

Coronavirus (COVID-19) Risk assessment		
<b>Establishment:</b> Move-on property Lynwood Road, Redhill	<b>Assessment by:</b> Lee Fabry	<b>Date:</b> 1 June 2020
<b>Review Date:</b> 1 July 2020	<b>Red</b> – high risk <b>Yellow</b> – medium risk <b>Green</b> – little or no risk	<b>Draft:</b> 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.

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	Communal areas including entrance, hallway, corridors, garden	<ul style="list-style-type: none"> <li>Staff/service users enter the building with COVID-19 symptoms</li> <li>Social distancing is not maintained</li> <li>COVID-19 is brought in on food, clothing, equipment or other items</li> <li>Non-essential travel and social interaction guidelines not followed by staff,</li> </ul>	<ul style="list-style-type: none"> <li>All staff who have come within 2 metres contact with someone with COVID-19 to stay at home for 7 days if they present with COVID-19 symptoms</li> <li>All service users and visitors who have come within 2 metres contact with someone with COVID-19 to stay in their home or in their rooms for 7 days if they present with COVID-19 symptoms</li> <li>All staff to be informed if anyone in their household has symptoms they are to</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessment to be shared with all staff</li> <li>Staff to complete coronavirus and infection control training</li> <li>Protocols and signage to be displayed within building and rooms</li> <li>Staff and residents to be informed of additional</li> </ul>	<ul style="list-style-type: none"> <li>Staff, service users, enter the building with COVID-19 symptoms</li> <li>Social distancing is not maintained</li> <li>COVID-19 is brought in on food, clothing, equipment or other items</li> <li>Non-essential travel and social interaction guidelines not followed by staff,</li> </ul>

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		service users and families	<p>remain at home for 14 days</p> <ul style="list-style-type: none"> <li>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 14 days</li> <li>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</li> <li>Resident visitors to remained banned from the building. Only professional visitors with PPE allowed entering the building, e.g. social worker, Police Officer, etc.</li> <li>Visitors - front and back door to remain locked and only access by residents and staff using their key</li> </ul>	<p>cleaning responsibilities</p> <ul style="list-style-type: none"> <li>Managers to identify area where staff can store belongings such as coats and bags, etc.</li> </ul>	service users and families



People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
			<ul style="list-style-type: none"> <li>• Signage on front and back door to inform everyone we will not allow anyone with COVID-19 symptoms to enter the building</li> <li>• Signage on internal doors, toilets and in reception area to promote social distancing</li> <li>• Anti-bac gel available upon entering the building from either door</li> <li>• All staff and service users to wash hands upon entering the building</li> <li>• All individuals should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction</li> <li>• Residents to clean door entry key pads, door handles and light switches every 2 hours</li> </ul>		



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			<ul style="list-style-type: none"> <li>• Management and staff on duty to limit number of staff and services using in any one area at one time</li> <li>• 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</li> <li>• Staff and service users should limit possession brought into work and not to be shared with others</li> <li>• Staff to wash hands after collecting deliveries, equipment or other items that are brought in to the building</li> </ul>		
<p><b>Staff, Service users</b></p>	<p><b>Toilets and bathrooms</b></p>	<ul style="list-style-type: none"> <li>• COVID-19 is transmitted via hard surfaces in toilet areas</li> <li>• Social distancing is not maintained</li> </ul>	<ul style="list-style-type: none"> <li>• There are four communal toilets. One on the ground floor, two on the 1<sup>st</sup> floor and one in the annex. The toilet on ground floor to be used by staff only and be</li> </ul>	<ul style="list-style-type: none"> <li>• Residents and staff to be informed of additional cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• COVID-19 is transmitted via hard surfaces in toilet areas</li> <li>• Social distancing is not maintained</li> </ul>

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
		<ul style="list-style-type: none"> <li>Staff/service users do not wash hands effectively</li> </ul>	<p>kept locked. The other toilets are for resident use</p> <ul style="list-style-type: none"> <li>Cleaning of the ground floor toilet to be carried out by staff and other toilets cleaning carried out by residents</li> <li>Effective hand washing posters to be displayed above sinks</li> <li>Residents not to use staff toilets at any time</li> </ul>	<ul style="list-style-type: none"> <li>Housing Support Worker to lock the ground floor toilet</li> <li>Handwashing posters to be displayed</li> </ul>	<ul style="list-style-type: none"> <li>Staff/service do not wash hands effectively</li> </ul>
Staff,	Support office (ground floor)	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces, computer and telephone equipment</li> <li>Social distancing is not maintained</li> </ul>	<ul style="list-style-type: none"> <li>Office to be only accessed by staff who need to use it. A maximum of one staff at any one time</li> <li>Staff informed to clean desk areas upon arrival and leaving their desk</li> <li>Posters on doors to highlight maximum number of people permitted in the office</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning equipment to be available</li> <li>Room capacity and social distance Signage to be displayed</li> <li>Staff to approve staff coming into the office prior to arrival, and inform Head of Housing who has</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces, computer and telephone equipment</li> <li>Social distancing is not maintained</li> <li>Staff/service do not wash hands effectively</li> </ul>

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			<ul style="list-style-type: none"> <li>• Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets</li> <li>• Windows to be opened as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>oversight of building use</li> <li>• Housing Support Manger to coordinate a rota of staff using the office</li> <li>• Managers to enforce social distancing and challenge any non-essential office use</li> </ul>	
<b>Residents</b>	<b>kitchen</b>	<ul style="list-style-type: none"> <li>• COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging</li> <li>• Social distancing is not maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Only one resident to use the kitchen at one time, and maintain 2m social distancing at all times</li> <li>• Equipment such as kettles, microwaves, dishwashers etc. should be cleaned prior and after use by those who use it</li> <li>• Food preparation should be for personal consumption only, and all utensils and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Residents and staff to be informed of additional cleaning responsibilities</li> <li>• Room capacity, no entry and social distance signage to be displayed</li> <li>• Staff to be informed of requirements</li> </ul>	<ul style="list-style-type: none"> <li>• COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging</li> <li>• Social distancing is not maintained</li> <li>• Staff/service do not wash hands effectively</li> </ul>



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			<p>cleaned prior to leaving the kitchen area</p> <ul style="list-style-type: none"> <li>• Bins to emptied every evening</li> <li>• Windows to be opened when kitchen in use</li> <li>• Residents should clean high contact areas such as door handles, fridge handles, photocopier buttons should be cleaned every 2 hours</li> </ul>	<p>and expectations prior to using the staff room and kitchen</p>	