soap and water and of the importance of properly drying them with disposable paper towels.Reminders to staff to catch coughs and sneezes in a tissue and follow the “Catch it, Kill it, Bin it” campaign.Staff reminders to avoid touching face, eyes, nose or mouth with unclean hands.Tissues to be made available throughout the workplace.Poster, leaflets and other materials are available for display. |
|  |  | Cleaning* Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception areas using appropriate cleaning projects and methods.
* Disinfectant wipes available for all desk stations in all sites
 | Regular checks to be carried out by line managers/supervisors to ensure that the necessary procedures are being followed. |
|  |  | Social Distancing* Reducing the number of persons in any work area to comply with the 2 metre gap recommended by PHE.
* Reviewing work schedules including start and finish times, lunch breaks etc. to reduce the number of workers in the workplace at any one time.
* Relocating workers to other tasks.
* Homeworking has been adopted within CityCare and only those who need to be on site should attend workplace premises.
* Redesigning office layouts to safely allow social distancing.
* Microsoft Teams being used instead of face to face meetings.
* Social distancing measures introduced in kitchens and toilet facilities.
* Social distancing being introduced in Lifts by landlords
* Changes to entry and exit doors to maximise social distancing being introduced by landlords
* Social distancing floor signage being introduced by landlords
 | Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it.Regular checks to be carried out by line managers/supervisors that social distancing is being adhered to.Managers have been reminded of the importance of staying connected to those working from home. |
|  |  | PPE* Those staff that are required to wear PPE due to their role have been trained in the appropriate use of it, how to put it on and take it off and how to safely dispose of it.
 | Risk assessment to continue to be undertaken as required in the need for and use of PPE. |
|  |  | Anyone Displaying Symptoms of COVID-19* If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they 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.* SOPS are in place.
 | Internal communication channels and cascading of messages through line managers and the Communications Team will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff that are affected by Coronavirus or has a family member affected. |
|  |  | Mental Health and WellbeingSupport is available to all staff through line manager, COPE, Validium and a range of on-line resources. | Internal communication channels and cascading of messages through line managers and the Communications Team will be carried out regularly to reassure and support all employees.  |
| **Risk Rating Before Controls Implemented: Significant** |
| Person responsible for additional controls/further action: Contact Number:Timescale: See Secure Workplace Assessment and Action Log for lead names Date controls implemented/ action complete: Ongoing |
| **Risk Rating After Controls Implemented: Low** |