

## **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

### **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><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. Standard cleaning products and methods are used.</p> <p>Regular checks will be carried out by line managers to ensure that the necessary cleaning procedures are being followed.</p>	<p><b>Low - Medium risk</b></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>Review of work schedules including start &amp; finish times and working from home, have been considered in order to reduce number of staff on site and entering or leaving the work premises or site at any one time. As a result the reallocation of workers to other sites have taken place and one member of staff is allocated to home working part-time to ensure social distancing.</p> <p>Redesigning of office layout has taken place to ensure social distancing in maintained.</p> <p>Desk space and computer equipment has been assigned to an individual.</p> <p><b>Meetings</b></p> <p>Conference calls and video conferencing has been introduced instead of face to face meetings as much as possible and employees to be reminded not to share stationery or other objects during meetings.</p> <p>Where meetings need to take place face to face. Only those essential to the meeting should be in attendance, observing 2m social distancing where possible. The meeting room is re-organised for each necessary meeting with chairs removed as appropriate.</p> <p>Hand sanitiser is provided in meeting room.</p>	
--	--	---	--

		<p>Windows are open during meetings to ensure the room is well-ventilated.</p> <p>Management checks will be put in place to ensure this is adhered to.</p> <p><b>Mitigating Actions</b></p> <p>Where the social distancing guidelines cannot be followed in full, we will carefully consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff as follows:</p> <p>Encouraging increased frequency of hand washing and surface cleaning</p> <p>Keeping the activity time involved as short as possible.</p> <p>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p>Where people must work face-to-face for a sustained period with more than a small group of fixed partners, we will assess whether the activity can safely go ahead.</p> <p><b>Accidents, Security and Other Incidents</b></p> <p>In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p>	
--	--	---	--

		<p><b>Wearing of Gloves</b></p> <p>There is an adequate supply of gloves, held within the office, should staff wish to use these for any task.</p> <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><b>Face Coverings</b></p> <p>Employees are not required to wear face coverings in the workplace as using a face covering as a method of protecting others from transmission of COVID 19 is weak and the effect is likely to be small.</p> <p>However, we will support workers in using face coverings safely if they choose to wear one in the workplace. A supply of face coverings is available for staff should they wish.</p> <p>In those circumstances employees will be reminded to:</p> <p>Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, staff members should avoid touching their face or face covering and practise social distancing wherever possible.</p> <p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough, a high temperature or a loss of, or change in, your normal sense of taste or smell (anosmia) in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>As keyworkers, testing for COVID-19 will be available (in line with government guidance) staff members will be encouraged to obtain this test and assisted where necessary for its completion.</p>	
--	--	--	--

		<p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team will contact the Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b>Drivers</b></p> <p>People should not share vehicles or cabs used for work where possible. Where vehicle sharing cannot be avoided, passenger numbers will be limited and seats left empty to ensure distancing so far as possible.</p> <p><b>Home Workers</b></p> <p>Suitable equipment has been provided for people to work from home safely and effectively, including remote access to work systems.</p> <p>Management monitor the wellbeing of people who are working from home and help them stay connected to those operating in an outdoor environment, especially as the majority of their colleagues are on-site, through regular remote communication.</p> <p><b>Clinically vulnerable Employees</b></p> <p>If clinically vulnerable individuals, such as pregnant employees or those with health conditions (but not extremely clinically vulnerable individuals who will continue to work from home where possible) cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m</p>	
--	--	---	--

		<p>away from others. If they have to spend time within 2m of others we will assess whether this involves an acceptable level of risk.</p> <p>We will also consider any appropriate measures for employees who live with clinically extremely vulnerable individuals.</p> <p>We will put in place reasonable adjustments to avoid disabled workers being put at a disadvantage in the workplace, or where they are working from home.</p> <p><b>Mental Health</b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p>Regular communication of mental health information and line manager support for those who need additional support.</p> <p>All staff are able to access the stress helpline, as published in employee handbook.</p>	
--	--	---	--

**General action taken**

- The Directors who conducted the risk assessment communicated it to office based staff by – emailing to all staff based at Head Office, printed copy on notice board and published on company website.
- Directors discussed it with staff, in particular with those identified as at risk.