

GATEWAY SERVICES RISK ASSESSMENT

Job / Task Assessed:	Pandemic Outbreak – COVID-19	Area:	Gateway Building	Assessor:	Kate Cunliffe
Person assessed (if any):	Residents and staff	Date:	12/03/20 Updated 10/06/20	Job Number:	

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	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)		<i>What are the current controls? How can the risk be reduced further?</i>	
Preventing the spread of COVID-19	Resident being exposed to the virus and spreading it further	4	5	20	All entering the building	<p>There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:</p> <ul style="list-style-type: none"> washing your hands often - with soap and water, or use alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available - this is particularly important after taking public transport. Guidance is available on hand washing covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See Catch It, Bin It, Kill It Personal waste should be stored securely in disposable rubbish bags. These should then be placed into another bag, tied securely and kept separate from other waste for a period of 72 hours before leaving out for bin collection people who feel unwell should stay at home and should not attend work employees should wash their hands: <ul style="list-style-type: none"> before leaving home on arrival at work after using the toilet after breaks and sporting activities 	9

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						<ul style="list-style-type: none"> ○ before food preparation ○ before eating any food, including snacks ○ before leaving work ○ on arrival at home • avoid touching your eyes, nose, and mouth with unwashed hands • clean and disinfect frequently touched objects and surfaces • if staff are worried about their symptoms or those of a family member or colleague, please call NHS 111. They should not go to their GP or other healthcare environment <p>Residents</p> <ul style="list-style-type: none"> - Ask key workers to discuss prevention regularly – catch it, bin it, kill it and discuss harm minimization for those using substances - Temperature check to be carried out every morning with resident consent whilst conducting welfare checks. Staff to wear PPE and use the handheld infrared thermometer - Insist on hand washing upon entry to building - Ask any client to respect the 2 meters distance and have taped areas in the main routes where support is reached - Request any resident exhibiting symptoms to self isolate in their room and contact 111 for advice if necessary - Request swabbing team attend to carry out swabs for those exhibiting 	

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						signs by following pathway for testing - Identify those with underlying health issues who would be most vulnerable and at the greatest risk if they became exposed - Create bespoke client preparation plans to assess how to manage a case should it arise - Liaise with Inspire to seek advice on how they will support clients who need daily/weekly pick ups / could be at risk from alcohol reduction - Alter Breakfast club times and delivery to encourage safe distancing - Remove unnecessary visitors to the building and change support where possible to on-line or via phone - Set up internal groups in a way to encourage safe distancing - Telephone risk assessment in place for any new arrivals - Resident briefings to help them understand any changes and their part in prevention	
Preventing the spread of COVID-19	Employee being exposed to the virus and spreading it further	4	4	16		- Follow general PHE advice as above - Temperature check to be carried out on all staff members on entry to the building at the start of their shift using the handheld infrared thermometer - Temperature check to be carried out on any essential visitor to the project prior to gaining access using the handheld infrared thermometer - Identify staff members who have underlying health conditions and discuss with HR BP if required – these include respiratory, diabetes and arrange home working capabilities where possible - Identify those who may be effected by school closure - Ensure managers have staff contact details to be able to support from	9

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						<ul style="list-style-type: none"> home if no access to IT equipment Managers communication group established to help smooth communication / shared resources and support if needed Create a managers pack to have at home with details to manage the situation. Ensure dispersed staff and service managers have home working capabilities Ensure a comprehensive rota system is in place to ensure staffing levels remain adequate for safe service delivery 	
Preventing the spread of COVID-19	Outbreak of covid within the scheme affecting staff and residents	4	4	16		<ul style="list-style-type: none"> Group work to be suspended – plan for individual activities if appropriate 04/06/2020 – Group work commenced sessions must be held outside in the courtyard (weather permitting) 5 residents and 1 keyworker. All chairs must be a minimum of 2 metres apart. Restrict visitors to the project Suspend SWEP – consult with the districts Suspend referrals to the project Ensure adequate supplies of basic food e.g. milk, cereal, tea, coffee, tins of food and long life packets Undertake dynamic risk assessments Liaise with Inspire regarding those residents on scripts or are alcohol dependent – think about drinking on site if people are asked to self isolate Safe spaces for staff to work with limited number of staff on shift to deliver a safe service Deep cleaning of communal areas Deliveries into reception with no entry into the main area Ensure we have continuous adequate PPE on site and staff are using 	9

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						when unable to keep a 2 meter distance - Ensure petty cash and debit cards are topped up - School closures – work to share staffing resources where need arise and complete split shifts to allow for child care at GW. - Place meter markers at Gateway to allow support to continue with safe distance and ask residents not to hand in their keys for this period of time - Liaise with Comissioners to bring in a wider team to support with a large outbreak at Gateway such as colleagues from Health, Mental Health, Social Services, Police etc. - Utilise dispersed property to temporarily house residents who are non complaint to safety measures and are symptomatic	
Clients dependant on substances unable to receive them	Lack of needed medication/alcohol resulting in withdrawal symptoms	4	4	16	Residents	- Liaise with Inspire regarding those residents on scripts or are alcohol dependent – consider allowances for residents drinking on site if required to self isolate - Attempt to coordinate a one chemist scenario for ease - Keep daily pick-ups going for as long as possible to reduce risk of large quantity of substitute medication on site - Resident sessions to equip them to self manage a larger quantity safely held - Ask Inspire to review medication levels for residents affected and move to the best suitable option for medication to prevent misuse in a scenario of having to supply them with more medication during this time - Residents have access to room safe/safe storage boxes to ensure any medications can be stored securely - Ensure staff are trained in use of naloxone in case of potential overdose	

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						<ul style="list-style-type: none"> Residents who use opiates have access to own naloxone and trained in use of this Create a back up plan which means a member of staff collecting medication / using safe storage and distribution in an emergency situation. Option for residents to store medication in clinical locked cupboard in particular for those at risk of overdose Daily staggered welfare checks for residents who are self isolating with telephone intervention 	
Closure of Building due to Outbreak	Potential closure due to outbreak	4	4	16	Residents	<ul style="list-style-type: none"> Set up a few void properties to allow individuals to be re-located but to press we only have 2 due to logistics/furnishings/timescales etc. Liaising with local authority (BBC) to understand what units they have access to (supported accommodation they run or B and B's etc) Liaise with other local councils if required to source appropriate accommodation Working through our cohort to identify those who could be placed with family/friends for a short period of time Taking a planned view to not fill voids if deemed necessary to keep the population of the scheme stable. Liaising with LCC for emergency closure planning work including planned weekly meetings to manage our protect status. Creating support form LCC to bring in a wider team of professionals to support us if we needed to move any of the units to a care category 	9
Covid-19 virus.	Exposure to and transmission of covid-19. Contact with someone who has Covid-19 in the	4	3	12		<p><u>EVERYONE MUST</u> follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, high temperature or loss of taste / smell) or someone else in their household has symptoms. If you develop symptoms whilst on site, <u>YOU MUST</u></p>	

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The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	workplace, touch points or air droplets from coughing, sneezing, talking and breathing.				Staff Visitors Contractors customers Members of the public	<ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow. Arrange to take a test <p>The NHS test and trace service has been established to minimise community transmission of COVID-19. It is designed to:</p> <ul style="list-style-type: none"> ensure that anyone who develops symptoms of COVID-19 can quickly be tested to find out if they have the virus 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 <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 guidance on infection, prevention and control.</p> <p><u>Social Distancing</u> Employees must maintain 2m social distance as much as possible with the aid of floor markings Maximum occupation to be identified for each work space and public reception area Managers to walk the floor to ensure social distancing protocols are being followed Floor markings outside and inside reception areas indicating the 2m social distancing points, with possible use of portable barriers if necessary</p> <p><u>Coming To and Leaving Work</u> Encourage employees to travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work to maintain social distancing Provide a secure area for storing bikes The Government has advised that from 15th June 2020 anybody using public transport MUST use a face covering Arrival and departure times are staggered so people can keep to the 2 m social distancing rules by not using entry/exit points at the same time</p>	

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						<p><u>Accidents, Security and Other Incidents</u> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands Upon discovering a fire follow normal protocol but remind evacuator to maintain social distancing and allow for those self isolating to stand away from the other residents.</p> <p><u>Managing Customers, Visitors and Contractors</u> Only essential visitors to be allowed on site, health questions to be asked prior to attendance and temperature checks and site induction to be conducted upon arrival Consider appointment only system for visitors / customer / client contact Visitor waiting area seats placed 2m apart</p> <p><u>Providing and Explaining Available Guidance</u> All Covid-19 related Risk Assessments and guidance will be available on the company websites Managers will go through the risk assessments with employees Guidance for colleagues will be issued to all employees for their specific work places and activities Clear guidance on social distancing and hygiene will be provided to people on arrival, for example, signage or visual aids</p> <p><u>Cleaning the Workplace</u> Additional anti-viral cleaning of touch points, handles, rails, lift call buttons etc Anti-viral wipes available to wipe down workstations and touch points Open windows and doors frequently to encourage ventilation, where possible</p> <p><u>Communications and Training</u> All employees coming back into work to receive a mini-induction or return to work interview Communication notices and signage in place informing staff and customers of rules Training will be carried out virtually where possible Staff are encouraged to feedback any queries or concerns in order for them to be addressed Employees must inform their manager or HR if they, or a member of their household,</p>	

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						<p>becomes unwell The Government's 'covid-secure' notice must be displayed to assure people that we have followed guidance Ongoing engagement with workers (including through employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. Awareness and focus on the importance of mental health at times of uncertainty.</p> <p><u>Inbound, Outbound and Handling of Goods and materials</u> Deliveries will be managed to a minimum and scheduled to avoid multiple deliveries at the same time Handwashing facilities for employees handling inbound goods Restricting non-business deliveries, for example, personal deliveries to employees</p>	
Introducing face to face professional meetings in line with government guidelines						<ul style="list-style-type: none"> - Virtual meetings to take place where appropriate via zoom facility - Physical face to face meetings permitted for professionals working out of the same building, adhering to social distancing guidelines at all times - Utilise bigger meeting rooms to allow for more space to adhere to social distancing guidelines. Smaller meeting rooms should remain out of use for professional meetings - Meeting rooms to be arranged appropriately prior to any meeting taking place ensuring that chairs are set out at 2 metres apart - Windows in meeting rooms to be open to allow for sufficient ventilation to minimise the risk of infection being spread - Maximum capacity will be determined by size of space used to facilitate meeting ensuring social distancing adhered to at all times - Hand sanitiser and wipes to be provided to each attendee and used upon entering and leaving the space - Temperature checks to be completed on each staff member prior to entering into meeting room - No limits to duration of meetings if the above is adhered to at all times 	

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

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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		Goggles		Respirator (Type)	(minimum FFP2)
High Vis Vest		Overalls		Gloves (enter type)	
Gas Welding Goggles		Safety Spectacles		Other (specify type)	

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



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Persons affected by this Risk Assessment – Have been instructed and understand the contents of this risk assessment and associated documentation, by signing below you are accepting that all the associated hazards and risk involved with this work activity have been assessed and will abide to the control measures detailed within.

Print Name:	Sign:	Trade / Occupation:	Date:

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Date of Next Review: ongoing as Government guidance changes	Reviewed On: 28/05/20
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