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

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

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| **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 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://aberdeencitycouncilo365.sharepoint.com/sites/Service-Assurance/Shared%20Documents/General/Health%20and%20Safety/01MgmtSystem/Coronavirus/guidance/Guidance%20on%20Vulnerable%20Workers%20with%20Asthma.docx), 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 symptoms or are suspected or confirmed of having coronavirus  Where **essential and** **operationally critical** then the social distancing arrangements need to be planned and put into place. The following controls should be put in place:   * Employee and colleagues must be separated by the recommended 2 metre distance. Consider using barriers to show this distance. * High risk employee should log into meetings using electronic means; * High risk employee should avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough, a loss of, or change in, their normal sense of taste or smell. * Where high risk employee requires to visit service user for essential visit they should observe social distancing advice; if possible ask service user to stay in another room; * Employee should avoid use of public transport when possible.   **All staff** should follow recommended hygiene controls:  Preferred options for cleaning hands from HSE guidance on this:  1. soap and hot water  2. soap and cold water  3. 60% alcohol hand sanitisers  Wash hands for at least 20 seconds when:   * Before leaving home * On arriving at work or other premises * After using the toilet * After breaks * Before food preparation * Before eating any food, including snacks * Before leaving work * On arrival at home |  |  |  |  |  |
| Frontline staff having contact with service users (no signs of symptoms)  Covid-19 (Coronavirus) | Employees  Service users | Services should have in place processes to establish, where possible, how service users are feeling prior to a visit. Health conditions (e.g. cold, flu like symptoms, corona virus, being tested for virus, have they returned from foreign travel)? For example, telephone call prior to visit, information from other services, agencies.  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.  Check information on systems, if possible:  CareFirst, i-World.  **If no symptoms there is no need to change approach current precautions / control measures and follow additional precautions advised by Public Health Scotland**.    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 practices regular hand washing by all staff and service users.  Preferred options for cleaning hands from HSE guidance on this:  1. soap and hot water  2. soap and cold water  3. 60% alcohol hand sanitisers  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 |  |  |  |  |  |
| 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. |  |  |  |  |  |