

## Risk assessment – Borehamwood office

Carers in Hertfordshire

Assessed by: Carole Whittle

Date: 7 April 2022

Our assessment of risk is mindful of the easing of restrictions nationally but importantly also has considered the vulnerability of the people supported by the charity. Carers usually provide care for a relative or friend who has a long-term condition, illness or disability. This leads us to tread quite a cautious path and retain some of the precautions so far adopted.

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
<b>Infection Prevention, Cleaning and Staff Safety</b>					
<p>Coronavirus</p> <p>In order for staff to safely work in the office, we must manage and reduce the risk of transmission of Covid-19, unsafe workplace premises</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>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;</p>	<p>Notify the Duty 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</p>	<p>All staff</p> <p>All staff</p>	

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<p>raise the risks of virus transmission.</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>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>these set out how staff should behave and the precautions we must adopt during the pandemic to keep us safe.</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 such as handles and light switches and the intercom.</p>	<p>supplied materials. Only disposable materials to be used – no tea towels Dishwasher to be used where possible.</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. Ensure personal hygiene by following government guidance on hand washing, regularly sanitising hands between shared contact points eg door handles, photocopier, signing in book, using toilets</p> <p>Hand sanitiser is on table to the left of the copier.</p>	<p>All staff</p> <p>All Staff</p> <p>All staff</p> <p>Duty manager to ensure daily cleaning.</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 risk assessments under review to ensure that a safe place of work is maintained.</p> <p>Provide hand sanitiser as required.</p> <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</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>Shared desks should be left empty at the end of each day to ease cleaning.</p> <p>Clean contact points, including power sockets (ensuring they are switched off), telephones (handsets and base) and any common computer equipment on arrival and before leaving the office if using a shared space.</p> <p>Once daily all shared contact points including, door handles,</p>	<p>All staff</p> <p>Admin and all staff.</p>	

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		<p>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 they are available and staff may do so if they wish.</p> <p>Maximise available ventilation by opening windows.</p>	<p>light switches, kitchen appliances to be cleaned and logged in the cleaning log.</p> <p>Additional cleaning will be done by the cleaner. Cleaning will be carried out once a week to do a thorough cleaning.</p> <p>Kitchen should only be occupied by a maximum of 3 people at a time and should be cleaned before and after use.</p> <p>Dishwasher to be loaded and emptied daily.</p> <p>Kitchen window to remain open when office is occupied. Windows in the front to both be opened in the morning and afternoon.</p>	<p>All staff All staff to complete,</p> <p>Duty manager/ Admin to check log.</p> <p>Cleaning contractors</p> <p>All staff</p> <p>All staff to open available windows.</p>	

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		All staff visiting and working in the office are encouraged to take regular tests twice a week for regular workers and prior to visiting for those who visit less frequently. These can be PCR or lateral flow.	Longer if weather permits.  Care staff to test twice weekly 3 to 4 days apart.	All staff	
<b>Homeworking, Hot-desking and Equipment Sharing</b>					
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.	We recognise that some staff need to be office based whilst for others a blend of home and office is the preferred option. In order to ensure staff can work effectively from home when required:  Homeworking policies have been reviewed to ensure enough support is provided to those working from home.  IT support is provided to those working from home to ensure the	Line managers to review all staff job roles in order to facilitate and encourage a balance of homeworking and office base as 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. This may include	Line managers  Line manager	

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		effectiveness of working arrangements and the security of information and data, for example, remote access to work systems.	encouraging office-based time.		
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### 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.</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; toilets to be supplied with adequate supplies of hot water, liquid soap, and paper towels.</p>		Duty Manager	
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		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.			
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### 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> <ul style="list-style-type: none"> <li>Are 70 or older.</li> <li>Are pregnant.</li> <li>Have a lung condition such as asthma, COPD, emphysema, or bronchitis (not severe).</li> </ul>	<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>Staff in either category are considered on a case by case basis – Line managers should complete individual risk assessments that take into account the individuals working environment and needs.</p> <p>All reviews of staff roles and safety will be non-discriminatory and take</p>	<p>Managers will stay in touch with vulnerable or extremely vulnerable staff.</p> <p>Reasonable adjustments will be made to avoid disabled workers being put at any disadvantage (where applicable) For example, access to the lift.</p>	<p>Line Managers</p> <p>Duty manager</p>	
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	<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>Are having an intense course of radiotherapy for lung cancer.</p> <p>Have a severe lung condition (such as</p>	<p>into consideration equality e.g. disabled staff.</p>			

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	<p>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>				
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**Premises Access and Travel**

<p>Staff who are required to attend for work will be given safe access to the workplace.</p>	<p>All members of staff could be harmed/infected if staff do not adhere to protocols when entering the building, on entering the reception area, you will be asked to wash or sanitise your hands.</p>	<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>The lift is still used as entry and exit point for staff and visitors whose mobility requires it. Only one person at a time should use the lift.</p>	<p>Duty manager</p>	
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		Hand sanitiser is available upon arrival and departure of the building.			
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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 respiratory symptoms, see below, they should inform their line manager and the duty manager immediately to determine if they should remain in the office environment.</p> <p>Staff who feel unwell with symptoms including: continuous cough; high temperature, fever or chills; loss of, or change in, your normal sense of taste or smell; shortness of breath; unexplained tiredness, lack of energy; muscle aches or pains that are not due to exercise;</p>		Duty manager	
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<p>Staff who test positive for COVID will be asked to remain at home and speak to their line manager about possible working arrangements</p>		<p>not wanting to eat or not feeling hungry; headache that is unusual or longer lasting than usual; sore throat, stuffy or runny nose; diarrhoea, feeling sick or being sick should speak to their line manager or the duty manager before coming to the office.</p>	<p>Ensure an adequate supply of lateral flow tests are available for staff use and managers can arrange delivery as required.</p> <p>All staff are encouraged to speak to their line manager if they or a close contact tests positive to agree a plan.</p>	<p>Line Managers</p>	