

Coronavirus (Covid-19) Risk Assessment

COMPANY	Age UK Sevenoaks and Tonbridge	LOCATION/SERVICE	All Services General Principles	ASSESSMENT DATE	27 th July 2020
				REVIEW DATE	1 st September
OPERATION	Coronavirus (Covid-19)	COMPLETED BY	Chief Officer	REFERENCE NO:	Website

General Risk Assessment to be applied to all settings/locations/services

HAZARD	RISK LEVEL	CONTROL MEASURES	NEW RISK LEVEL	NEW CONTROLS REQUIRED	TARGET DATE
<p>Outbreak of Coronavirus COVID-19</p> <p>Risk to all persons</p>	High	<p>The coronavirus causes respiratory illness in humans, usually mild symptoms including runny nose, sore throat, cough and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases, death</p>	Medium	<p>Review latest Government /WHO guidance and update as required</p>	Ongoing
<p>Communications / Educate all staff</p> <p>Risk of: Infection control</p> <p>Risk to: all persons</p>	High	<p>Educate staff via regular communications without causing panic. For e.g. develop and communicate a Coronavirus Covid-19 management plan, send emails or display posters, perform team briefs outlining the current situation and any updated Government advice.</p> <p>Perform good hand and respiratory hygiene, promoting infection control procedures</p> <p>Support is available from management and a buddy system is available if required.</p>	Medium	<p>Review latest Government /WHO guidance and update as required</p> <p>Displaying of posters on “cough etiquette” and hand and respiratory hygiene</p>	Ongoing
<p>Good Personal Hygiene</p> <p>Risk of: Infection control</p> <p>Risk to: all persons</p>	High	<p>Persons should cover their mouth and nose with a tissue (not hands) when they cough or sneeze.</p> <p>The used tissue should be placed in the bin immediately.</p> <p>Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT.</p>	Medium	<p>Review latest Government /WHO guidance and update as required</p> <p>Ensure that there is a ready supply of hot water, soap, paper towels and hand drying facilities</p>	Ongoing

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		<p>Persons should wash their hands at least every 30 minutes using hot water and soap – use hand sanitiser if soap and water not available.</p> <p>Staff should avoid touching their faces in particular eyes, mouth and nose in line with PHE guidance.</p> <p>In addition, persons should try to avoid contact with other people i.e. no shaking of hands etc.</p>		<p>Ongoing monitoring by management</p>	
<p>Staff member with symptoms / close contact with persons with symptoms.</p> <p>Risk of: Flu-like symptoms, Pneumonia, Breathing difficulties, Death.</p> <p>Risk to: All persons</p>	<p>High</p>	<p>A staff member who experiencing symptoms similar to those present with the coronavirus (cough, sore throat, fever, breathing difficulties, chest pain) or who has had close contact with someone experiencing these symptoms, must not come into work. The staff member should contact their GP / Government helpline to notify them of their travel, current status and to receive further advice.</p> <p>The staff member should request a Covid-19 testing centre appointment but if unable to attend (due to illness or travel restrictions, request a Covid-19 test to be sent to their home address</p> <p>The staff member should then contact their line manager (GSC, Day Centre Managers, ILS Manager) to update them in relation to their condition and the advice that they have been given.</p> <p>If the staff member is advised by medical professionals to self-quarantine, they must do so and only return to work when the incubation period is over and the symptoms have gone.</p> <p>If a staff member becomes unwell with coronavirus related symptoms whilst at work, they must make their way to a</p>	<p>Medium</p>	<p>Current Government advice requires persons who have either developed symptoms or who have been in contact with a family member who has presented with symptoms of Coronavirus Covid-19 to self-isolate.</p> <p>Infected persons should self-isolate for 7 days or until the symptoms have gone. Persons in contact with an infected person should self-isolate for 14 days. If they develop symptoms during this time, they should self-isolate for 7 days from the time symptoms present or until they have gone.</p> <p>All persons who show symptoms (along people</p>	<p>Ongoing</p>

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		<p>confined area and contact their manager or member of management (GSC, Day Centre Managers, ILS Manager) immediately.</p> <p>The person will be advised to liaise with their GP / Government helpline to seek further advice before leaving their workplace to ensure that they reduce the likelihood of infecting other persons i.e. they may be advised not to use public transport etc.</p> <p>The working area of any staff member who suspects they may have contracted coronavirus will be subjected to a 'deep clean' in accordance with Government guidelines.</p> <p>All other staff will be advised of any persons within the workplace who have shown signs of the infection or are being tested for coronavirus.</p> <p>The individual's identity will not be disclosed during communications / updates to staff.</p>		<p>they have been in close contact with) can request a test for Covid-19. They should still self-isolate whilst waiting for results.</p> <p>NHS Track and Trace</p>	
<p>Persons returning from travel in a High-Risk area.</p> <p>Risk of: Infection Control</p> <p>Risk to: all persons including work colleagues</p>	<p>High</p>	<p>Employees must follow Government advice if they have returned from travel to any of the "high-risk" areas as defined by the Government.</p> <p>This advice includes requirements for the individual to "self-quarantine" if they have returned from a high-risk area within the last 14 days even if they do not have any of the symptoms.</p> <p>The individuals should liaise with their GP, call the Government helpline to notify them of their travel, current status and to receive further advice.</p> <p>Age UK Sevenoaks and Tonbridge will also advise the individual not to return to work until after the incubation period is over and any symptoms have gone.</p>	<p>Medium</p>	<p>Review latest Government /WHO guidance and update as required</p> <p>All passengers travelling into the UK as of 8th June 2020 (with exemptions which are on the Government website) now have to "self-quarantine" for 14 days.</p> <p>Updated 25/07/2020 – travel corridors in place</p>	<p>Ongoing</p>

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				with exemptions – please see latest FCO advice for travel.	
<p>Limit work trips / no travel to high risk areas.</p> <p>Risk of: Increased exposure Infection control</p> <p>Risk to: Staff member travelling, all persons</p>	High	<p>The Government will provide advice in relation to areas where persons are advised not to travel at present. This advice is updated on a regular basis.</p> <p>Age UK Sevenoaks and Tonbridge will monitor this advice and adhere to it as required.</p> <p>Consideration will be given to work trips, with all non-essential trips reviewed and decisions made as to whether the trip will be postponed on an individual basis, taking circumstances at the time into consideration i.e. purpose of the trip, area of travel, methods of travel, infection control procedures etc.</p> <p>Staff members would be asked to inform their manager of any forthcoming travel plans prior to travel including personal travel.</p>	Low	<p>Review latest Government /WHO guidance and update as required</p> <p>Visitors to all premises (The Old Meeting House, Day Centres, Tonbridge Office) should be reviewed with no authorisation provided to those persons from high-risk areas, or who should be self-isolating in accordance to Government guidance.</p> <p>All passengers travelling into the UK as of 8th June 2020 (with exemptions which are on the Government website) now have to “self-quarantine” for 14 days.</p> <p>Updated 25/07/2020 – travel corridors in place with exemptions – please see latest FCO advice for travel.</p>	Ongoing

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<p>Higher risk groups</p> <p>Risk of: Infection Control</p> <p>Risk to: Elderly Pregnant women Pre-existing medical conditions</p>	<p>High</p>	<p>Consideration must be given to allowing high-risk individuals to work from home, particularly if there are coronavirus cases confirmed near the work place</p> <p>Age UK Sevenoaks and Tonbridge will review the situation regarding localised cases on an ongoing basis and ensure good communication with all high-risk individuals</p>	<p>Medium</p>	<p>Review latest Government /WHO guidance and update as required</p> <p>Persons within the high-risk categories, including those over the age of 70 have been advised to self-isolate for a period of 12 weeks starting from the 20th March 2020.</p> <p>Particularly high-risk individuals with specific pre-existing conditions have received letters from the NHS advising them to “shield” themselves completely for a period of 12 weeks.</p> <p>Update 29/07/2020 – shielding to be paused 1st August 2020.</p>	<p>Ongoing</p>
<p>Internal cleaning:</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	<p>High</p>	<p>A regime is in place within Age UK Sevenoaks and Tonbridge with dedicated cleaning personnel in place to ensure the various work settings (The Old Meeting House, Day Centres, Tonbridge Office) including welfare facilities are serviced and suitably cleaned on a regular basis.</p> <p>Staff are encouraged to disinfect their workstations during the day, particularly after eating and returning from the toilet.</p>	<p>Medium</p>	<p>Review latest Government / WHO guidance and update as required</p> <p>Frequently-touched communal areas, including door handles, kitchens, toilets, showers, bin lids, light switches, hand rails and hot-desk keyboards, phones and desks should</p>	<p>Ongoing</p>

				be cleaned at least a daily when settings are open. .	
<p>Social Distancing</p> <p>Risk of: Infection control</p> <p>Risk to: All persons</p>	High	<p>Persons must undertake advice from the Government with regards to social distancing when out of work. In addition, persons will be advised whilst at work to:</p> <ul style="list-style-type: none"> • Suspend all meetings with external persons • Operate a policy of staggered lunches and breaks to reduce footfall and seating in these areas at any one time. • Encourage remaining a distance of 2 metres from work colleagues where possible. • Reduce the number of persons in any one area to ensure compliance with the 2 metre gap recommended by the Public Health Agency • Review work schedules, start and finish times, shift patterns, working from home etc • Redesign processes to ensure social distancing is in place • Conference calls to be used instead of face to face meetings • Ensure sufficient rest breaks for staff • Welfare facilities, smoking areas and break areas to comply with social distancing requirements • Work stations to be arranged to comply with social distancing requirements. • Consideration to be given to a one way system within work settings • Further advice on social distancing on link on final page. 	Medium	<p>Review latest Government / WHO guidance and update as required</p> <p>Visitors to all premises (The Old Meeting House, Day Centres, Tonbridge Office) should be reviewed with no authorisation provided to those persons from high-risk areas, or who should be self-isolating in accordance to Government guidance.</p> <p>Ongoing monitoring by management.</p> <p>Staff to be regularly reminded of importance of social distancing both within the workplace and outside of it.</p>	
Transport	High	Staff must use their own vehicle wherever possible when travelling to meetings/appointments that cannot be held in the office or via electronic means.		Review latest Government / WHO guidance and update as required	Ongoing

		<p>Staff should not share vehicles.</p> <p>In the event of staff not being able to use their own vehicle and public transport must be used, staff must wear a face mask as per Government legislation and must sanitise hands regularly and obey all social distancing rules.</p>			
<p>Personal Protective Equipment</p> <p>Risk of: Infection control Eyes, mouth and nose</p> <p>Risk to: Individuals dependent on tasks performed</p>	High	<p><u>Wearing of Gloves</u> Where Age UK Sevenoaks and Tonbridge has identified the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully and how to dispose of them safely.</p> <p><u>Wearing of aprons, protective clothing etc</u> Where Age UK Sevenoaks and Tonbridge has identified the wearing of aprons etc as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully and how to dispose of them safely.</p> <p><u>Respiratory Protective Equipment</u> Public Health guidance on the use of PPE to protect against Covid-19 relates to health care settings. In all other settings, individuals are asked to observe social distancing measure and practice good hand hygiene behaviours.</p> <p>Where Age UK Sevenoaks and Tonbridge has identified the Respiratory Protective Equipment as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully and how to dispose of them safely.</p> <p>Government advice has been updated to say that all persons should wear face coverings on public transport and that face</p>	Medium	<p>Review latest Government / WHO guidance and update as required</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	Ongoing

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		coverings are also advised where social distancing is not possible.			
<p>Mental Health</p> <p>Risk of: Mental Health Issues</p> <p>Risk to: All staff</p>	High	<p>Management will promote mental health and wellbeing awareness to staff during the coronavirus outbreak and will offer whatever support they can to help.</p> <p>Support is available from management and a buddy system is available if required.</p>	Medium	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to re-assure and support employees in a fast-changing environment.</p> <p>Line managers will offer support to staff who are affected or has a family member affected.</p> <p>Regular communication of mental health information and open-door policy to be adopted by management.</p>	Ongoing
<p>Skin care and occupational health</p> <p>Risk of: Skin conditions Infection control</p> <p>Risk to: All persons</p>	Medium	<p>A high level of personal hygiene and skin care must be observed by all persons at all times.</p> <p>Age UK Sevenoaks and Tonbridge provides hand wash / products.</p> <p>Staff are advised at the commencement of employment of product uses and application.</p> <p>It is the responsibility of the staff member to use the skin care products in accordance with the training received.</p>	Low	<p>Hand sanitisers are provided in key areas i.e. adjacent to reception, welfare facilities, entrance to meeting room</p>	Ongoing

Service Specific Risk Assessments are available on request.

Key Links

- Public Health Advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Public Health Authority Guidance - <https://www.publichealth.hscni.net/>
- Hand Washing Guidance - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Communications - <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- Social Distancing Guidance - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Social Distancing Guidance for Vulnerable People - <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>
- HSE Face Masks Guidance - <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>
- HSE Guidance for Drivers, transport, delivery - <https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm>
- HSENI Mental Health Guidance Coronavirus - <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/www.hseni.gov.uk/stress>

Risk Matrix Summary Explained

The numbers in the table below are calculated thus: Severity x Likelihood = Risk.

Likelihood	Severity						Risk Level		
	Minor (1)	Major (2)	Critical (3)	Fatal (4)	Multiple Fatalities (5)		Level Control Measures Suffice (Low)	Reduce The Risk As Soon As Possible (Medium)	Control Measure Should Be Applied (High)
Improbable (1)	1	2	3	4	5				
Remote (2)	2	4	6	8	10				
Possible (3)	3	6	9	12	15				
Probable (4)	4	8	12	16	20				
Frequent (5)	5	10	15	20	25				

Likelihood

1. Improbable - not likely to be true or to happen
2. Remote - having very little connection with or relationship to occurring, appearing, or done infrequently and irregularly
3. Possible - likely to happen or be the case
4. Probable - occurring or done many times at short intervals
5. Frequent -

Severity

1. Minor - Nips, cuts, skin rash, no lost time
2. Major - Requires Professional First Aid Advise (on site)
3. Critical - Requires Professional Medical Attention, take to Hospital
4. Fatal - Fatal
5. Multiple Fatalities - Multiple Fatalities