|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** | **Assessed by:**  **Signature:** | **Location:**    **Service:** | **Assessment No:**  **Review date:** |

Key: S = Severity L = Likelihood R = Remaining risk rating

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What has the potential**  **To cause harm (hazards)**  **and what harm might result** | Who and how many people might be at risk | **What are the preventative and protective measures already in place** | **S** | **L** | **R** | **What further action, if any, needs to be taken to reduce risk** | **By whom and**  **by what date** |
| Coronavirus serious illness or fatal. | **Very high-risk group employees**  Those who have been contacted by letter by NHS e.g. organ transplants, are living with severe respiratory conditions such as cystic fibrosis and severe chronic bronchitis (COPD) or specific cancers like of the blood or bone marrow. | **Staff in this group to be sent home under all circumstances.** |  |  |  |  |  |
| Coronavirus serious or fatal risk | Service users who are in **very high risk group** and are **shielding** | Only essential and emergency work to be done.  Limit staff visiting to those essential for visit  Wear PPE as described in [guidance document](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2020/04/Use-of-PPE-guidance-v2.pdf)  Maintain at minimum 2 metre distance: ask service user to remain in other room, set up barriers to maintain distance.  Follow hand hygiene guidance before and after visit. Do not touch any surfaces where possible; wipe down those you do. |  |  |  |  |  |
| Coronavirus serious or fatal risk | **Employees who are in the next level of seriousness:**   * aged 70 or older (regardless of medical conditions) * under 70 with an underlying NHS-listed health condition (ie anyone instructed to get a flu jab as an adult each year on medical grounds): * chronic (long-term) respiratory diseases   such as certain levels of [asthma](https://peopleanytime.aberdeencity.gov.uk/coronavirus-advice-for-employees/coronavirus-staying-safe-while-working/), chronic obstructive pulmonary disease (COPD), emphysema or bronchitis   * chronic heart disease, such as heart failure * chronic kidney disease * chronic liver disease, such as hepatitis * chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy * diabetes * problems with your spleen – for example, sickle cell disease or if you have had your spleen removed * a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy * being seriously overweight (a body mass index (BMI) of 40 or above) * those who are pregnant | Wherever possible **unless work is essential and operationally critical** these employees should work from home. These employees should not be allowed to decide to work as normal. These staff should not work with service users who have been deemed to be suspected of having or confirmed to have coronavirus.  Where it is deemed essential for these employees to work then it should be ensured that all of the following guidance in the next section is implemented |  |  |  |  |  |
| Frontline staff having contact with service users (no signs of symptoms)  Covid-19 (Coronavirus) | Employees  Service users | Only essential work to be completed  Face coverings to be worn by staff and customers when in public building in customer facing areas when 2 metre distance unable to be maintained.  Consider what PPE may be required by following this [guidance document](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2020/04/Use-of-PPE-guidance-v2.pdf)  Can the task be done in a different way so that 2m distance can be maintained?  o Yes – do this and document a justification that describes why the process has changed from usual practice, make sure your usual Health and Safety considerations are applied.  This can be done by considering the following including but not exclusively:   * Is it an essential role (see key worker’s guidance)? * Is the task being done essential? * Is it essential that the task is done now or can it be deferred? * Can the task be done in a different way so that 2m distance can be maintained? * Ensure that staff are seated at their workstations 2 metres or more apart. * Can staff have a desk and workstation allocated to them during this period * Include canteen and welfare areas in this consideration. Look at reducing capacity of canteens and setting out tables and chairs to maintain the distance. Face coverings to be worn in canteens when not seating at a table (e.g. when queueing, entering / leaving, moving around canteen). * Consider areas where staff and service users interact; is it possible to have as system where the contact can be removed or reduced, e.g. digital filling in of forms. * Consider alternative ways of delivering service, e.g. posting or emailing documents, having discussions by phone or other electronic method.   o No – then adapt the task to ensure social distancing is adhered to as far as possible and document this.  If the task is essential, then adapt the task to ensure social distancing is adhered to as far as possible and document this.   * Minimise the time spent at less than 2m * Maintain 2m distance for breaks and lunch * Maximise the distance, where the 2m distance cannot be kept, always ensure the greatest distance between people is maintained * Apply environmental changes to minimise contact such as physical barriers, markings or changing placement of equipment or seating (e.g. a screen between staff and customers, or tape markings on the floor to show the 2 metre distance required). * Consider changes in working practices (stagger times at which work is done or breaks are taken; restructure workflows to allow for social distancing to be implemented). * Ensure that good hygiene practices and all infection prevention and control measures are implemented fully.   Services should have in place processes to establish, where possible if a service users:   * has symptoms of coronavirus; * any householder is self-isolating * if anyone in household is in very high risk group   For example, telephone call prior to visit, information from other services, agencies.  Check information on available systems, if possible, e.g. CareFirst, i-World.    Minimise physical contact with the person – e.g. no hand shaking.  Minimise contact with surfaces if possible, e.g. tables, furniture.  Avoid touching eyes, nose and mouth with unwashed hands.  Do not share items that come into contact with your mouth such as cups & bottles  If unwell do not share items such as bedding, dishes, pencils & towels  Practice good hygiene including regular hand washing by all staff and service users.  Preferred options for cleaning hands:  1. soap and hot water  2. soap and cold water  3. 60% alcohol hand sanitisers  4. biocidal hand gel to standard EN14476  Wash hands for at least 20 seconds when:   * Before leaving home * On arriving at work or other premises * After using the toilet * After breaks * After sporting activities * Before food preparation * Before eating any food, including snacks * Before leaving work * On arrival at home   Handwashing posters displayed in workplaces |  |  |  | If allergies to hand gel consider the provision of bottles of (tap) water, soap and paper towels with them to remove the need for hand gels.  Questionnaire may be necessary for initial enquiry to the service user / about the service user to quantify whether symptomatic.  Regular handwashing and use of disinfectants can cause dermatitis so checks in place by supervisors to ensure no skin conditions developing  Consideration of whether Non-emergency works re-scheduled if service user refuses entry or does not comply with ACC risk assessment. |  |
| Employees having contact in workplace with other employees with no symptoms | Employees | Face coverings to be worn in workplaces when not at desk, table or work space |  |  |  |  |  |
| Employees having contact with other employees with no symptoms  Travelling in same work vehicle. | Employees | Ensure that no employee starts a work shift with any symptoms of coronavirus.   1. Minimise the number of people in crew cab. 2. Ensure none is working with a new continuous cough and/or a fever/high temperature (≥37.8°C), a loss of, or change in, their normal sense of taste or smell. 3. To further reduce the low risk then you should also undertake the following:  * increased ventilation - open windows; * work colleagues not directly facing each other; and * additional hand hygiene / contact points cleaning. * Maintain the same staff bubble where possible * All occupants require to wear a face covering unless exempt  1. If someone presents even the mildest of the above symptoms then they should follow the self-isolation procedures immediately:  * **Symptomatic Isolation** - self-isolate in a residential setting for 10 days from the onset of a new continuous cough and/or a fever/high temperature (≥37.8°C), a loss of, or change in, their normal sense of taste or smell. Symptomatic individuals should seek prompt medical attention if symptoms worsen, such as breathing difficulties or shortness of breath. * **Household Isolation** - anyone living in the same household as a symptomatic person should self-isolate for 14 days. “If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 10 days. If anyone else in the household starts displaying symptoms, they stay at home for 10 days from when their symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Household members who remain well stay in self isolation for 14 days due to maximum incubation period, calculated from day 1 of first symptomatic person. Household members do not need to restart the clock if other members become symptomatic during the 14 days self-isolation.”   Outside vehicle employees are to follow social distancing requirements, i.e. to remain at least 2 metres separate from others.  Regularly contacted surfaces should be cleaned regularly, at least at end of shift/start of new shift.  Avoid touching eyes, nose and mouth with unwashed hands.  Wear either impermeable/waterproof gloves or if not supported by use of nitrile or similar gloves used underneath standard gloves  Remove gloves before entering vehicle and practice good hygiene practices regular hand washing by all staff and service users. |  |  |  |  |  |
| Travel to and from work | employees | Travel solo where possible.  Vehicle sharing:  This should be avoided as much as possible. However where required you should consider:   * keep to small groups of people, up to 6 at any one time * keep your distance and take care entering and exiting the vehicle * sit as far apart as possible in the vehicle, avoiding face-to-face * maintain good ventilation by keeping the car windows open * wear a face-covering, unless you are exempt * clean your hands before and after your journey * if the vehicle is your responsibility, clean the door handles and other areas that people touch. * If you regularly share transport whether it is a car or minibus or other private vehicle, try and share with the same people each time.   Public transport:   * can be used aiming to maintain 2 metre distance where possible: * wear a face covering unless you are exempt * try to avoid busier times of travel to ensure you can practise social distancing. * sharing a private vehicle with other employees: * consider how/if social distancing can be applied within vehicle. If not then limit number of people * The following general infection prevention and control measures should be followed: * Hand hygiene - use handwashing facilities or, where available, alcohol based hand rub before and after journeys. * Catch coughs and sneezes in tissues or cover mouth and nose with sleeve or elbow (not hands), dispose of the tissue into a bin and wash hands immediately. * Practice social distancing. For example, sit or stand approx. 2 metres (6 feet) from other passengers, travel in in larger vehicles where possible or use vehicles with cab screens, if available. * Clean vehicles between different drivers or passengers as appropriate |  |  |  |  |  |
| Cleaning surfaces / area where assistance was provided / contact with possible contaminated surfaces  Covid-19 (Coronavirus)  Spillages – bodily fluids, blood, vomit, etc | EmployeesService Users | In ACC premises / other public building possibly cleaning can be undertaken by organisation’s cleaning staff in accordance with cleaning processes.  Cleaning and disinfection of frequently touched objects and surfaces (e.g. telephones, keyboards, door handles, desks, tables)  If in another premises, e.g. person’s home  Use of anti-bacterial surface cleaning product for surfaces should be available.  Keep people away from the area.  Use spill – kit if available, and the PPE provided with the spill kit.  If spill kit not available place paper towels / roll onto spill.  Seek further advice from the emergency services when they arrive. |  |  |  | In ACC premises identify a separate room to place any person with symptoms, may have virus? Would then require special cleaning measures.  Provision of spill kits and PPE |  |
| Employee becomes unwell  If you develop any of the symptoms either:   * **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * **a loss of, or change in, your normal sense of taste or smell –** (this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal) | Employees Service Users | * You should follow current NHS guidance   <https://www.nhs.uk/conditions/coronavirus-covid-19/>    You should stay at home or self-isolate:   * if you have symptoms of coronavirus, you'll need to stay at home for 10 days * if you live with someone who has symptoms, you'll need to stay at home for 14 days from the day the first person in the home started having symptoms   If you live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, try to find somewhere else for them to stay for 14 days.  If you have to stay at home together, try to keep away from each other as much as possible. |  |  |  |  |  |