



## COVID-19 Workplace Risk Assessment

This risk assessment aims to protect all workers and visitors who might be harmed (in connection with the use of SW9 office) from the spread of COVID-19 Coronavirus. It will be used by SW9 for those returning to work after lockdown/help in the planning for return to work to identify the control measures that should be put in place to protect workers and others from the risk of coronavirus infection.

**HIGH HAZARD:** Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. The risk of catching or passing on COVID-19 can be higher in certain places and when doing certain activities. COVID-19 is spread by airborne transmission, close contact via droplets, and via surfaces. Airborne transmission is a very significant way that the virus circulates. It is possible to be infected by someone you don't have close contact with, especially if you're in a crowded and/or poorly ventilated space. Close contact with an infected person is also a significant way COVID-19 is spread. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The particles can come into contact with the eyes, nose or mouth or can be breathed in by another person. The virus can be transferred to the hands and from there to surfaces. The particles can also land on surfaces and can survive for a period after transfer and be passed from person to person via touch (depending on such things as the surface type, its moisture content and temperature). Symptoms can be mild, moderate, severe or fatal. If it is passed from one person to another, while many survive infection, some may die from the disease. It is a high hazard.

It is still possible to catch and spread COVID-19, even if you are fully vaccinated.

Anyone with COVID-19 symptoms (main symptoms - a new continuous cough, a high temperature, a loss of, or change in, your normal sense of taste or smell) or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to take a PCR test as soon as possible, even if you've had one or more doses of a COVID-19 vaccine.

<b>Assessor</b>	Dionne Bennet and Lisa Rae
<b>Job title</b>	Senior HR Advisor and Governance and Compliance Manager
<b>Assessment date</b>	3 September 2021
<b>Review date(s)</b>	Monthly – responsibility of the Governance and Compliance Manager
<b>Department</b>	Corporate Services
<b>Office location</b>	SW9 Community Housing, 6 Stockwell Park Walk, London SW9 0FG

<b>Business hazards associated with the coronavirus pandemic</b>	<b>Potential risks to workers caused by hazards</b>	<b>Control measures</b>	<b>Further actions required</b>
<b>Infection Prevention, Cleaning and Staff Safety</b>			
As the business rebuilds after lockdown and staff return to work, the organisation must ensure their safety by making premises “COVID” secure – unsafe workplace premises raise the risks of virus transmission.	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, touched, etc.</li> </ul>	<p>SW9 ensures that it complies with its duty, so far as is reasonably practicable, to provide a safe and healthy workplace/working conditions for staff in the workplace and not to expose third parties to risk during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> <li>• Circulating “SW9 Post-COVID Safe Working Guidance” policy and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe.</li> </ul>	

	<ul style="list-style-type: none"> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<ul style="list-style-type: none"> <li>• Requiring staff to practice effective social distancing while in and around the workplace (where possible), while travelling to work and in all work business.</li> <li>• Staff are also encouraged to wear a face mask/shield, unless exempt.</li> </ul> <p>Managers pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> <li>• cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it).</li> <li>• put used tissues in the bin straight away.</li> <li>• wash hands regularly with soap and water for at least 20 seconds (hand sanitiser gel is provided if soap and water are not available).</li> <li>• avoid close contact with people who are unwell.</li> <li>• clean and disinfect frequently touched objects and surfaces.</li> <li>• do not touch face, eyes, nose or mouth if hands are not clean.</li> </ul> <p>In all departments, UK Health Security Agency (previously Public Health England) , and HSE</p>	
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		<p>Guidance for Employers and Businesses on Coronavirus is fully implemented, including the following key safety precautions:</p> <ul style="list-style-type: none"><li>• Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained, as well as ensuring working from home risk assessments are reviewed on a regular basis.</li><li>• Consulting with staff– fully involving the workforce at all stages of the pandemic.</li><li>• Making any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work.</li><li>• Following government health and travel advice. Staff are required to complete a Covid Questionnaire if they have travelled abroad or have been working from home and are not frequently in the office.</li><li>• Every member of staff is provided with an infection control kit which includes personal</li></ul>	
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		<p>protective equipment (PPE) such as masks, hand sanitiser, surface cleanser, universal wipes, pc &amp; laptop wipes, and gloves and eye protection (if required) in individual risk assessments and method statements, e.g. clean team.</p> <ul style="list-style-type: none"> <li>• Increased environmental cleaning in the workplace; reviewing and revising cleaning method statements and schedules and ensuring cleaning staff have access to suitable detergents, disinfectants and PPE.</li> <li>• Providing additional waste removal facilities, and those specially or PPE, and more frequent rubbish collection.</li> <li>• Displaying appropriate public health posters and notices around the workplace and on websites.</li> <li>• Ventilation checked for air quality and to be checked if 100% clean air, and CO2 monitoring.</li> </ul> <p>Staff are not required to wear face covering when sitting at their desk</p>	<p>CO2 monitors to be ordered. Report due from JPAirCon regarding improving ventilation and ensure fresh air to all areas.</p>
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		<p>but may do so if they wish. All desks are fitted with a sneeze screen and additional screens are available to further protect the surrounding desk area and can be applied.</p>	
<p><b>Homeworking, Hot-desking, Desk Sharing and Equipment Sharing</b></p>			
<p>Staff working together in workplace premises inevitably raises the risk of virus transmission. Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further.</p>	<p>Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus.</p>	<p>A Hybrid Working Policy is being adopted within the organisation as the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises.</p> <p>The following working arrangements will be put into place to support homeworking/return to the office:</p> <ul style="list-style-type: none"> <li>• Managers will plan for the minimum number of people needed on site to operate safely and effectively.</li> <li>• Departmental and line managers to review all staff job roles in order to facilitate and encourage homeworking wherever appropriate/put in place a rota for office working.</li> <li>• Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers.</li> </ul>	

		<ul style="list-style-type: none"> <li>Managers to monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security.</li> </ul> <p>Hot-desking and desk-sharing will not be supported at this time.</p> <p>Desk and IT equipment is not to be shared between staff – limit use of high-touch equipment in the workplace, e.g. flipcharts, pens, etc.</p>	
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**Workplace Social Distancing**

<p>Effective social distancing is a key element in reducing the transmission of COVID-19.</p>	<p>Social distancing refers to people being required to maintain a distance from each other of two meters, wherever possible.</p> <p>Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> <li>Avoiding non- essential contact with others.</li> <li>Keeping a safe distance (about 3 steps) from others whenever possible.</li> <li>Avoiding physical contact (e.g. hugs, handshakes, etc.)</li> </ul>	
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		<p>Adaptations to the premises to support social distancing include:</p> <ul style="list-style-type: none"><li>• Ongoing review of all work premises to identify suitable adaptations which will support social distancing, including desk screens and sneeze screens.</li><li>• Offices and workspaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc.</li><li>• Workstations and desks to be arranged with a minimum separation between them – where necessary additional screens will be fitted/made available.</li><li>• Review staff working arrangements to ensure social distancing/safe working.</li><li>• Reducing the need for staff to move around within the workplace.</li></ul> <p>Adaptations to work processes to support social distancing include:</p>	
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		<ul style="list-style-type: none"> <li>• Cancelling non- essential meetings.</li> <li>• Holding virtual meetings, whenever possible, or essential meetings in well ventilated rooms with appropriate social distancing in place – limiting numbers to essential members only. Ensuring sneeze screens are used. Meetings rooms are kept stocked with suitable cleaning materials and disinfected using PPE supplies before and after meeting room use.</li> <li>• Providing hand sanitiser and masks at meetings and wipes to clean desks.</li> <li>• Signs in the canteen and meeting rooms asking staff to clean and sanitise before and after use.</li> <li>• Carrying out any essential training/ recruitment virtually, wherever possible, rather than bringing people together face-to-face.</li> </ul> <p>Display notices in all premises reminding staff of the key infection</p>	
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		<p>prevention requirements, including the need to maintain safe distancing.</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate mitigation methods will be put into place, such as:</p> <ul style="list-style-type: none"> <li>• Increased hand washing.</li> <li>• Increased environmental cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others).</li> </ul>	
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**Higher Risk Areas of the Workplace – including office communal areas**

Higher Risk Areas of the Workplace	Heavily used areas of the workplace are more likely to present an infection transmission risk.	Ensuring higher-risk high- traffic areas of the workplace are COVID-secure by applying appropriate safety precautions, including:	
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	<p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination.</p> <p>Several staff going to the toilet together may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles.</p>	<ul style="list-style-type: none"> <li>• Stressing the need for staff to follow good hygiene practice at all times while at work (i.e., regular handwashing, using tissues and disposing of them appropriately, etc.)</li> <li>• Ensuring that adequate hand cleaning resources are provided; all staff toilets are supplied with adequate supplies of hot water, liquid soap and paper towels; masks and sanitiser are provided to each member of staff and available in the main office.</li> <li>• Handwashing instructions/posters are displayed throughout the workplace, especially in toilets.</li> <li>• Numbers of staff who can use high traffic areas such as corridors, kitchen and toilets are limited at any one time to ensure social distancing - only 2 people at any one time with signs on the doors.</li> <li>• Arrows highlighting one-way route in the main office area.</li> </ul>	
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		<ul style="list-style-type: none"><li>• Prioritising disabled use where necessary, e.g. disabled toilet use, etc.</li><li>• Staggering breaks to ensure that lunch area and toilets are not overloaded (lunch has been extended by 1 hour - to be taken between 12-3pm).</li><li>• Establishing safe queuing systems by use of room occupancy limits and floor markings/signage, etc.</li><li>• Placed 60% alcohol hand gels at convenient places around the workplace with instructions for use.</li><li>• Increased environmental cleaning, especially in and around toilets and communal areas; special attention is paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, fridges, kettle, taps, additional clean at lunch time, etc.</li><li>• Increased toilets inspections to check for cleanliness/adequate stock of soap/toilet paper, emptying of bins, etc.</li></ul>	
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		<ul style="list-style-type: none"> <li>• paper towels are provided as an alternative to hand dryers in toilets and kitchen</li> <li>• Reception area: sneeze screens have been installed, hand sanitiser provided, Covid-19 Questionnaire for visitors/contractors, arrows highlighting one-way route.</li> </ul>	
<b>Vulnerable and Extremely Vulnerable Staff</b>			
<p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.</p>	<p>Those who are classified by UK HSA as being at greater risk from COVID-19 include people in the extremely vulnerable (high risk) categories.</p> <p>Clinically extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> <li>• doctor or GP has classed as clinically extremely vulnerable because they think at high risk of getting seriously ill</li> <li>• been identified as possibly being at high risk through the <a href="#">COVID-19 Population Risk Assessment</a></li> </ul>	<p>Although the shielding programme has now ended in England the following safety and staff health arrangements should apply to staff who are classified as extremely vulnerable (high-risk) to reduce the chance of catching COVID-19:</p> <ul style="list-style-type: none"> <li>• Line managers, Human Resources have identified and are aware of staff who fall into extremely vulnerable category to ensure that they are given adequate protection and support to enable them to comply with government health recommendations.</li> <li>• No member of staff in the extremely vulnerable “high-risk”</li> </ul>	

	<ul style="list-style-type: none"> <li>• had an organ transplant</li> <li>• having chemotherapy or antibody treatment for cancer, including immunotherapy</li> <li>• having an intense course of radiotherapy (radical radiotherapy) for lung cancer</li> <li>• having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)</li> <li>• have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)</li> <li>• had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine</li> <li>• been told by a doctor have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)</li> <li>• have a condition that means have a very high risk of getting infections (such as SCID or sickle cell)</li> </ul>	<p>category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff are to be advised to follow government medical advice and stay at home.</p> <ul style="list-style-type: none"> <li>• Extremely vulnerable “high-risk” staff have been offered furlough arrangements - where it is not possible or appropriate for them to safely work from home.</li> <li>• Managers should stay in touch with extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated.</li> <li>• All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. disabled staff.</li> <li>• Reasonable adjustments are made to avoid disabled workers being put at any disadvantage.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• taking medicine where more likely to get infections (such as high doses of steroids or immunosuppressant medicine)</li> <li>• have a serious heart condition and are pregnant</li> <li>• have a problem with spleen or spleen has been removed (splenectomy)</li> <li>• an adult with Down's syndrome</li> <li>• an adult who is having dialysis or has severe (stage 5) long-term kidney disease</li> </ul> <p>The Department of Health &amp; Social Care advice: In addition to any advice given by your specialist/GP people in the extremely vulnerable category might wish to think about extra things to do to keep themselves safe and others safe. This could include:</p> <ul style="list-style-type: none"> <li>• considering whether you and those you are meeting have been vaccinated – you might want to wait until 14 days after everyone's second dose of a COVID-19 vaccine</li> </ul>	<ul style="list-style-type: none"> <li>• Managers refer to existing policies regarding new and expectant mothers, e.g. entitlement to suspension on full pay if suitable safe roles cannot be found.</li> </ul>	
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	<p>before being in close contact with others</p> <ul style="list-style-type: none"> <li>• considering continuing to practise social distancing if that feels right for you and your colleagues</li> <li>• asking colleagues to wear face coverings</li> <li>• avoiding crowded spaces</li> </ul> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19.</p>		
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**Staff Health and Staffing Levels**

<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home</p>	<p>Staff may get sick or test positive with the coronavirus infection.</p> <p>People who have symptoms must “self- isolate” at home for 10 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS.</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 10 days from the day when the first person in the house became ill. If anyone else in the</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> <li>• Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they should be supported to work from home.</li> <li>• Staff who are sick or self-isolating should phone immediately and inform their line-manager – on no account should they attend for work.</li> </ul>	
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	<p>household starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 10-day isolation period.</p>	<ul style="list-style-type: none"> <li>• Communications go out that no member of staff should come to work if they are self- isolating or if they have COVID-19 symptoms or if they feel unwell.</li> <li>• Staff may be reallocated from non- essential parts of the organisation to essential functions.</li> <li>• Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels.</li> <li>• Staff are encouraged to download the NHS Track &amp; Trace app and inform their line manager, HR or appropriate SLT member immediately if they receive a notification that they have to isolate.</li> </ul> <p>Lateral flow self-test kits are readily available from Business Support. For those who wish to take a PCR test but, for whatever reason are unable to do so, they can contact Business Support who will get one for them.</p>	
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		<p>Staff are provided with membership to Perkbox which includes an Employee Assistance Programme (a confidential service that enables staff with personal or workplace issues that might be impacting their performance, wellbeing, mental or physical health).</p>	
<b>Premises Access and Travel</b>			
<p>Staff who are required to attend for work must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission.</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc.</p> <p>Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry.</p> <p>Risks may be increased for disabled staff who may have reduced options for access.</p>	<p>The following safety arrangements apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> <li>• There are two access points to the workplace (reception entrance is only open during normal working hours) so that staff do not congregate at entrances and exits – all access points have supplies of sanitizer available.</li> <li>• Disabled access policies and arrangements are reviewed to ensure safe entrance or exit for disabled staff.</li> <li>• The use of floor markings and signage at entrances and exits and introduction of one- way flow systems at entry and exit points where appropriate.</li> </ul>	

		<ul style="list-style-type: none"> <li>• There are flexible/staggered and home working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time, all being in the office at one time.</li> <li>• Hand sanitiser are provided at entrances and exits.</li> <li>• Staff are asked not to share cars.</li> <li>• Staff are supported to walk or cycle to work wherever possible, with a shower and lockers available.</li> <li>• Staff are encouraged not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g. wearing face coverings if required, social distancing, etc.</li> </ul> <p>In all cases non-essential travel for work purposes should be minimised.</p>	
<p><b>Cases of Possible Infection On-site</b></p>			

<p>People becoming unwell while on-site or a symptomatic person using a site.</p>	<p>High risk of transmission</p>	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell) they are asked if they wish to take a lateral flow self-test, sent home and advised to follow government advice to self-isolate.</p> <p>Staff members are to notify their line manager, SLT and HR who they have been in contact with whilst working in the office so HR can check with the individuals and advise if they need to self-isolate.</p> <p>The following actions will be taken within the workplace:</p> <ul style="list-style-type: none"> <li>• Cleaning staff must wear appropriate PPE. Appropriate cleaning products and personal protective equipment to disinfect the workplace, this will be provided. As a minimum disposable gloves and an apron will be worn for cleaning the relevant desk area with additional PPE to protect the cleaner's eyes, mouth and nose made available.</li> </ul>	
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		<ul style="list-style-type: none"><li>• All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated and frequently touched areas such as bathrooms, door handles, doors, printer, etc..</li><li>• Areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, will be cleaned thoroughly as normal.</li><li>• Cleaning staff will use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – one site, one wipe, in one direction using a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine.</li><li>• Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas</li></ul>	
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		<p>where possible cases have been (including disposable cloths and tissues) will be put in a plastic rubbish bag and tied when full; the plastic bag will then be placed in a second bin bag and tied; this will be put in a suitable and secure place and marked for storage until the individual's test results are known. It will not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"><li>• If the individual tests negative, this will be disposed of immediately with the normal waste.</li><li>• If COVID-19 is confirmed this waste will be stored for at least 72 hours before disposal with normal waste.</li><li>• If during an emergency we need to remove the waste before 72 hours, it will be treated as Category B infectious waste - we will: keep it separate from our other waste; arrange for collection by a specialist contractor as hazardous waste.</li></ul>	
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		<ul style="list-style-type: none"> <li>When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning will be used.</li> </ul>	
<b>Business Continuity</b>			
Crisis management and business continuity hazards caused by the pandemic emergency	The crisis threatens business continuity and ability to deliver essential services to our customers.	<p>Managers should refer to business continuity policies and procedures.</p> <p>After lockdown/returning to the office the following safety arrangements should be applied to establish business recovery:</p> <ul style="list-style-type: none"> <li>appropriate business recovery plans and kept under constant review.</li> </ul>	
Hazards caused by lack of information or inaccurate information being circulated.	The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”. If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures.	<p>After lockdown/returning to the office the following safety arrangements should be applied to mitigate risks caused by misinformation and “fake” news:</p> <ul style="list-style-type: none"> <li>To ensure the safety and wellbeing of staff business strategies must be based on accurate information and staff must be given consistent, simple and clear messages.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ensure leadership teams/local managers are briefed and kept up to date.</li> <li>• Managers to beware of fake news and discourage the circulation of misinformation.</li> <li>• Keep staff informed – key messages include the need for unwell staff or homeworking staff to stay at home, for frequent handwashing, wearing of masks and for social distancing.</li> </ul>	
<b>Communication</b>			
Threat to effective communications	The pandemic crisis threatens communications with clients/customers/suppliers – such communications are vital in the re- establishment of business activities and procedures after lockdown.	<p>After lockdown/returning to the office the following safety arrangements should be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> <li>• Senior management to review all outward facing communications (e.g. on customer website, etc.) to ensure messages are consistent, clear and reflect the resident focused and socially aware values of the organisation.</li> <li>• Managers to revise communications strategies and plans.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Devising of specific plans for how and how often to communicate with residents/contractors/ suppliers.</li> <li>• Residents to be advised if they have been in contact with a staff member/contractor who has tested positive, or if the office is to be closed due to an outbreak.</li> </ul>	
<b>Cyber Security</b>			
<p>Cyber-security risks</p>	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”.</p> <p>With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever</p>	<p>The following safety arrangements should be applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> <li>• Review of cyber security and surveillance infrastructure and ensure that all reasonable protection is in place.</li> <li>• Circulation of warnings to staff and managers of any credible cyber threats, especially scam emails and text messages.</li> <li>• Ensuring that staff working from home and using remote-working systems are covered by cyber-risk protections.</li> <li>• Ensuring any homeworking arrangements maintain</li> </ul>	

		<p>standards of data protection and IT security.</p> <ul style="list-style-type: none"> <li>• Ensuring that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus.</li> <li>• Assessing cyber risks to new supply chain connections developed during the crisis.</li> </ul>	
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<b>Review date</b>	<b>Reviewed by</b>	<b>Statement</b>
04/10/2021	Lisa Rae, Governance & Compliance Manager	Updated in line with Government advice



**Helmi House COVID Risk Assessment**

**Date of Assessment: March 2021**

What are the identified hazards?	Who might be harmed and how?	Risk Level ( H/M/L)	Control Measures	Actioned by whom	Review Date
<p>The spread of the COVID virus amongst residents and staff in the general daily care provision.</p>	<p>Residents and staff</p>	<p>High</p>	<p>All staff have been issued with enhanced PPE.</p> <p>Hand sanitizing gel has been made available.</p> <p>Staff have been issued with instructions on handwashing procedures and infection control.</p> <p>Staff have been issued with information relating to the virus and its ability to spread.</p> <p>Spot checks on staff are being undertaken to ensure all Covid safe practices are being adhered to.</p> <p>Staffing schedules and communication logs aid the internal track and trace procedures.</p> <p>All visitors to the building must wear a mask and use the sanitizing gel provided, where possible temperature check should be carried out.</p>	<p>Care staff</p> <p>Activities Organizers.</p> <p>Team Leaders</p> <p>Scheme Manager</p>	<p>Daily compliance</p> <p>Weekly review. (each Friday)</p>

			<p>Any staff feeling unwell must refrain from working until they have received a negative test result.</p> <p>All residents will be treated as if they are Covid positive regarding levels of PPE and infection control procedures.</p> <p>The staff: Mayfair and SW9 will comply with all government requirements and assist the Track &amp; Trace Service wherever possible.</p> <p>All staff will be kept update with any new procedures or requirements as and when these occur.</p>		
The spread of the COVID virus amongst residents and staff in the provision of organized activities.	Residents and staff	High	<p>All staff have been issued with enhanced PPE.</p> <p>Hand sanitizing gel has been made available.</p> <p>Staff have been issued with instructions on handwashing procedures and infection control.</p> <p>All activities must be held in the communal lounge. This must be thoroughly cleaned before and after every activity. Antibacterial wipes / spray will be made available for this purpose.</p> <p>All residents must remain 2 meters apart during each activity.</p>	<p>Care staff</p> <p>Activities organizer</p> <p>Team Leaders</p> <p>Scheme Manager</p>	<p>Daily compliance</p> <p>Weekly review. (each Friday)</p>

			<p>Activities must be organized so that they do not involve close contact with others, excessive breathing (exercise classes / singing), or moving around.</p> <p>On entering and leaving the communal Lounge the residents and staff must wear masks. These can be removed once seated.</p> <p>Staggered arrival and exit of residents to avoid close contact at start and end of activity.</p> <p>If lockdown occurs or positive Covid tests are confirmed within the scheme, all organized activities must cease. This also includes the hairdresser that comes onsite once a week.</p>		
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Assessment Reviewed by	Date	Comments	Signature
	22/03/2021	Introduction of Covid testing for all visitors and contractors. Letter sent out to tenants notifying them of changes.	
	29/03/2021	No change required	
	05/04/2021	No change required	
	12/04/2021	No change required	
	19/04/2021	No change required	

	26/04/2021	No change required	
	03/05/2021	No change required	
	10/05/2021	No change required	
	17/05/2021	No change required	
	24/05/2021	No change required	
	31/05/2021	No change required	
	07/06/2021	No change required	
	14/062021	No change required	
	21/06/2021	No change required	
	28/06/2021	No change required	
	05/07/2021	No change required	
	12/07/2021	No change required	
	19/07/2021	Children being allowed entry as long as they take Covid test. Designated visitors no longer necessary.	
	26/07/2021	No change required	