

Risk Assessment

Summary

Reference: RA003419/11

Sign-off Status: Approved

Date Created:	23/02/2022	Confidential?	No
Assessment Title:	Pandemic (i.e. Covid-19) Corporate Risk Assessment		
Assessment Outline:	Following the announcement by the Government to relax Covid control measure, this assessment has been reviewed and no updates are required, at this stage. PCH will be adopting a two stage approach (4 weeks in each stage) to return the organisation to the Governments Plan A. Control measures to be put in place to reduce the risk of transmission to staff members, tenants, vulnerable persons and members of the public during a pandemic, in accordance with government guidance, that will be reviewed and implemented as required.		
Area Responsible (for management of risks)	Location of Risks	Off-Site	
Directorate:	All directorates	Site:	
Department:	All Departments	Area:	
Team:	All Teams	Dept/Area:	
Further Location Information:	All Plymouth Community Homes sites: tenanted and untenanted residential and commercial properties, as well as communal areas (indoors and outside) across the city of Plymouth and outlying areas.		
RISK_HE_FORMA_COUNTRYLABEL:	RISK_HE_FORMA_COUNTRY_HEADER		
	UNITED KINGDOM		
Assessment Start Date:	23/02/2022	Review or End Date:	23/02/2023
Relevant Attachments:	<p>Description of attachments:</p> <p>Location of non-electronic documents:</p>		
Assessor(s):	Harris, Keith		
Line Manager:	Keith Harris		
Reason fo Review	<p>Type:</p> <p>Reason:</p>		
Signed Off:	Keith Harris (25/02/2022 14:40)		

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

CATEGORY
Employees
Contractors
Members of the Public
Visitors
Disabled Persons
Inexperienced Workers/Trainees
Women of Child-bearing Age
Young Persons

Who Made By	Date/Time Received	Comments
Harris, Keith	24/02/2022	Hazard 2 General Environments, Communal Areas, indoors and outside Updated from must. • Staff are encouraged to wear face coverings (cloth or surgical type) when moving around communal areas of our buildings, e.g. stairwells, corridors, communal lounges etc. Hazard 3 Working in communal areas (indoors and outside), shared workspaces, incl. bunks, work vehicles Updated from must. • Bunks and Indoor communal areas - Face coverings are encouraged to be worn in these areas. • Face coverings are encouraged to be worn in shared transport. Deleted • Wear face coverings to be worn at all times, unless exempt, or they are removed to eat or drink. Staff must ensure they maintain social distancing at all times. • Only essential face to face meetings should continue. Hazard 4 Working in close proximity to others Amended close proximity working - Wear face coverings and

Risk Assessment

disposable gloves. Face to face working should be limited to as short a period of time as possible (ideally no more than 15

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1. Plymouth Community Homes activities during pandemic

Description of Activity:

Undertaking works and visiting tenanted, untenanted commercial and residential properties and communal areas (including outside areas) to undertake repairs, maintenance and cleaning as well as in-person visits, meetings and events.

The assessment control measures relate to a pandemic situation, and are in addition to existing operational assessments.

Hazard 1. General

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Activities are to be planned for the minimum number of people needed to be on site to operate safely and effectively, i.e. only those deemed necessary to carry out physical works, supervise work, or conduct work in order to operate safely.

People at higher-risk of infection from the pandemic, including Clinically Extremely Vulnerable people follow the same guidance as everyone else (unless specific government guidance is issued) and the control measures in this risk assessment (such as good hygiene, cleaning and ventilation) are strictly applied.

Anyone at higher-risk that has particular concerns should discuss these with their line manager, and a personal risk assessment may be conducted to record any additional precautions advised by their clinicians.

Individuals who are advised to stay at home must not physically come to work, such as:

- individuals who have symptoms of infection from the pandemic,
- those who live in a household with someone who has symptoms, or
- are required to self-isolate as part of Track and Trace.

Report to your Supervisor/Line Manager when self-isolating, to record and facilitate tracking & tracing.

With Existing Controls:

Medium

Further Control Measures

Hazard 2. General Environments, Communal Areas, indoors and outside

Risk Assessment

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Be aware of 'high touch point' areas, such as intercoms, door handles, lift buttons, handrails, bin handles etc.

Follow one-way systems, where implemented and signage and floor markings, where displayed.

Practice high standards of personal hygiene and employ hand washing before, during and after leaving premises/communal areas/meeting rooms.

Display appropriate signage to remind personnel to maintain hygiene standards.

Hand washing to be completed regularly, and when you blow your nose, sneeze or cough, eat, handle food, drink or smoke. Use the hand washing kits provided or facilities in the property if they are hygienically safe to do so. Use hand sanitiser if hand washing facilities are not readily available.

Avoid touching your eyes, nose, and mouth with unwashed hands.

Cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands, if no tissue available cough into the crook of your elbow.

Work wear must be clean.

Where gloves are required, select gloves appropriate for the task, or as a minimum wear disposable nitrile/latex or other water resistant gloves. Used disposable gloves can be disposed of as general waste.

Where possible ensure premises are well ventilated, e.g. by leaving windows and internal doors open, by mechanical ventilation using fans and ducts, or through a combination of both.

Maximise the fresh air your ventilation system draws in and avoid systems that only recirculate air and do not draw in a supply of fresh air.

If you can't improve ventilation in poorly ventilated

With Existing Controls:

Medium

Further Control Measures

Risk Assessment

spaces, minimise use of these spaces.

Allocate the same worker to the same property each time there is a visit, e.g. cleaners, HO's etc. where possible.

Work or take breaks outside, where possible.

Maintain regular cleaning of surfaces, work areas and equipment between uses, particularly surfaces that people touch regularly, are in busy areas and for hygiene areas such as WC's and showers.

Clean/sanitise after a known or suspected pandemic case in the workplace.

Waste, including cleaning wipes/cloths, used face coverings or PPE such as gloves, can be disposed of in general waste.

Do not place face coverings or gloves in a recycling bin as they cannot be recycled through conventional recycling facilities.

Staff are encouraged to wear face coverings (cloth or surgical type) when moving around communal areas of our buildings, e.g. stairwells, corridors, communal lounges etc.

Hazard 3. Working in communal areas (indoors and outside), shared workspaces, incl. bunks, work vehicles

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Maintain a distance from other staff members, tenants and members of the public wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.

Where tenants/residents are not respecting your space, move away to maintain distance and bring this to your line manager's attention. If at any time the employees safety may be considered as being compromised, by the behaviour of others, employees should (assuming no greater risk is created by doing so) withdraw from the premises.

Bunks and Indoor communal areas - Face coverings are encouraged to be worn in these areas.

With Existing Controls:

Medium

Further Control Measures

Risk Assessment

Where possible, do not share passenger lifts with tenants or members of the public.

Maintain your distance when taking breaks, preferably outside.

Where possible, avoid crowding and crowds, especially indoors.

Face coverings are encouraged to be worn in shared transport.

Temperature screening is to be undertaken prior to sharing work vehicles.

Clean shared vehicles between shifts or on handover.

Limit sharing of vehicles when travelling to and from jobs or when coming into and going home from work. Face coverings must be worn if sharing vehicles.

Use a consistent pairing system if people have to travel together,

Separate occupants as much as possible by leaving seats empty, with windows open for ventilation and facing away from each other (not face-to-face).

Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people and cleaned between users.

Visual inspections (of sites, security measures, playgrounds, signage etc.) should be conducted while maintaining distance from tenants, or members of the public.

Where sheltered housing sites are subject to public health guidance on outbreak or cluster management, follow the specific signage and/or guidance for that site.

Hazard 4. Working in close proximity to others

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Where a two-person job is to be undertaken, wherever possible, apply consistent work pairings (so each person works with only a few others).

With Existing Controls:

Medium

Risk Assessment

On occasions where two or more people are working together, adopt the following measures:

- Work side by side or facing away from each other
- Staff are encouraged to wear face coverings, and to be mindful of other colleagues wishes / preferences,
- Wear disposable gloves
- Work for as short as period as possible.

When manual handling, assess the route as per good manual handling techniques and identify and agree any rest points where necessary, to reduce staff getting out of breath, heavy breathing and coughing within close proximity of each other.

First Aiders should consider the precautions in the HSE guidance:

- Try to assist at a safe distance from the casualty as much as you can.
- Minimise the time you share a breathing zone.
- Although treating the casualty properly should be your first concern, you can tell them to do things for you if they are capable.
- Remember the 3P model – preserve life, prevent worsening, promote recovery.

People involved in the provision of assistance to others during an emergency situation should pay particular attention to cleaning and personal hygiene measures immediately afterwards, including washing hands.

Before working in close proximity, establish that the resident/person you are working with is not suffering with symptoms/suspected/tested positive for the pandemic infection.

If your role requires that you regularly work in close proximity with others, refer to risk assessments for that situation, or to your manager. (e.g Housing with Support Officers).

Further Control Measures

Risk Assessment

Hazard 5. Face Coverings

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Face coverings are encouraged to be worn when entering and moving around tenants / residents' homes, whilst moving around shared indoor workplaces and during events and meetings with residents.

With Existing Controls:

Medium

Further Control Measures

Hazard 6. Working/Visiting in People's Homes

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

No visits / work should be carried out in a household which is isolating because a resident has symptoms or is awaiting a test result, unless it is to remedy a direct risk to the safety of the household.

Staff to ask the tenants before entering the premises, if anyone is self-isolating or feeling ill? If the answer is yes, apologise, terminate the visit immediately and arrange an alternative appointment.

Operatives to check Total Mobile or the Self-isolation report, before attempting to access an individual property to confirm that there have been no notifications of confirmed cases of Covid-19 or occupants self-isolating within the premises.

Where it is Emergency repairs work, or is to rectify a safety issue, the operative will be required to enter in full PPE (iaw REP WI 103 - i.e. face fitted mask, coveralls, etc.)

You should be particularly strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

All waste products must be removed at the end of the job and disposed of.

When working in sheltered housing homes, follow any additional or specific public health guidance (e.g. signs, communal facility restrictions) that may be in place for management of outbreaks.

If your role requires you to enter the home of a resident who is self-isolating due to symptoms, positive test, or awaiting test results, to attend to the resident, you should also refer to the risk assessments for that situation or your manager. (E.g. Housing with Support responding to falls/emergencies etc).

When visiting a residents home, staff must agree with the resident whether they would like you to wear a face covering or not.

Hazard 7. Pandemic outbreaks in the workplace

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

If you have symptoms of the pandemic, self-isolate and inform your line manager.
(Symptoms of Covid-19 include: high temperature, a new continuous cough, or a loss or change in you sense of smell or taste.)

Identify your close workplace contacts, and inform your line manager, as they may be asked to self-isolate. Managers should not wait for NHS Test and Trace, prompt action will help reduce the risk of a workplace outbreak.

Positive cases in the workplace are to be communicated to the Covid inbox, in order to notify the local authority public health team.

With Existing Controls:

Medium

Further Control Measures

Risk Assessment

Hazard 8. Testing and Vaccination

Potential transmission (to/from) during a pandemic (such as Covid-19)

Existing Control Measures

Lateral Flow Device testing (for those without symptoms) can be obtained from local pharmacies and distribution points, or sent to your home. Staff are encouraged to undertake regular testing as it could help identify more positive cases of COVID-19 in the workplace.

Anyone with COVID-19 symptoms can get a free PCR test. (<https://www.gov.uk/get-coronavirus-test>)

Staff are encouraged to get the vaccination when eligible and contacted by the NHS to do so. If you are unable to/or have not yet received a vaccination and you have concerns about your work activities, please raise this in the first instance with your line manager.

Staff working in some roles may be required to tell us about their vaccination status. (e.g. working in sheltered housing).

With Existing Controls:

Low

Further Control Measures

Hazard 9. Meeting Disgruntled, Agitated or Nervous Tenants or Leaseholders

Inhalation of respirable or sputum droplets, through inhaling sputum from affected tenants or leaseholders, where droplets are released as tenants or leaseholders become aggressive, agitated or nervous during conversations.

Existing Control Measures

When carrying out visits, staff must:

- where possible, maintain your distance at all times.
- Keep appointment sizes (numbers of people) to an absolute minimum.
- Keep the activity time involved as short as possible.
- Remind attendees to maintain their distancing, wherever it is needed.
- If staff feel their safety is being compromised at any time, by the behaviour of others, they should leave the premises, if safe to do so, and report to their line manager.
- In instances where reasonable requests have not, or are unlikely to work, staff must assess the situation and use any optional extra PPE provided to them. The use of PPE should be the last line of defence.

With Existing Controls:

Medium

Further Control Measures

Actions

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Actions associated with this Risk Assessment

***** No Actions have been recorded*****