

Covid-19 risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. There is a direct threat to staff health and wellbeing from transmission of the Covid-19 coronavirus while at work.

People can catch the virus from others who are infected in the following ways:

1. Virus moves from person to person in droplets from the nose or mouth spread when a person coughs or exhales
2. The virus can survive for up to 72 hours out of the body on surfaces that have been coughed on, etc.
3. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

Below is a risk assessment of the area of work to ensure the safety of staff, service users and visitors taking all of the above into account and making the premises "COVID" secure.

Area- The Sequoia Therapeutic Community

Assessment Carried Out By-Peter Marshall/Debbie Smaller
Suzanne Brown/Vanessa Waite

Date of assessment-18.06.20

Date of review-18.07.20

The Sequoia Therapeutic Community opened at Navigo's Harrison House site in September 2015. Community members are expected to attend from 10am to 3pm for three days a week (Monday, Tuesday, & Thursday).

The Sequoia Therapeutic Community offers a day psychotherapy programme for those with longstanding emotional difficulties – mainly, but not exclusively, with a diagnosis of Borderline Personality Disorder.

Relevant Legislation-

1. Health And Safety At Work Act 1974
2. The management Of Health And Safety At Work Regulations 1999
3. The Equality Act 2010

The review was completed in accordance with the:

- COVID-19 in offices and contact centres

Guidance for employers, employees and the self-employed 11 May 2020

All the standards have been reviewed in the above document and actions noted in this review followed by a walk-around of the building and how the standards are to be implemented.

<u>Hazards</u>	Who Might Be Harmed And Why	Control Measures Already In Place	Further Action needed	Who Will Carry Out The Action	Action Completed
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Home Working

<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Contractors</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with the service.</p>	<p>Staff are working from home where the job role allows-</p> <p>Management have a rota in place to work on site and from home where possible.</p> <p>Suzanne brown Wed/Fri Dr G Tue/Fri</p> <p>Staff have been provided with all the equipment they need to work from home such as</p> <ol style="list-style-type: none"> 1. Laptop 2. Phone <p>The following equipment can be made available if required-</p> <ol style="list-style-type: none"> 3. Work station 4. Chair 5. Stationery 	<p>Management to ensure ongoing contact/support for those working from home</p> <p>Occupational health to hold regular reviews of individual circumstances in line with the most up to date government advice.</p> <p>Staff working from home to be provided with a DSE assessment form to complete with any issues relayed back to the line manager.</p> <p>Continue to provide the correct equipment for those working from home and support for mental and physical wellbeing.</p> <p>Consistent lines of communication to be maintained with those working from home</p>	<p>S.B</p> <p>Occ Health</p> <p>S.B</p> <p>S.B</p> <p>S.B</p>	
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Social Distancing

<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the service.</p>	<p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>All workstations across the site have been separated to ensure a 2m gap. Offices/communal areas have also been risk assessed and the maximum occupancy is as follows-</p> <p>Staff Office-2 Kitchen Diner-10 Main therapy room-10 Small therapy room-6</p> <p>Staff will use the same workstation each day and there will be no hot desking.</p> <p>T.C in normal circumstances can have up to 20 S.U at any one time between the hours of 10am and 3pm, in order to comply with social distancing guidelines the plan is to reduce the size of the main group and split it into two smaller groups which including staff will not exceed the room sizes of 10 persons maximum. TC opening times to be reduces as no social free time allowed whilst restrictions are in place unless social distancing can be safely retained</p> <p>Signs, posters, markings on the floor and wall across the site to remind staff of the need to maintain social distancing.</p> <p>All staff and S.U to wear a face mask at all times.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff and S.U to be reminded on a daily basis the importance of social distancing both in and out of work.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>S.B/V.W S.B/V.W S.B/V.W S.B/VW</p>	
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2 metre zones have been marked across Harrison house 1st floor.

Moving around the building

Spread of Covid-19 Coronavirus	Staff	Staff keeping the footprint across the site to a minimum by utilising telephone/email/zoom contact where possible to avoid face to face. Where this is not possible strict 2 metre distancing/PPE utilised.	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.	S.B/V.W	Completed
	Contractors			S.B/V.W	
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	On arrival and departure from the premises staff are aware of social distancing and keep 2m distance at all times. One way system in place at reception for the start of shift.	Rigorous checks will be carried out to ensure that the necessary procedures are being followed.	S.B/V.W	
	Anyone else who physically comes in contact with the service.	When moving around the building in Harrison house staff wear a face mask at all times and adhere to the 2 metre social distancing guidelines/2 metre distance markings on the floor. Staff are aware in the event of an emergency e.g. In the event of a fire they do not have to stay 2m apart as this would be unsafe	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Normal fire evacuation procedures apply.	S.B/V.W	
		Prior to the SU's attending staff to contact all SU's for a brief risk assessment of signs and symptoms of Covid, any symptoms staff will advise to self-isolate for at least 7 days, staff will continue to call and monitor possible symptomatic SU's. They will also be asked if they have had contact with anyone who has tested positive for Covid-19. S.U will arrive for T.C with a staggered start time. They will enter at the TC doors and que two meters apart. Temperature will be checked (Contactless) upon arrival and recorded. They will then be asked	20 lockers required S.U to have the procedures explained to them before they return to the T.C	Estates S.B V.W	

to wash their hands with alcohol gel and given a facemask to wear. They will be given a black bag to put their outdoor coat, phone handbag and any personal belongings in and proceed to their allocated personal locker, this will remain in their locker until home time. S.U will be allocated their chair for the day in the therapy room, this process will be repeated adhering to social distancing at all times until all of the service users are in the therapy room. At the end of each day a staff member will wipe inside and out of each locker.

There is a clinical waste bin on the way out system where the used mask must be placed.

S.U will leave by the fire exit at the rear of the corridor where there is a clinical waste bin for used masks. Social distancing will be in place at all times.

Any S.U showing symptoms of Covid-19 will be asked to leave site immediately.

S.U will be asked to not leave site once they have arrived for the session and any smokers will be offered Nicotine patches. S.U will also be asked to wear a face mask at all times.

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

S.B/V.W

Work related travel

Spread of
Covid-19
Coronavirus

Staff
Contractors
Vulnerable
groups –
Elderly,
Pregnant
workers,
those with
existing
underlying
health
conditions

Anyone
else who
physically
comes in
contact
with the
service.

All non-essential travel has been stopped.
No shared travel.

Staff/S.U avoiding public transport where possible

Lots of secure bike racks at Harrison House for those
wishing to avoid public transport and bike to work.

Meetings

<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the service.</p>	<p>Conference calls/Zoom are been utilised instead of face to face meetings.</p>			
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Common Areas

<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the service.</p>	<p>Individual lockers to be ordered for the T.C</p> <p>Donning/Doffing PPE</p> <p>Staff will collect a face mask from reception on entry to the building, they will wear the face mask for up to 4 hours or replace it whenever they eat or drink. Before putting the face mask on and after taking it off hands need to be cleaned with at least alcohol gel and if possible warm water and soap. Infection control have confirmed the face masks can be disposed of in the general waste on the condition they are double bagged and left for 72 hours before they are placed in the waste bins. For organisation purposes the bags need to be marked with a date and time to ensure the 72 hours has passed.</p> <p>Infection control have also confirmed there is no need for a designated donning/doffing area in the T.C.</p> <p>S.U will have breaks in the therapy rooms and will bring own food drinks.</p> <p>Staff have office space away from the therapy room where they can have breaks. Staff will use the toilets upstairs at Harrison house and service users will use the allocated toilet in the T.C.</p> <p>The kitchen in the T.C will remain closed and will not be used by the S.U.</p>	<p>20 lockers to be ordered</p> <p>Chairs are going into storage as they are material and cannot be deep cleaned/36 chairs required that can be wiped down/Suzanne Brown to submit quote</p>	<p>P.M/ESTATES S.B</p>	<p>Completed</p>
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Managing Visitors/Contractors

<p>Spread of Covid-19</p>	<p>Staff Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the service.</p>	<p>Contractors who visit for emergency repair/service are provided with a face mask and are asked to adhere to the 2m social distancing.</p>	<p>All visitors to Harrison House will be given guidance on social distancing and also hand hygiene by way of posters and verbal exchange. Perspex screens to be fitted to Harrison reception Thermal image camera to be fitted at Harrison house</p>	<p>Everyone Estates Estates</p>	
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Cleaning Of The Workplace

<p>Spread of Covid-19</p>	<p>Staff Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the service.</p>	<p>Staff are frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as workstations/Mouse/phone/keyboard. Checklists in place to aid consistency.</p> <p>Tukes domestic team clean each area once a day and also as and when a more thorough clean is required e.g. Service user discharged/beds pace deep cleaned.</p> <p>The domestic team use the following cleaning products for deep cleaning</p> <ol style="list-style-type: none"> 1. Anti bac sanitizer concentrate-Floors 2. Tristel Fuse High level disinfectant-Walls 3. Single use mops 4. Single use Jays cloths 5. Bleach and water mix-10 parts water 1 part bleach <p>Home clean (carpet clean contractor) completes a covid-19 deep clean of the carpets.</p> <p>Infection control risk assessment has been completed.</p> <p>Checklist used across the site for the cleaning of heavily touched areas e.g. door handles/PC equipment. This will be done 3 times daily.</p> <p>S.U responsible for cleaning own area e.g. chair, locker, heavily touched areas in the toilet door handles/taps and they will be provided with the</p>	<p>Ensure PPE (face masks) are disposed of in the general waste ensuring they are double bagged and left for 72 hours before they are placed with the other general waste, bags to be labelled with time/date. Infection control confirmed the face masks can be disposed of in this way 18/06/20</p> <p>All soft furnishings that cannot be deep cleaned to be sent into storage.</p> <p>Infection control risk assessment to be completed by Anne Martin</p>	<p>Everyone</p> <p>S.B/V.W</p> <p>S.B</p>	
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correct cleaning materials and also a checklist for consistency.

T.C has had a recent deep clean after it was used as storage for PPE.

Handwashing

<p>Spread of Covid-19</p>	<p>Staff Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the service.</p>	<p>Posters around the site reminding staff to wash hands regularly and also to wash for 20 seconds with soap and water.</p> <p>Hands are washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes. Sanitiser may be used in addition or in the absence of soap and water.</p> <p>Regular infection control updates.</p> <p>Hand washing facilities with soap and water in place.</p> <p>Stringent handwashing taking place</p> <p>See handwashing guidance- https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. This will be done verbally and also with posters across the site. Alcohol gel to be readily available at all times.</p> <p>Staff to be reminded posters/verbal to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Staff to be reminded to take care of hands and moisture on a regular basis.</p> <p>Encourage staff to report any problems and carry out skin checks. See guidance below https://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/skin-health-surveillance/#</p>	<p>Line Manager Line Manager Line Manager Line Manager</p>	
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Personal Protective Equipment

<p>Spread of Covid-19</p>	<p>Staff Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the service.</p>	<p>PPE readily available for all staff and the guidelines for the safe use of this PPE can be found at https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe Daily PPE counts to ensure PPE is always readily available Staff have had the correct training in Donning and Doffing PPE and guidance can be found in the links below. Infection control guidance. https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe All staff are to read and understand the guidelines before using PPE. Acute performance team have a spreadsheet for the site and update it with a daily count of all PPE on site. See standard operating procedures working in other people's homes at the end of this risk assessment re PPE.</p>	<p>Any shortages of PPE to be reported at the earliest opportunity Daily PPE count completed each morning</p>	<p>Everyone Everyone</p>	
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Communication

Spread of Covid-19

Staff
Contractors
Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
Anyone else who physically comes in contact with the service.

Staff are consulted on a regular basis with everything related to Covid19 by email communication.
Union representatives are active in the risk assessment process.
Regular updates for those working from home
Regular Management Updates by Webinar
Regular updates for those working from home
Regular contact made with those working from home by zoom-

1. Daily meeting
2. Weekly team meeting
3. Supervision.

Symptoms Of Covid-19

<p>Spread of Covid-19</p>	<p>Staff Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with the service.</p>	<p>If anyone becomes unwell with a new continuous cough, high temperature or loss of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance. Track and trace will be utilised and anyone who has come into contact with the infected person will be tested for Covid19 as soon as is physically possible with the results relayed back to management/occupational health.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>Support service in place for Navigo staff and this can be accessed on 01472 256 256 option 3 for fast track professional mental health support.</p> <p>Further information on Coronavirus can be found using the link below https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p>	<p>Everyone</p>	<p>Ongoing</p>
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Standard operating Procedures

Working in other people's homes

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

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People can catch the virus from others who are infected in the following ways:

1. Virus moves from person to person in droplets from the nose or mouth spread when a person coughs or exhales
2. The virus can survive for up to 72 hours out of the body on surfaces that have been coughed on, etc.
3. People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

Below are some Guidelines when working in other people's homes taking all of the above into account:

- Only work in service users homes if it absolutely necessary and cannot be avoided.
- Avoid using more than one member of staff for the visit unless it cannot be avoided.
- If the visit requires 2 members of staff they should travel to the property in separate vehicles where possible.
- Use fixed teams where possible to reduce the number of people the service user has contact with.

Call the service user beforehand and establish the following:

- Identify if anyone in the property is symptomatic or whether anyone has been symptomatic in the last 72 hours.
- If another member of the household is symptomatic then ask if they can move to a different room while the visit takes place this will reduce risks to staff.

- Ask if the service user can open all internal doors to avoid staff having to touch surfaces whilst inside and to keep a steady flow of air.
- Explain to the service user that staff will be wearing full PPE and explain it's for the safety of both staff and service user.
- Explain that all used PPE from the visit will be disposed of at the property as per government advice.

On arrival at the property:

- NAVIGO are currently asking all staff to wear full PPE (face mask, Eye protection, apron, gloves) in service users homes regardless of if they are symptomatic or not.
- Staff to don PPE at the front door to avoid attention being drawn to the service user.
- Limit touching heavily touched areas where possible.
- Keep the visit as short as possible.
- Avoid personal contact and keep a 2 metre distance where possible.
- Work areas in the property should be kept as clean as possible with no clutter to enable effective cleaning during the visit
- Ensure any used PPE is removed according to PPE guidelines and disposed of in the service user's waste bin as per government advice e.g. Leave 72 hours before it is placed in the waste bin and ensure it is double bagged, if unsure ask line manager/read PPE guidelines/government advice. **Ensure the service user understands the used PPE cannot be placed with the other general waste for 72 hours.**
- After removing PPE ensure hands are sanitized using alcohol gel.

Standard operating Procedures

Working from a vehicle

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Below are some Guidelines when using a vehicle to avoid the spread of Covid-19 taking all of the above into account.

Staff who sign out the keys for this vehicle should read and understand the following operating procedures before entering the vehicle.

When using a company vehicle staff should travel alone. If workers have no option but to share a vehicle , then they should:

- Share with the same individuals and with the minimum number of people at any one time
- Wherever possible, maintain a distance of 2 metres
- Maintain good ventilation (i.e. keeping the windows open)
- Use appropriate PPE when traveling with others-see government guidelines for PPE
- Ensure the vehicle is sanitized before and after the journey with alcohol wipes paying particular attention to heavily touched areas such as door handles, keys, steering wheel, and gear stick.

The following steps will help staff minimise the risk of contamination to anyone using the works vehicle:

- Avoid all non-essential travel
- Keep the time spent in the vehicle to a minimum
- All vehicle keys should be sanitized before and after use
- Before and after the journey clean all heavily touched areas e.g. steering wheel, door handles, gear stick using alcohol wipes
- Sit as far apart in the vehicle as possible maintaining a 2 metre distance e.g. passenger in the back diagonal to the driver
- Keep the windows at least partially open to create a steady flow of air
- During the journey regularly sanitize your hands using alcohol hand gel
- Do not eat or drink in the vehicle
- Do not leave any used PPE in the vehicle and ensure all rubbish is cleared at the end of the journey.

