



Health and Safety Risk Assessment for SCCCC – COVID 19

Area of Risk:		COVID-19 Pandemic		Risk assessment Conducted by:	Mark Storey - CEO
Date of assessment:	23 rd October 2020	Version:	8.0	Next suggested review date:	21 st November 2020

Staying COVID Secure – Commitment

- ✓ Due to the rapidly evolving nature of COVID-19 this is a live document and an interpretation of the relevant guidance as advised by the UK Government.
- ✓ This document sets out our assessment of the health and safety risks as a result of COVID-19, the controls we have in place and any further action we plan to take.
- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our volunteers, employees, their families and those who use our services. This document aims to include the robust protocols that SCCCC is implementing, based on information issued by the Government
- ✓ We will review our risk assessment as and when the Government announces further phases of its Coronavirus response and update it accordingly, but as a minimum it will be reviewed on a monthly basis.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our Employees and others and will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ In line with Government expectations, we will publish this overarching risk assessment on our website.

Routes of entry	Generic sources of infection
<ul style="list-style-type: none"> • Inhalation of droplets / aerosols (coughs, sneezes etc.) • Introduction through contaminated hands / fingers via mucous membranes (eyes, nose, mouth) • Access for virus via broken skin / open wounds / cuts • Splashes of body fluids containing virus into mucous membranes (eyes, nose, mouth) 	<ul style="list-style-type: none"> • Direct transmission Other people with virus in close proximity – <i>person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)</i> • Indirect transmission Contaminated surfaces / equipment – <i>hands and hand contact surfaces, food and food contact surfaces, clothing and table linen, waste.</i>

What are the hazards?	Who might be harmed?	Risk Before Controls			Action taken to control the risk	Additional control measures required	Risk after Controls			Responsibility
		Likelihood 1-5	Impact 1-5	Risk Rating 1-25			Likelihood 1-5	Impact 1-5	Risk Rating 1-5	
Infection / Spread / Cross contamination within SCCCC premises.	Staff, visitors and contractors in the building using shared spaces (rooms, kitchens, toilets, etc.), touching surfaces (including equipment), getting too close to people they are visiting or working with.	2	4	8	<ul style="list-style-type: none"> Staff able to work from home continue working remotely. Reduce numbers of staff in the office at any one time by introducing phased return approach and staggered start/finish for those who cannot or do not want to work from home. Use signage to manage distancing around offices. Provide hand sanitiser and hand washing facilities throughout the premises. Maintain virtual ways (online/teleconferencing) of conducting meetings and reduce number of visitors where possible leaving only visitors who are deemed business critical. Increase frequency of cleaning of "touch areas" and arrange more regular deep cleaning schedules. Surfaces to be cleaned by users with the provided sanitizing wet wipes and waste discarded in provided bins. Limit number of people in toilets, offices, meeting rooms, kitchens etc. Installation of protective screens between workspaces. Anyone falling ill at work with Covid 19 related symptoms, should leave work, informing their manager and contacting NHS on 111 (do not attend the hospital or GP surgery) Outward facing staff to wear appropriate PPE (face masks, shields, gloves, aprons, etc. as necessary for the task). 	<ul style="list-style-type: none"> Staff to use their own cup and be responsible for cleaning it, storing it in pedestal, cabinet or taking it home at the end of the day. Face coverings should be worn if you have to visit people to discuss work when in the office, also observe social distancing (1 metre plus where 2 metres is not possible). Meeting room doors to have signage indicating they are closed, or with maximum capacity permitted. 	1	4	4	All staff & managers
	Vulnerable groups - anyone disability or underlying health condition could suffer severe effects from the virus	4	4	16	<ul style="list-style-type: none"> Risk assessment for vulnerable staff to be completed by Team Leaders and Managers. Staff able to work from home continue working remotely. 		2	4	8	Line managers
	Staff living with elderly or other high-risk dependants who could be affected.	4	4	16	<ul style="list-style-type: none"> To be discussed within supervision sessions. Staff living with "at risk" or "very high risk" dependants or members of the family, should continue to work from home (or remotely) where possible. 		2	4	8	Line managers
	Visitors and contractors who might contract the virus whilst attending our buildings and interact with our staff.	2	4	8	<ul style="list-style-type: none"> Provide inductions on safety measures. Number of visitors / contractors limited to only those essentially needed. Delivery drivers should maintain social distancing at all times. Provide sanitising facilities for contractors if they need to enter our premises. 		1	4	4	Office Manager or other responsible person

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Use of staff eating areas.	All staff and visitors getting too close to people they are visiting or working with, e.g. attending meetings etc.	2	4	8	<ul style="list-style-type: none"> Use markers on floors to help people keep safety distances. Limit number of people using the facilities at any one time. Display information on safe procedures and educate to encourage hygiene. Provide hand sanitiser and hand washing facilities. Increase frequency of cleaning and arrange regular deep cleaning and sanitising schedules. Reduce sitting in communal gathering areas, such as kitchen area. 	<ul style="list-style-type: none"> Implement the use of staff's own mugs, each responsible for maintaining and cleaning it. Food brought from home ready to be consumed, no food prep to be done in kitchen / tea points. 	1	4	4	Office Manager and other responsible persons
Travel	All staff that might come into contact with the virus during travel times.	3	4	12	<ul style="list-style-type: none"> Avoid public transport only use where no other alternative available and using face coverings. Use own method of transport where possible and aim to walk or cycle instead. 	<ul style="list-style-type: none"> All staff to travel independently to jobs wherever possible. Staff who have to share a vehicle must wear a face covering. 	1	4	4	Team Leaders
Lone Working	Staff could suffer injury or ill health while out of the office or when in the office working alone.	2	3	6	<ul style="list-style-type: none"> Managers to ensure lone working policy and procedure is strictly adhered to. CRM/Job Sheets etc. to be kept up to date with whereabouts of field staff or lone workers. 		1	3	3	Team Leaders
Cleaning tasks	Cleaning personnel could become infected and pass on the virus to others if the correct safety procedures are not followed.	3	3	9	<ul style="list-style-type: none"> Contract cleaners who have safe systems of work in place, including use of PPE, cleaning techniques, COSHH training, safe disposal of waste and reporting of dangerous incidents and ill health, to be used on a regular basis. Reusable PPE to be thoroughly cleaned after use and not shared between workers. Single PPE should be disposed of so that it cannot be reused. 	<ul style="list-style-type: none"> Toilets – staff to wipe over the facilities (all touch points including toilet seat, handles, push plates) prior to and after use, with the provided sanitizing wet wipes and discarded in bins provided. Staff to remove all items from desks and top of cabinets to allow cleaners to work efficiently and to reduce likelihood of contamination. 	2	3	6	Office Manager
Unplanned Evacuations	All staff, visitors, contractors who will struggle to exit buildings observing social distancing.	1	4	4	<ul style="list-style-type: none"> Reviewing incident and emergency procedures to ensure they reflect the social distancing principles as far as possible. Fire and Emergency evacuation plans to supersede any Covid safety measures in place. 	<ul style="list-style-type: none"> Team Leaders to take responsibility for evacuation role in the absence of Designated Fire Marshall. Staff to maintain safety distancing if possible, face coverings to be worn where possible. 	1	4	4	All Managers and Team Leaders

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First Aid Provision	First Aiders and ill persons during first aid emergencies	2	4	8	<ul style="list-style-type: none"> First Aiders and people involved in the provision of assistance to others should use available PPE and pay particular attention to sanitation measures immediately afterwards including washing hands. Rescue breaths or mouth-to-mouth ventilation should not be performed in adults, perform chest compressions until help arrives using a defibrillator where available. 	<ul style="list-style-type: none"> If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, resuscitation face shield should be used. Team Leaders arrange for responsible persons to call ambulance if no first aiders are available, due to reduced staff levels. 	1	4	4	First Aiders / Team Leaders
Working environment	All staff, visitors, contractors using the facilities in the building	2	4	8	<ul style="list-style-type: none"> Maintaining a clean workplace with a reasonable working temperature, good ventilation, suitable lighting and the right amount of space and seating adhering to social distancing in line with Government advice. 	<ul style="list-style-type: none"> Report any issues to the Office Manager as soon as possible so these can be rectified to avoid issues affecting anyone in the building. 	1	4	4	All managers, staff and visitors
Mental Health of employees	Mental health and wellbeing of staff affected due to isolation and anxiety about coronavirus	1	4	4	<ul style="list-style-type: none"> Management Team meet weekly to ensure effective communications and key decisions relating to staff and a safe return to the workplaces are made, based on the latest information and Government guidance. Health and Wellbeing guides have been issued to staff to support them with both home and work lives during the pandemic. Staff survey issued to aid the planning work on returning to the workplace. Line managers encouraged to maintain communication with staff and regular "Teams" meetings to provide support and help colleagues keep connected and part of a team. Confidential professional support available from our Mental Health First Aider. 	<ul style="list-style-type: none"> Mental Health Risk Assessment should be carried out for staff that need additional help and support 	1	4	4	Line Managers / Mental health First Aider
Musculoskeletal disorders	Staff working from home might experience issues due to lack of appropriate workstation equipment	3	3	9	<ul style="list-style-type: none"> Online Display Screen Equipment assessments are available. High risk assessments to be followed up via telephone assessments with Occupational Health. All staff to be made aware of the financial assistance to help them set up their home offices. 	<ul style="list-style-type: none"> Line managers to maintain the conversation with staff, to identify if additional support is required. 	1	3	3	Line Managers

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Infection / Spread / Cross contamination in service user's homes, etc.	Staff and volunteers in the home using shared spaces (rooms, kitchens, toilets, etc.), touching surfaces (including equipment), getting too close to people they are visiting or working with.	5	4	20	<ul style="list-style-type: none"> • Suspension of face to face friendly visiting undertaken by volunteers. • Outward facing staff to wear appropriate PPE (face masks, shields, gloves, aprons, etc. as necessary for the task) and as advised by Team Leader, when carrying out jobs in the home of a service user. • Maintain appropriate social distancing at all times. • Hand sanitizer provided to all staff. • New procedures for carrying out referrals implemented and distributed to all relevant staff and volunteers. • Anyone falling ill at work with Covid 19 related symptoms, should leave work, informing their manager and contacting NHS on 111 (do not attend the hospital or GP surgery) 		1	4	4	All managers, Team Leaders and staff / Volunteers
Transporting a patient in charity or own vehicles.	All staff, volunteers and service users.	5	4	20	<ul style="list-style-type: none"> • Outward facing staff to wear appropriate PPE (face masks, shields, gloves, aprons, etc. as necessary for the task) and as advised by Team Leader, when transporting a service user. • Appropriate distancing to be maintained by placing service user in rear seat of vehicle or in wheelchair area (as appropriate). • Provision of both washable and disposable car-seat covers. • Robust procedures (as previously distributed) for decontamination of vehicles after use. 		1	4	4	All managers, Team Leaders, staff and volunteers

Definition of Risk Levels

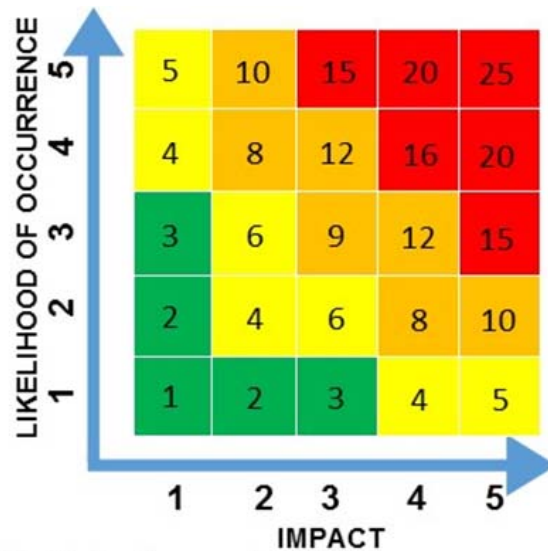
<p>Severe Risk</p> <p>SCCCC is seriously concerned about this risk</p> <p>Comprehensive action is required</p>	<ul style="list-style-type: none"> Mitigating action must be considered as first response Business plans and individuals' objectives must reflect action to manage the risk A full contingency plan should be in place and a review date agreed by risk owner Project Leads must initially alert Chief Executive Officer of an extreme risk and regularly report its management
<p>Major Risk</p> <p>SCCCC is concerned about this risk</p> <p>Some immediate action is required</p>	<ul style="list-style-type: none"> Mitigating action must be considered as first response Business plans and individuals' objectives must reflect action to manage the risk Outline contingency plan should be prepared by an agreed deadline and further review date agreed by risk owner
<p>Moderate Risk</p> <p>SCCCC is uneasy about this risk</p>	<ul style="list-style-type: none"> Consider need for mitigating action subject to other priorities Consider need for a contingency plan
<p>Minor Risk</p> <p>SCCCC is content to carry this risk</p>	<ul style="list-style-type: none"> No current action required, but keep under periodic review

Definition of Likelihood

Likelihood	
Score	
5	Almost Certain
4	Likely
3	Possible
2	Unlikely
1	Rare

Definition of Impact

Impact	
Score	
5	Severe
4	Major
3	Moderate
2	Minor
1	Insignificant



- Severe risks identified as those scoring 15-25
- Major risks identified as those scoring 8-12
- Moderate risks identified as those scoring 4-6
- Minor risks identified as those scoring 1-3

Risk Assessment Version Control

Date Completed	Version	Assessment Update
20/03/2020	0.1	Draft Coronavirus Risk Assessment completed.
20/03/2020	1.0	Initial Coronavirus Risk Assessment as it was before the National Lockdown was implemented.
21/03/2020	2.0	Updated to add an intro page with statement
23/03/2020	3.0	Updated to include "Staff able to work from home continue working remotely"
07/04/2020	4.0	Updated with review of hazard risk rating for transportation of patients
28/07/2020	5.0	Updated to include details related to preparing to return to the office.
30/07/2020	6.0	Updated information regarding use of meeting rooms and sections added to cover Mental Health; DSE (Musculoskeletal issues), and; working environment
07/08/2020	7.0	Updated assessment for a return to the workplace to include: First Aid Provision under hazards.
23/10/2020	8.0	Updated to include: risk assessment version control page; updated "next suggested review date" in header, and; suspension of face to face friendly visiting.