|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
| Provision of assistance to person with symptoms  Covid-19 (Coronavirus)  Spillages – bodily fluids, blood, vomit, etc | Employees Service users | If the person is self-isolating / has symptoms inform line manager and contact the local Health Protection Team for advice/to advise on action to be taken.  As well as the above precautions also consider:  Consider alternative arrangements for contact to service users: e.g. leave shopping at front door, post letters, communicate information by telephone, electronically (e-mail).  Face coverings should be worn when in communal areas such as corridors, stairs, lifts – this would include multi storey buildings, etc.  Is it possible to place the person in a place away from others such as in a separate room / area.  The room / area should be well ventilated (e.g. open a window if possible)  The person should wear a face covering if possible.  Minimal touching of surfaces in room / area.  If no physically separate room, employee/s and others (e.g. family member/s) who are not involved in providing assistance to stay at least 2 metres way from the individual. Barriers or screens can be used if available for segregation.  [Personal Protective Equipment](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2020/04/Use-of-PPE-guidance-v2.pdf) (PPE) - staff should wear the appropriate PPE as set out in linked document.  Ensure that where possible all current social distancing rules are adhered to, i.e. keeping to 2 metre distancing rules. This can be done by considering the following including but not exclusively:   * Consider whether it is essential that the visit is made. * Ensure that staff are seated at their workstations a suitable distance apart. * 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. * 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 alternative ways of delivering service, e.g. posting or emailing documents, having discussions by phone or other electronic method   Wash hands thoroughly with soap and water before putting on and after taking off PPE  A specific bag should be identified for disposal of any items including disposable PPE should be used and that can be sealed.  After contact with the person – thoroughly wash hands with soap and water at the earlier opportunity.  60% Alcohol hand gel recommended if soap and water not available. Soap and water is preferable; can the service users facilities be used (?)  Alcohol sanitiser that contains 60% provided if water and soap not available.  Avoid touching your mouth, eyes or nose, unless you have recently cleaned your hands. |  |  |  | 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.  For work with service users who are confirmed or suspected of having Covid-19 staff should wear the level of PPE set out in this [guidance](https://peopleanytime.aberdeencity.gov.uk/wp-content/uploads/2020/04/Use-of-PPE-guidance-v2.pdf) |  |
| 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 |  |  |  |  |  |
| 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. This would include the immediate area where the employee works, such as their workstation, other potentially contaminated high contact areas such as keyboards, telephones, door handles, grab rails, etc. will also be disinfected. After these processes have been completed.  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. |  |  |  |  |  |
| Waste | Employees Service Users | Consumable waste items that have been in contact with a service user with symptoms, including used tissues and disposable cleaning cloths should be disposed of securely within disposable bags, When full, the plastic bag should then be placed in a second bin bag and tied.  These bags should be stored for 72 hours before being put out for collection.  If the service user with symptoms tests negative, double bag can be put in the normal waste.  If the service user tests positive, follow the advice of the local Health Protection Team on 01224 558520.  Other household waste can be disposed of as normal. |  |  |  |  |  |
| Laundry | Employees Service Users | Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person where possible, should be laundered separately.  Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.  Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.  If you do not have access to a washing machine in the setting, ensure dirty laundry is kept bagged at home for 72 hours before taking to the launderette.  After handling dirty laundry ensure hand hygiene is carried out.  If the test result of the person is negative, the laundry can be managed as per normal service policy/practice.  If the result is positive, follow the advice of the local Health Protection Team. |  |  |  |  |  |