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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** |
| Staff in unfamiliar environment  Staff unsure of what work requires  Staff not used to equipment  Staff unaware of service user needs | Redeployed employees/service users | Follow or complete relevant risk assessment completed for staff working in areas with either symptomatic or non-symptomatic employees or service users.  Complete health and safety orientations including fire safety arrangements, welfare etc  Thorough explanation of what work is required to be done  Run through of risk assessment explaining all risks involved and controls required. Ensure that redeployee understands what is required.  Redeployee supervised to a level dependent of risk  Redeployee is told how to escalate issues  Can existing staff operate equipment with redeployee carrying out other tasks.  Staff are provided with training on how to operate equipment. Competent person checks that staff are able to operate equipment safely.  Redeployee supervised by competent staff dependent on level of risk in using equipment  Redeployee instructed on service user needs  Handover of this at every change of shift |  |  |  |  |  |
| 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 |  |
| Frontline staff having contact with service users (no signs of symptoms)  Covid-19 (Coronavirus) | Employees Service users | Consideration that experienced employees carry out face to face work and redeployed staff carry out supporting roles behind the scenes.  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.    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 workspace |  |  |  |  |  |
| Homeworking | All relevant staff | Where possible it is advisable to try and replicate a full-sized DSE set up as far as possible. This means using a desk and chair and raising the height of the screen to an appropriate position (using a laptop stand, or other method such as books or files) to minimise head and neck movements, and using an external wired or wireless keyboard and pointing device (mouse).  Where this is not possible using a supportive chair should be used with the laptop on a firm and level surface such as a desk or table. As with full-sized DSE, the height of the keyboard should allow for relaxed shoulders and horizontal forearms. The screen should be angled so that the head does not have to be noticeably inclined and the line of sight is perpendicular to the screen, although account will have to be taken of any glare or reflection issues.  Staff should practice active working to change their position as regularly as possible by taking regular short breaks form their screen, standing to make phone calls etc.  Managers to agree methods of communication with staff to ensure regular communication is maintained to prevent staff feeling isolated |  |  |  |  |  |
| 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) | 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. |  |  |  |  |  |