

Risk assessment – Borehamwood office

Carers in Hertfordshire.

Assessed by: Latoya Anderson

Date: October 9, 2020.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risk?	Who needs to carry out the action?	Done
Infection Prevention, Cleaning and Staff Safety					
<p>Coronavirus</p> <p>As staff return to work, we must ensure their safety by making the premises “COVID” secure, unsafe workplace premises raise the risks of virus transmission.</p>	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways:</p> <p>Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales.</p>	<p>We ensure that we provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <p>Circulating “COVID secure” coronavirus policies and safety procedures to all staff; these set out how staff should behave and the precautions we must adopt during the pandemic to keep us safe.</p>	<p>Notify the Operations Manager or Registered Manager if you feel any area needs cleaning.</p> <p>Staff who have not booked a desk will not be allowed to stay.</p> <p>Kitchen area is to be kept clean using supplied materials.</p> <p>Contact points (handles push plates etc) to be cleaned</p>	<p>All staff.</p> <p>All staff.</p> <p>All staff.</p> <p>Admin.</p>	

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	<p>The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.</p> <p>People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth.</p>	<p>Staff practice effective social distancing while in and around the workplace, while travelling to work and in all work business.</p> <p>Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.</p> <p>Put used tissues in the bin straight away.</p> <p>Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available).</p> <p>Avoid close contact with people who are unwell.</p> <p>Clean and disinfect frequently touched objects and surfaces.</p>	<p>twice a day to reduce infection. This is now being recorded on a log sheet.</p> <p>Staff to telephone one another even within the office to reduce the need to move around.</p> <p>Photocopier: if the copier is in use do not wait by the machine, ensure the previous user is finished before approaching the machine to complete your printing. All staff have been advised to have contact points wiped after each use to help reduce possibility of passing on the virus.</p>	<p>All staff.</p> <p>All staff.</p>	

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		<p>Do not touch face, eyes, nose or mouth if hands are not clean.</p> <p>Implemented Public Health England (PHE) Guidance for Employers and Businesses on Coronavirus, including the following key safety precautions:</p> <p>Keep departmental risk assessments under review to ensure that a safe place of work is maintained.</p> <p>Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work.</p> <p>Follow government health and travel advice.</p> <p>Provide hand sanitiser as required.</p>	<p>Seating: keep outside staff to a minimum as to enable us to allocate a chair to each member of our office team where possible.</p> <p>Ensure your workstation/work area is cleaned prior to commencing work and at the end of every shift using materials supplied.</p> <p>Clean contact points, including power sockets (ensuring they are switched off), telephones (handsets and base) and any common computer equipment.</p> <p>Additional cleaning will be done by the cleaner. She will come twice a week to do a thorough cleaning.</p>	<p>All staff.</p> <p>All staff.</p> <p>Operations manager/duty manager.</p>	

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		<p>Provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required.</p> <p>Increase environmental cleaning in the workplace; ensure staff have access to suitable detergents, disinfectants and PPE.</p> <p>Display appropriate public health posters and notices around the workplace.</p> <p>Staff are not required to wear face coverings while at work but may do so if they wish.</p>	<p>Ensure staff are made aware of the restrictions, mount signage with warnings. Escort visitor to the meeting room if available or a segregated area to maintain social distancing. Visitors such as Trainer, Landlord, Engineers etc.</p> <p>Kitchen should only be occupied by one person at a time, and should be cleaned before and after use, using disposable towels for drying up.</p> <p>Dishwasher to be loaded and emptied daily.</p>	<p>Operations manager/duty manager/Admin.</p> <p>Operations manager.</p> <p>Admin.</p> <p>All staff.</p> <p>All staff.</p>	

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Homeworking, Hot-desking and Equipment Sharing					
Staff working together in workplace premises inevitably raises the risk of the virus transmission. Hot desking and the sharing of equipment present hazards that raise the risk of the virus transmission further.	All members of staff could be affected. The risk of staff gathering in the workplace could further increase the chances of transmitting the virus, however, as we are key workers staff are required to work from the office.	Homeworking should be adopted within the organisation as the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises, the following working arrangements will be put into place to support homeworking: Homeworking policies have been reviewed to ensure enough support is provided to homeworkers. IT support is provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems.	Line managers to review all staff job roles in order to facilitate and encourage homeworking wherever appropriate. Managers to monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security.	Operations manager. Operations manager.	

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Workplace Social Distancing					
<p>Effective social distancing is a key element in reducing the transmission of COVID-19.</p>	<p>To adhere to social distancing, staff are required to maintain a distance from each other of 2 meters, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p>	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <p>Avoiding nonessential contact with others.</p> <p>To keep a safe distance of at least 2 metres from others whenever possible.</p> <p>Avoiding physical contact.</p> <p>Workstations and desks have been arranged with a minimum separation between them (at least 2 meters).</p> <p>Maximum occupancy limit for offices and work areas (Maximum of 14 people, 4</p>	<p>Adaptations to the premises to support social distancing should include:</p> <p>A review of all work premises to identify suitable adaptations which will support social distancing.</p>		

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		<p>in the main office, 2 people in the manager office, 1 person in finance office, 1 person in the reception area, 6 people in the meeting room).</p> <p>Adaptations implemented to our work processes to support the social distancing guidelines:</p> <p>We have minimised nonessential face to face meetings in the office.</p> <p>Replaced face-to face meetings wherever possible with video conferencing, phone conferencing, etc.</p> <p>All deliveries are now being done through the lift; we have opted for a no signature policy.</p> <p>Carry out any essential training/recruitment by</p>			

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		<p>using email/online eLearning wherever possible.</p> <p>Notices displayed throughout the premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing.</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, we will carry out further risk assessments and consider whether that activity needs to continue for us to function (e.g. manual handling) - where such activities need to continue appropriate mitigation methods has been put into place, such as:</p> <p>Increased hand washing.</p>			

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		<p>Keeping the activity/training time involved as short as possible.</p> <p>Reduce the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others).</p>			
Higher Risk Areas of the Workplace					
Some areas of the workplace may present a higher risk than others – this may include areas such as our toilets, kitchen, corridor and meeting room.	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>It is essential for staff to wash hands regularly. More than one member of staff going to the toilet at any one time together may compromise their ability to comply with social distancing. Increased risk of people coughing and touching</p>	<p>Ensure higher-risk high traffic areas of the workplace are COVID secure by applying appropriate safety precautions, including:</p> <p>Staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc).</p> <p>Adequate hand cleaning resources are provided;</p>			

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	<p>door handles, taps and toilet flush handles.</p>	<p>toilets to be supplied with adequate supplies of hot water, liquid soap, and paper towels.</p> <p>Handwashing instructions/posters have been displayed throughout workplace, especially in toilets.</p> <p>Limiting the number of staff who can use high traffic areas such as toilets, kitchen and meeting room at any one time to ensure social distancing (1 person to visit toilet at any one time, 1 person to use the kitchen at any one time, maximum of 6 people to use the meeting room at any one time).</p> <p>Staggering breaks to ensure that the kitchen and toilets are used to minimum capacity.</p>	<p>Increasing toilets inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</p>	<p>Admin.</p> <p>All staff.</p> <p>All staff.</p>	

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		<p>Only use the lift where there are no practical alternatives, limiting its occupancy to just one person.</p> <p>Placing hand gels at convenient places around the workplace with instructions for use, areas such as the reception desk, toilet, kitchen, on all the desks in the office.</p>		All staff.	
Vulnerable and Extremely Vulnerable Staff					
Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (moderate risk) people include those who:</p> <p>Are 70 or older.</p> <p>Are pregnant.</p>	<p>The following safety and staff health arrangements will apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <p>The manager has identified through a health questionnaire staff who fall into vulnerable and extremely vulnerable categories, therefore, we</p>	<p>Managers will stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated.</p> <p>Reasonable adjustments will be made to avoid disabled workers being put at any disadvantage</p>	<p>Operations manager.</p> <p>Operations manager.</p>	

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	<p>Have a lung condition such as asthma, COPD, emphysema, or bronchitis (not severe).</p> <p>Have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis).</p> <p>Are taking medicine that can affect the immune system (such as low doses of steroids) or are very obese.</p> <p>Extremely vulnerable (high risk) people include those who:</p> <p>Have had an organ transplant.</p> <p>Are having chemotherapy for cancer, including immunotherapy.</p>	<p>can ensure that staff are given adequate protection and support to enable them to comply with government health recommendations.</p> <p>Staff in the vulnerable “moderate risk” category is considered on a case by case basis – wherever possible they are supported to work from home if appropriate.</p> <p>Staff in the vulnerable “moderate risk” category who cannot work from home are being offered additional protection so that they can achieve effective social distancing, this is done by ensuring desks are 2m apart and all guidelines are adhered to.</p> <p>All reviews of staff roles and safety will be non-discriminatory and take</p>	<p>(where applicable) For example, access to the lift.</p>		

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	<p>Are having an intense course of radiotherapy for lung cancer.</p> <p>Have a severe lung condition (such as severe asthma or severe COPD).</p> <p>Are taking medicine that makes them much more likely to get infections (such as high doses of steroids).</p> <p>Have a serious heart condition or are pregnant.</p> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19.</p>	<p>into consideration equality e.g. disabled staff.</p>			
Collections and deliveries					
<p>We have limited control over deliveries and collection of PPE.</p>	<p>All members of staff could be affected, if we have too much interaction with delivery</p>	<p>Lift generally not used, however, can be made available to limit interaction with CSWs and</p>		<p>All staff.</p>	

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	drivers and CSWs collecting PPE.	delivery drivers. This is done by leaving PPE in the lift for collection, and delivery drivers leaving deliveries in the lift for collection by staff.			
Premises Access and Travel					
Staff who are required to attend for work will be given safe access to the workplace.	All members of staff could be harmed/infected if staff do not adhere to protocols when entering the building. i.e. (using a pen to push the call button at the barriers and at the main door, do not hold onto stair rail when going up the stairs to the main office, on entering the reception area, your temperature will be checked and you will be asked to wash your hands and sanitise, maintain social distancing at all times).	<p>These are the following safety arrangements to access the building:</p> <p>Staff are advised not to congregate at entrances and exits.</p> <p>Hand sanitiser is available upon arrival and departure of the building.</p>	Review disabled access point and arrangements to ensure safe entrance or exit for disabled staff and visitors.	Operations manager.	

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Cases of Possible Infection On-site					
Staff/visitors becoming unwell while on-site or a symptomatic person using a site.	All members of staff, high risk of transmission.	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they will be sent home and advised to follow government advice. The following actions will be taken within our office:</p> <p>All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are</p>		Operations manager.	

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		<p>not visibly contaminated with body fluids will be cleaned thoroughly as normal.</p> <p>Disposable cloths or paper roll and a combined detergent disinfectant solution will be used.</p> <p>When cleaning we will wear appropriate PPE i.e. gloves, apron and masks.</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) will be “double-bagged” and tied off; it will then be placed in a secure holding area for 72 hours before being disposed of in general waste.</p>			

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Visitors to the meeting room					
Use of meeting room.		<p>Staff or guest visiting the office will be directed to the meeting room and advised to minimize visiting other areas of the office, except in essential cases e.g. using the kitchen and toilet facilities etc.</p> <p>Contact areas should be wiped down with anti-bacterial wipes and recorded on the relevant sheet in the meeting room. Wherever possible windows and door should be opened to allow fresh air to circulate.</p>		Admin.	