

# HCEA Coronavirus Covid 19 Risk Assessment

Draft

Appendix 2.

Hibiscus Community Centre

Buckingham Road

Stratford E15 1SW

<b>Risk Assessment Reference:</b> Consultation Doc	<b>Date of Assessment:</b> 14/08/2020	<b>Risk Assessor:</b> Company Secretary
<b>Title:</b> Coronavirus – Risk Assessment	<b>People Involved in Making This Assessment:</b> Board of Directors	
<b>Task or Process:</b> Risks from Coronavirus	<b>People at Risk:</b> Employees/ Volunteers, Members HCEA, Contractors, Service Users	
<b>Date of next review:</b> to be determined following consultation with stakeholders		

## **Hazard (hazard and hazard description):**

Operating during Coronavirus pandemic. Employees/Volunteers exposure to Coronavirus.

## **Control Measures (existing):**

1. Every member of staff will be tested for the Coronavirus before returning to work.
2. Every member of staff will be subject to having a remote temperature check
3. Every member of staff will be invited to undergo a personal Coronavirus –Risk Assessment
4. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
5. All employees to wear face mask/visor
6. All employees/volunteers to maintain social distancing from other people at all times.
7. Where teamwork is required, teams do not work in groups larger than two, whilst always maintaining social distancing at all times.
8. Work is planned to ensure that social distancing can be maintained at all times.
9. Basic hygiene procedures are followed (thoroughly wash hands before eating, drinking, smoking with soap and water).
10. Alcohol hand wipes and / or gels provided as additional protection.
11. Gloves and aprons are to be worn at all times when working to reduce cross contamination of tools and equipment.
12. All employees are briefed to wash hands thoroughly when gloves are removed.
13. Company Secretary will monitor government directives and then review this assessment where required following introductions of other required control measures.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Contact with service user or clients. Risk of infection being passed from contacts or with contaminated premises and equipment.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>Staff are instructed to maintain social distancing from other people at all times, wherever possible. If entry to premises is required they are instructed to ask whether anyone has been diagnosed with COVID-19 or has been required to self-isolate, and act accordingly.</li> <li>Staff are instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.</li> <li>Staff are instructed not to touch their eyes, nose or mouth, if their hands are not clean.</li> <li>Staff are instructed that physical contact with users such as: handshakes, hugs, etc. are not to be undertaken.</li> <li>Staff are instructed that where any contact with a service user may have been made or surfaces touched or handled they must sanitise their hands on leaving and before undertaking any other task.</li> <li>The visitor's daily record now requires visitors to provide telephone details for contact tracing purposes.</li> <li>Staff have undertaken Infection Control Training that includes Covid 19 and PPE.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Failure to follow government policies. Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>The government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.</li> <li>Our arrangements and procedures are reviewed daily in the light of additional government guidance as published at <a href="https://www.gov.uk/coronavirus">gov.uk/coronavirus</a>.</li> <li>Staff with family members in at risk categories or believe their circumstances to have changed have been requested to inform the Company Secretary without delay. The service agreement between the Company and its users will be amended to require compliance.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

--	--	--

**Hazard (hazard and hazard description):**

Uninformed persons. Uninformed persons who are not fully aware and understanding of the procedures and arrangements in place to work within government policy on essential working could compromise our arrangements and jeopardise the health of others.

**Control Measures (existing):**

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance.
2. Every member of staff, members and Resident Organisations Managers have been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. NHS and Public Health warning posters displayed on our Notice Board.
4. We have shared and consulted with our Members, Staff, Service Users and Resident Organisations Managers, by email and / or phone, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises.

Further Control Measures Required:	Assigned To:	Due Date:

**Hazard (hazard and hazard description):**

Travel to and from Hibiscus Community Centre. Risk of the spread of infection from vehicles and during travel.

**Control Measures (existing):**

1. Public transport should only be used where absolutely essential. Workers are instructed on avoiding contact with surfaces, social distancing and hand washing as per government policies.
2. The bus will be cleaned before collections and after delivery.
3. Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.
4. Staff are encourage to walk, run or cycle to work.
5. Markings on ground and doorways to guide staff coming into or leaving the building.
6. Additional hand washing facilities have been placed at entry / exit points.
7. Hibiscus Transport will ferry Day Centre attendees to the centre.
8. Where possible families and carers to provide transport.
9. All attendees using HCEA Transport Services will be required to have a temperature check before boarding.
10. Seating capacity on the bus will be reduced by 50% with one person occupying a window seat
11. Mask must be worn by all passengers.
12. Shorter Journeys, and staggered times will help to maintain social distancing on the bus.

Further Control Measures Required:	Assigned To:	Due Date:

**Hazard (hazard and hazard description):**

Managing social distancing. Potential risk or transfer of virus through cross-contamination.

**Control Measures ):**

1. Staff /Resident Organisation Manager(s) will monitor Day Centre attendees to ensure they are adhering to permitted group sizes and support bubbles.
2. Maximum occupancy in place for the premises to ensure social distancing is maintained.
3. Staff members are assigned to specific attendees and do not mix in other areas.
4. Increased signage is displayed inside and outside of the premises informing customers of our rules and adjustments in order to ensure social distancing is adhered to.
5. See visitor rules for additional social distancing measures.

Further Control Measures Required:	Assigned To:	Due Date:

**Hazard (hazard and hazard description):**

Personal hygiene. Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.

**Control Measures (existing):**

1. Hand sanitiser or hand washing facilities are provided for all customers as they enter the premises.
2. Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.
3. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
4. Workforce instructed that a disposable tissue should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed.
5. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.
6. Disinfectant sprays and wipes have been positioned in prominent areas throughout the business, such as entrances and exits, kitchen areas, offices.

7. Visitors are requested to wash their hands and sanitise when they arrive on the premises.		
8. Paper towels have been provided as an alternative to hand dryers which have been disabled.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b>		
Providing care to service users. Contact with potential cross-contamination may transmit infection.		
<b>Control Measures (existing):</b>		
1. Contact is minimised between different workers while caring for a service user.		
2. When performing a task requiring staff to be within two metres of service user but where no direct contact is involved (e.g. meals disposable gloves and apron are required to be worn.		
3. Surgical masks are recommended to be used continuously while providing care until the member of staff takes a break from duties.		
4. Single-use items are changed between each episode of care.		
5. All staff are trained in the safe use of PPE. Usage is monitored by Company Secretary		
6. Posters demonstrating PPE requirements are on display throughout the premises and at key locations.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b>		
Personal protective equipment. Contact with potentially cross contaminated PPE may transmit infection.		
<b>Control Measures (existing):</b>		
1. Personal protective equipment is required to remain PERSONAL to person to whom it was issued. Staff are instructed not to borrow from colleagues.		
2. Where personal protective equipment is required in the course of work it has been provided. Workers are instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to management.		
3. Eye protectors / face shields are used “continuously” while providing care until the member of staff takes a break from their duties.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>


**Hazard (hazard and hazard description):**

Telephone and IT equipment. Contact with potentially cross contaminated equipment may transmit infection.

**Control Measures (existing):**

1. Staff are instructed not to use customer or client computers, accessories and telephones during any site visit.
2. Workers are instructed to ensure that all IT equipment, mobile phones, that may be used are cleaned / disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided.
3. Workers are instructed to refrain from sharing their mobile phone with other people.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

**Hazard (hazard and hazard description):**

Smoking. Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection.

**Control Measures (existing):**

1. No Smoking is permitted in the building or its grounds.
2. As a precautionary measure workers are advised not to smoke and to avoid inhaling tobacco smoke and e-cigarette vapour emitted from other persons.
3. Staff Members and service users are reminded to comply with no smoking regulations at all times.

<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Shared use of machinery or equipment. Contact with potentially cross contaminated equipment may transmit infection.		
<b>Control Measures (existing):</b> 1. Washing shared equipment after use with anti-virus wipes or soap and water after use. 2. Gloves to be worn during use of machinery or equipment.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Toilet facilities. Contact with potentially cross contaminated equipment may transmit infection.		
<b>Control Measures (existing):</b> 1. The toilets have been deep cleaned and the number increased from four to five to ensure social distancing can be maintained. 2. Signage placed on the door to advise of maximum number of people who may use facilities at any one time. 3. Signs and posters are displayed to build awareness of good hand washing techniques. 4. Staff monitor queuing levels to ensure social distancing is maintained. 5. Increased frequency of cleaning and disinfection in place. 6. Hand sanitiser stations in all toilets. 7. Ventilation increased in toilets, windows are left open. 8. Paper towels have been provided as an alternative to hand dryers which have been disabled.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Contact with vulnerable people. Potential for cross-infection.
--

**Control Measures (existing):**

1. All employees are briefed and aware of potential consequences with exposure.
2. Any employees with signs of symptoms of coronavirus must not attend work and self-isolate and follow advice given by health care professionals.

Further Control Measures Required:	Assigned To:	Due Date:

**Hazard (hazard and hazard description):**

Employees within vulnerable groups. Employees exposure to Coronavirus.

**Control Measures (existing):**

1. All employees are of black or minority ethnic origin some are clinically vulnerable, they are assessed for suitability to return to work. See Covid 19 Employee Risk assessment

Further Control Measures Required:	Assigned To:	Due Date:

**Hazard (hazard and hazard description):**

Mass infections. Potential cross-contamination between service users transmitting infection.

**Control Measures (existing):**

1. Attendees will be encouraged to have a Coronavirus test as a prerequisite of attending the Day Centre.
2. Personal protective equipment (PPE) is used for activities that bring carers into close personal contact, such as personal hygiene.
3. New PPE is used for each episode of care.
4. Staff members are trained not enter the toilets without wearing the correct PPE.
5. Waste is treated as infectious and disposed of in accordance with our hazardous waste policies.

Further Control Measures Required:	Assigned To:	Due Date:
------------------------------------	--------------	-----------




**Hazard (hazard and hazard description):**

Deliveries – goods inbound. Contact with potentially cross contaminated goods / equipment may transmit infection.

**Control Measures (existing):**

1. Frequency of deliveries is reduced by ordering larger quantities less often where possible.
2. Non-contact delivery process in place – no signatures to take place.
3. Employees are instructed to maintain social distancing whilst moving and storing goods.
4. All shared equipment, pallet trucks / trolleys to disinfected before and after use.

**Further Control Measures Required:**

**Assigned To:**

**Due Date:**


**Hazard (hazard and hazard description):**

Visitors. Potential risk or transfer of virus through cross-contamination.

**Control Measures (existing):**

1. Personal hygiene procedures are communicated to all visitors before or upon arrival and are published on the Company's website.
2. Visitors are requested to keep numbers to a minimum.
3. Visitors are requested to use sanitiser gel or wash hands upon arrival when they enter the Centre and during the course of their visit.
4. Visitors are asked to observe social distancing from other persons who are not members of their household or social bubble..
5. Visitors who are accompanied by children are reminded that they are responsible for supervising them at all times and should follow social distancing guidelines.
6. Visitors to the Day Centre are limited to person's who are part of the attendee households (or support bubble).

**Further Control Measures Required:**

**Assigned To:**

**Due Date:**


<b>Hazard (hazard and hazard description):</b> Reduction in staff numbers due to COVID. Unable to provide suitable levels of care.		
<b>Control Measures (existing):</b> 1. Volunteers have knowledge of those they are supporting and can provided additional support when required. 2. Families requested to take residents home for short periods where possible. 3. Employees undergo regular COVID testing to ensure suitability for work. 4. Workplace bubbles in place to reduce risk of spread between shifts.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

Review Date:	Reviewer:	Comments: