

Coronavirus (COVID-19) Risk assessment		
Establishment: Hillbrook House Brighton Road, Redhill	Assessment by: Lee Fabry	Date: 24.09.2020 2020
Review Date: 24.10.2020 (or if governments rules change sooner)	Red – high risk Yellow – medium risk Green – little or no risk	Draft: 1 June 2020

This risk assessment is to be used in conjunction with the existing building risk assessment and any service specific risk assessments that are carried out, in conjunction with Government guidelines. This risk assessment will remain current and staff will be informed immediately if any changes or amendments are carried out.

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
Staff, Service users, visitors	Communal areas including entrance, reception area, corridors, rear garden	<ul style="list-style-type: none"> Staff/service users enter the building with COVID-19 symptoms Social distancing is not maintained COVID-19 is brought in on food, clothing, equipment or other items Non-essential travel and social interaction guidelines not followed by staff, service users and families 	<ul style="list-style-type: none"> Any staff or service user who have come COVID-19 symptoms to stay at home for 10 days or until a test is carried out. If a member of the family has symptoms or are in contact with someone with a positive test result, then 14 days All service users to self-isolate in their self-contained rooms if displaying any of the above. They must adhere to the timeframes as above 	<ul style="list-style-type: none"> Risk assessment to be shared with all staff Staff to complete coronavirus and infection control training Protocols and signage to be displayed within building and on doors limiting numbers of people to be in the same room at the same time. Numbers of people allowed in the rooms at any 	<ul style="list-style-type: none"> Staff, service users, visitors with symptoms entering building Social distancing not maintained COVID-19 is brought in on food, clothing, equipment or other items Non-essential travel and social interaction

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			<ul style="list-style-type: none"> All staff to be informed if anyone in their household has symptoms they are to remain at home for 14 days All service users and visitors to be informed if anyone they have come in contact with show symptoms they are to remain at home or in their rooms for 10 days Support staff to ask anyone new coming into the building if they have symptoms, prior to them entering and complete the 3 questions risk assessment form Resident visitors to remained banned from the building. Professional visitors are permitted into the building and where possible to wear PPE when entering the 	<p>one time to be displayed outside doors to rooms</p> <ul style="list-style-type: none"> Staff encouraged to work from home as required and instructed by management The cleaner and staff to be informed of additional cleaning responsibilities Managers to identify area where staff can store belongings such as coats and bags, etc. Manager to ensure assigned staff are cleaning certain assigned areas in the agreed timeframes. Eg Reception staff are in charges of 	<p>guidelines not followed by staff, service users and families</p>

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			<p>building, e.g. social worker, Police Officer, etc.</p> <ul style="list-style-type: none"> • Visitors - front and back door to remain locked and be operated with entry/exit button from reception to prevent public or visitors entering without staff knowledge • Staff/service users – To use key fob to enter/exit building singularly and remain 2 metres apart • Signage on front and back door to inform everyone we will not allow anyone with COVID-19 symptoms to enter the building • Signage on internal doors, toilets and in reception area to promote social distancing 	<p>wiping down all doors, handles, kwy fob areas, every 3 hours</p>	

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			<ul style="list-style-type: none"> • Anti-bac gel available upon entering the building from either door • All staff, visitors and service users to wash hands upon entering the building • Individuals should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction • Tape, stickers and arrows placed on the floor in reception area to highlight 2 metre safe distancing plus advise a route to travel within the building • Cleaner to clean high contact areas such as door entry key pads, door handles and light switches every 3 hours 		

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			<ul style="list-style-type: none"> • When the cleaner goes home, staff on duty to continue this process 24/7 when the cleaner is not on shift • Management and staff on duty to limit number of staff and services using in any one area at one time • All individuals coming to the building should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction • Staff and service users should limit possession brought into work and limit sharing with others • Staff to wash hands after collecting deliveries, equipment or other items that are brought in to the building 		

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<p>Staff, visitors, Service users</p>	<p>Toilets</p>	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces in toilet areas • Social distancing is not maintained • Staff/service users do not wash hands effectively 	<ul style="list-style-type: none"> • There are four communal toilets. Only the staff room toilet to remain open and unlocked. The toilet on the ground floor, first and second floor to be locked. The staff toilets only to be used by staff • The ground floor toilet can be unlock if a professional visitor needs it and staff have access to keys. Anti bac wipes should be provided to clean after use and signage displayed advising of this and that wipes should be thrown away in the bin. • Cleaning of the open toilet areas to be cleaned every 3 hours every week day by the cleaner • Outside of the cleaner working shift (8am – 2pm Mon- Fri) staff who 	<ul style="list-style-type: none"> • Residents, visitors , staff and cleaner to be informed of additional cleaning • Head of Housing to lock the toilets not to be used • Handwashing posters to be displayed 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces in toilet areas • Social distancing is not maintained • Staff/service , visitors do not wash hands effectively

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			<p>use the toilet - clean the toilet!</p> <ul style="list-style-type: none"> • During out of cleaner hours staff to clean all areas planned to use/used and touched before and after use. This will ensure double cleaning, and reduce risk. • If a professional uses the toilet, staff to explain the procedure, they must follow. As above, to clean all areas used and touched before and after use. This will ensure double cleaning, and reduce risk. • Effective hand washing posters to be displayed above sinks • Residents not to use staff/visitor toilets at any time 		

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			<ul style="list-style-type: none"> Resident single rooms - to use their own toilets in their own rooms. Residents shared rooms - who use the toilet - clean the toilet! Residents to clean all areas used and touched before and after use. This will ensure double cleaning, and reduce risk 		
<p>Staff, visitors, Service users</p>	<p>Support office (ground floor)</p>	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, computer and telephone equipment Social distancing is not maintained 	<ul style="list-style-type: none"> Office to be only accessed by staff who need to use it. A maximum of 2 staff at any one time Only one residents allowed to the office at any one time and must stay in the marked area by the door, assigned by the Housing Support Manager Housing Support Manager to identify which desks can be used that maintain 2m social 	<ul style="list-style-type: none"> Housing Support Manger to identify desks to be used and mark off ones not to be used Cleaning equipment to be available in each office Room capacity and social distance Signage to be displayed Managers approve staff coming into 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces, computer and telephone equipment Social distancing is not maintained Staff/service users, visitors do not wash hands effectively

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			<p>distance. Other desks to be marked off</p> <ul style="list-style-type: none"> • Desks, where possible, should not face each other • Staff informed to clean desk areas upon arrival and leaving their desk • Posters on doors to highlight maximum number of people permitted in the office • Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets • Windows to be opened as appropriate 	<p>the office prior to arrival, and inform Head of Housing who has oversight of building use</p> <ul style="list-style-type: none"> • Housing Support Manger to coordinate a rota of staff using the office • Managers to enforce social distancing and challenge any non-essential office use 	
Staff	Staff room and kitchen	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging 	<ul style="list-style-type: none"> • The kitchen and staff room to be accessed by staff only • Only one staff to use the kitchen at one time, and maintain 2m social distancing at all times 	<ul style="list-style-type: none"> • Cleaner and staff to be informed of additional cleaning responsibilities • Room capacity, no entry and social 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging

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		<ul style="list-style-type: none"> <li data-bbox="568 472 875 528">• Social distancing is not maintained 	<ul style="list-style-type: none"> <li data-bbox="965 504 1352 592">• Two staff max to use the staff room at any one time <li data-bbox="965 632 1339 823">• Equipment such as kettles, microwaves, dishwashers etc. should be cleaned prior and after use by those who use it <li data-bbox="965 863 1361 1054">• Food preparation should be for personal consumption only, and all utensils and equipment cleaned prior to leaving the kitchen area <li data-bbox="965 1094 1330 1182">• Kitchen to be deep cleaned every weekday by the cleaner <li data-bbox="965 1222 1308 1278">• Bins to emptied every morning <li data-bbox="965 1318 1352 1374">• Staff to only makes their own drinks only <li data-bbox="965 1414 1361 1469">• Staff to continue to share items such as milk and 	<ul style="list-style-type: none"> <li data-bbox="1480 472 1711 528">distance signage to be displayed <li data-bbox="1435 568 1733 759">• Staff to be informed of requirements and expectations prior to using the staff room and kitchen 	<ul style="list-style-type: none"> <li data-bbox="1816 504 2069 592">• Social distancing is not maintained <li data-bbox="1816 632 2063 759">• Staff/service , visitors do not wash hands effectively

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			<p>sugar so should clean and wipe down any items used, before and after use eg sugar bowl.</p> <ul style="list-style-type: none"> Cleaner should clean high contact areas such as door handles, fridge handles, photocopier buttons should be cleaned every 3 hours When the cleaner goes home, staff on duty to continue this process 24/7 when the cleaner is not on shift Cleaning to continue through out every day but an additional deep clean to be carried out if anyone is displays any symptoms 		
Staff	Reception office	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> The office to be only accessed by staff who need to use it. Residents, visitors and delivery staff not to be allowed into the office area 	<ul style="list-style-type: none"> Head of Housing to identify desks and mark off ones not to be used 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces

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			<ul style="list-style-type: none"> • Head of Housing to identify which desks can be used that maintain 2m social distance. Other desks to be marked off • Staff using the office informed to clean desk areas upon arrival and leaving the reception office • Posters on doors to highlight maximum number of people permitted in the office • Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets • Windows to be opened as appropriate • The reception glass sliding window to remain closed as staff can hear anyone at the reception window 	<ul style="list-style-type: none"> • Cleaning equipment to be available • Room capacity and social distance Signage to be displayed • Managers approve staff coming into the office prior to arrival, and inform Head of Housing who has oversight of building use • Head of Housing to coordinate a rota of staff using the office • Managers to enforce social distancing and challenge any non-essential office use 	<ul style="list-style-type: none"> • Social distancing is not maintained • Staff/service, visitors do not wash hands effectively

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			<ul style="list-style-type: none"> At times, the glass sliding reception window needs to be opened, e.g. to hand residents post. Groves, masks and other PPE available and readily available Anyone coming to the reception window must stand 2 metres away and adhere to floor markings showing where to stand 		
Staff	Next Step Office	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained 	<ul style="list-style-type: none"> Office to be only accessed by Next Step staff Housing Services Manager to identify which desks can be used that maintain 2m social distance. Other desks to be marked off Staff informed to clean desk areas upon arrival and leaving the desk 	<ul style="list-style-type: none"> Housing Services Manger to identify desks to be used and mark off ones not to be used Cleaning equipment to be available Room capacity and social distance Signage to be displayed 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces Social distancing is not maintained Staff/service , visitors do not wash hands effectively

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			<ul style="list-style-type: none"> • Posters on doors to highlight maximum number of people permitted in the office • Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets • Windows to be opened as appropriate 	<ul style="list-style-type: none"> • Housing Services Manger to approve staff coming into the office prior to arrival, and inform Head of Housing who has oversight of building use • Housing Services Manger to coordinate a rota of staff using the office • Managers to enforce social distancing and challenge any non-essential office use 	
<p>Staff, Service users, visitors</p>	<p>Activity room</p>	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces • Social distancing is not maintained 	<ul style="list-style-type: none"> • To be closed off to residents and used as an additional room for staff to carry out meetings, sign ups, support sessions, etc. • To be only accessed by staff who need to use it. 	<ul style="list-style-type: none"> • Housing Support Manager to identify desks and areas and mark off areas not to be used • Cleaning equipment to be available 	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces • Social distancing is not maintained • Staff/service , visitors do not

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			<ul style="list-style-type: none"> To booked out on Outlook. Staff using responsible for cleaning afterwards. A maximum 4 people at any one time. Managers to identify which desks and areas can be used that maintain 2m social distance. The cleaner will clean every week day Staff informed to clean desk areas and areas of use (including mini kitchen) upon arrival and leaving the room Posters on doors to highlight maximum number of people permitted in the office Windows to be opened as appropriate 	<ul style="list-style-type: none"> Room capacity and social distance Signage to be displayed Managers approve staff coming into the office prior to arrival, and inform Head of Housing who has oversight of building use Housing Support Manger to coordinate a rota of staff using the office Managers to enforce social distancing and challenge any non-essential office use 	<p>wash hands effectively</p>
<p>Staff,</p>	<p>All other offices</p>	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces 	<ul style="list-style-type: none"> Offices to be only accessed by staff who need to use them 	<ul style="list-style-type: none"> Mangers to identify desk and 	<ul style="list-style-type: none"> COVID-19 is transmitted via hard surfaces

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Service users, visitors	# Heads Together # CEO # Head of Housing # 1 st Floor Support office # 2 nd floor overflow office # 2 x interview rooms	Social distancing is not maintained	<ul style="list-style-type: none"> On duty managers to identify which offices and desks can be used that maintain 2m social distance. Other desks to be marked off Staff using offices informed to clean desk areas upon arrival and leaving their desk/area Posters on doors to highlight maximum number of people permitted in the office Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets Windows to be opened as appropriate 	<ul style="list-style-type: none"> mark off ones not to be used Cleaning equipment to be available in each office Room capacity and social distance Signage to be displayed Managers approve staff coming into the office prior to arrival, and inform Head of Housing who has oversight of building use Managers working that day to coordinate a rota of staff using the office Managers to enforce social distancing and challenge any 	<ul style="list-style-type: none"> Social distancing is not maintained Staff/service, visitors do not wash hands effectively

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				non-essential office use	
Staff, Service users, visitors	Communal areas	Adhering to government guidance of face coverings to be worn if closer than 2 metres to a person	<ul style="list-style-type: none"> Masks to be worn by services users, visitors and staff throughout sessions if under 2 metres apart unless they are exempt from wearing one. This includes when entering and exiting the building 	<ul style="list-style-type: none"> Managers and staff to enforce masks as appropriate 	<ul style="list-style-type: none"> Adhering to government guidance
Staff, Service users, visitors	All areas	Adhering to government guidance of rule of 6	<ul style="list-style-type: none"> New law prohibiting social gatherings of more than six people come into effect from Monday 14 September. 	<ul style="list-style-type: none"> Ensuring all groups adhere to rule of 6 except for exempt groups. Staff to challenge groups who do not follow the agreed rules. 	<ul style="list-style-type: none"> Adhering to government guidance of rule of 6