

**COVID 19 – RISK ASSESSMENT**

(Based on UK Government Advice issued 16/3/2020)

<b>Job / Task Assessed:</b>	Management and Control of COVID 19	<b>Area:</b>	Calico Homes	<b>Assessor:</b>	B Gallagher – Asset Manager K Jackson – Repairs/Income Manager Liz Dewell – Group H&S Manager Leanne Smithson – Investment Delivery Officer
<b>Person assessed (if any):</b>	Technical officers	<b>Date:</b>	10.06.2020	<b>Job Number:</b>	Ref: 1 - TO

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
Employees being exposed to the COVID 19 virus whilst at work and carrying out their day to day duties	<p>Infection being spread to people who are nearby (within 2m) or possibly being inhaled into the lungs</p> <p>Someone becoming infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a door knob or shaking hands then touching their own face)</p> <p><b>NB:</b> There is currently little evidence that people who are without symptoms are infectious to others</p>	4	2	8	<p>Employees</p> <p>Contractors</p> <p>Agency Staff</p> <p>Customers</p> <p>Service Users</p>	<p><b>1. COVID-19</b></p> <p>There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. Please read the internal guidance document that has been issued and check emails for daily advice.</p> <p>The official information plus further guidance regarding what to do whilst at home can be found <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection">here https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</a></p> <p><b>2. Action to take if you are displaying symptoms:</b></p> <p>The latest advice is that if you are displaying symptoms of the virus (a new continuous cough and/or high temperature of 37.8C (100F) or more and/or loss or change of taste or smell) you should self isolate for <b>14</b> days from the start of your symptoms</p> <p>If you are displaying the above symptoms, sickness should be reported in the normal way to your line manager and as per the official advice self isolate for 7 days avoiding all but essential contact with others.</p> <p>The <a href="#">NHS test and trace service</a> has been established to minimise community transmission of COVID-19. It is designed to:</p> <ul style="list-style-type: none"> <li>ensure that anyone who develops symptoms of COVID-19 can quickly be tested to find out if they have the virus</li> <li>help trace close recent contacts of anyone who tests positive for COVID-19 and, if necessary, notify them that they should self-isolate at home to help stop the spread of the virus</li> </ul> <p>Therefore, if you have had close recent contact with someone who has COVID-19, healthcare workers must self-isolate if the NHS test and trace service advises you to do so. Close contact excludes circumstances where PPE is being worn in accordance with current</p>	6

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					<p>guidance on infection, prevention and control.</p> <p><b>3. Action to take if someone within your home is self-isolating:</b></p> <p>If someone within your home is self isolating with symptoms of Coronavirus all family members must self isolate for 14 days also.</p> <p><b>4. If you consider yourself to be in a high risk category</b></p> <p>You should follow the official government guidelines and ensure the CHIPS system is updated with any medical information that we should be aware of. You should take precautions as per the government’s official advice to reduce the risk of contracting the virus and let your Supervisor know should you have any concerns.</p> <p>Guidelines to working safely and PPE are included below.</p> <p><b>5. What visits are we completing to customer sites:</b></p> <ul style="list-style-type: none"> <li>Internal inspections to properties by technical officers to identify any HHSRS or disrepair.</li> </ul> <p><b>6. Process to follow –</b></p> <ul style="list-style-type: none"> <li>All appointments are to be made and a letter issued, customers are to call and confirm the appointment is feasible (if the appointment is not confirmed, we will not attend) and information will be given to the customers on how the inspection will be completed –                         <ul style="list-style-type: none"> <li>Stay at least 2 meters away from the customer while speaking to them</li> <li>Ask the customer to move to a different area of the property from where you are working</li> </ul> </li> </ul>		

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					<ul style="list-style-type: none"> <li>o The customer should call us as soon as possible if they have COVID 19 or symptoms for the appointment to be re-arranged.</li> </ul> <ul style="list-style-type: none"> <li>- Customers should be contacted by phone prior to attending the appointment by the technical officer and ask whether they have any symptoms of COVID-19 are self isolating or have any vulnerability that could make them more at risk. If the customer does not answer the phone, knock on the door and move back at least 2 metres from the door area and ask the customer directly. Symptoms of Coronavirus include:                             <ul style="list-style-type: none"> <li>o a new continuous cough and/or high temperature of 37.8C (100F) and/or loss or change of taste / smell</li> </ul> </li> <li>- Where there are no concerns, complete the inspection using the following process:                             <ul style="list-style-type: none"> <li>o Apply hand sanitiser or wash hands before entering the property.</li> <li>o Stay at least 2 meters away from the customer while speaking to them</li> <li>o Ask the customer to move to a different area of the property from where you are working</li> <li>o Avoid contact with surfaces and items that you do not need to come in to contact with</li> <li>o On leaving the property ensure you wash your hands or use sanitiser.</li> </ul> </li> </ul> <p><b>7. Where Symptoms are Present or Customers are Self Isolating</b></p> <ul style="list-style-type: none"> <li>- If the customer advises that they are ill, have symptoms or are self-isolating, the inspection will not go ahead..</li> </ul> <p><b>8. General Housekeeping</b></p> <p>Ensure that good housekeeping and hygiene is practiced in terms of cleaning cutlery, cups and canteen areas as well as individual desks and workstations. Consideration to cleaning shared vehicle interiors should also be made.</p>		

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					<p>Refer to <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19</a> For further information</p> <p><b>9. General Advice:</b> Public Health England (PHE) recommends that the following general cold and flu precautions are take to help prevent people from catching and spreading COVID-19.</p> <ul style="list-style-type: none"> <li>- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. See <a href="#">Catch it, Bin it, Kill it</a></li> <li>- Put used tissues in the bin straight away</li> <li>- Wash your hands with soap and water often. Use hand sanitiser gel if soap and water are not available. See <a href="#">hand washing guidance</a>.</li> <li>- Try to avoid close contact with people who are unwell</li> <li>- Clean and disinfect frequently touched objects and surfaces</li> <li>- Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul>		

Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

<b>Overall Risk Rating: 6</b>	<b>Date of Next Review: ONGOING AS ADVICE IS UPDATED</b>
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**PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)**



Hard Hat		Ear Protection		Welding Helmet	
Safety Footwear	Y	Goggles		Respirator (Type)	
High Vis Vest	Y	Overalls	As appropriate	Gloves (enter type)	As appropriate
Gas Welding Goggles		Safety Spectacles		Other (specify type)	

Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors



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5. Frequent (Almost Certain To Happen)	5. Catastrophic ( Fatality, Explosions Etc)				Special Cases (Pregnant Worker/Young People Under 18)		