

## **COVID-19 RISK ASSESSMENT FORM**

**Company name:** Autonomy Care Group Limited

**Department:** Head Office, 67 Roundpond, Melksham, Wiltshire, SN12 8EB

**Directors completing assessment:** Steve Tayler & Lucy Jolliffe

**Date:** 15<sup>th</sup> May 2020 – updated 4<sup>th</sup> January 2021 – updated 15<sup>th</sup> October 2021

### **Description of business and workplace**

Head Office - incorporating all administrative oversight and management coordination for the provision of Children & Adult Care & Support services, within Residential & community services.

### **Methodology**

How this risk assessment was completed:

- Visited premises
- Discussion with workers
- Considered risk to clinically vulnerable employees, e.g. pregnant employees or employees with health conditions
- Followed Government guidance on working safely during the coronavirus pandemic



**Covid-19 Risk Assessment**

<b>Hazards</b>	<b>People at risk</b>	<b>Action: control to reduce risk to appropriate level</b>	<b>Risk after action taken: Low, Medium or High</b>
<p>Transmission of Covid-19 Coronavirus in the workplace</p>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Visitors to your premises</li> <li>• Vulnerable workers</li> </ul>	<p><b>Hand Washing</b></p> <p>Hand washing facilities with soap and water in place.</p> <p>Employees reminded on a regular basis, with the use of posters displayed within the office environment, to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” public health guidance and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Hand sanitisers are available where washing facilities not readily available, these include: at main entrance, next to photocopier and within meeting room.</p> <p><b>Other Measures</b></p> <p>Touch-based security devices (alarm keypad) will only be used at start and end of day. Hand sanitiser is located next to this and should be used at start and end of procedure.</p> <p>Ventilation is required in each room, with at least one window open at all times to ensure fresh air is circulated.</p> <p><b>Cleaning</b></p> <p>Frequent cleaning and disinfecting of objects and surfaces is completed at the start and end of working day, these include door handles, light switches, reception area and hand rails.</p>	<p><b>Low - Medium risk</b></p>

		<p>Standard cleaning products and methods are used. Cleaning rota is clearly displayed in kitchen area. Employees should wear appropriate PPE when undertaking cleaning duties.</p> <p>Regular checks will be carried out by line managers to ensure that the necessary cleaning procedures are being followed.</p> <p>A cleaning schedule has been introduced to ensure effective evidencing of hygiene arrangements.</p> <p><b>Social Distancing</b></p> <p>Social Distancing – Means reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap in accordance with Public Health advice:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Where possible, social distancing must be adhered to and close contact limited with employees, not spending prolonged period of time with individuals even in meetings.</p> <p>Redesigning of office layout has taken place to ensure social distancing is maintained.</p> <p>Operational departments have been split to ensure effective contingency planning.</p> <p>Desk space and computer equipment has been assigned to an individual.</p> <p><b>Policies &amp; Procedures</b></p> <p>Covid-19 policies and procedures including infection control and testing, have been reviewed and implemented, and available to all employees.</p>	
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