

**Name and Job Title of person completing Risk Assessment:** Javed Bhunnoo, Quality and Training Manager

**Date of Assessment:** May 2020

**Who, where and what is being assessed:** Use of Personal Protective Equipment (PPE) for Centre 404 Support Worker during Covid-19 Paramedic

**Date for review:** ongoing (last reviewed 28<sup>th</sup> May 2020)

### Background

As of 27<sup>th</sup> May 2020, over 5.6 million cases of Covid-19 have been reported worldwide with more than 37000 deaths reported in the UK due to the virus. Although the main peak appears to have passed, people living in care homes and other supported living services continue to be particularly vulnerable to Covid-19 due to a number of residents with underlying health conditions and being in older age group. Similarly, whilst the restrictions are gradually being eased, we can afford to be complacent as there has been cases around the world that restrictions had to be re-imposed due to resurgent numbers of Covid-19 after lockdown restrictions were eased. Centre 404 recognises that we continually need to be vigilant and cautious to ensure that both people we support, and staff and everyone else continue to remain safe.

According to the Chief Medical Officer Professor Chris Whitty, almost one in ten care homes have been infected with the Covid-19 resulting in number of deaths of people living there (Care home Professional 2020). Care home and supported living services where they have not adopted appropriate Social and physical distancing guidelines, visitor attendance and PPE use, has resulted in a number of deaths. Thus Centre 404 has a duty of care towards protecting our service users and staff and recognises that the risk of infection increases when staff has to get closer to a resident for support duties such as during personal care time and therefore cannot adhere to the prescribed minimum 2-meter (6 feet) distance.

The risk assessment below should help staff mitigate some of the risks attached with in-correct use of PPE. The guidelines below are precautionary measures and will help staff use PPE in a correct and safer manner. As staff are using the PPE in ordinary settings with low risks, and outside of a formal clinical environment, the PPE used should last for the duration of a shift and there is no need to change the face mask or if needed, the goggles in between tasks. Use of other PPE for example during personal care, should be as per the usual guidelines.

This risk assessment about PPE should be used in conjunction with, and in addition to, the safe social distancing guidelines outlined by the government (at least 2 meters or 6 feet), all lock down guidance issued by the government and any shielding measures for particularly vulnerable people that the government or Centre 404 has identified.

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
1	Staff doing close contact duties (e.g.	Risk of cross contamination being passed between staff	Service User Staff doing PC	In addition to the usual PPE equipment that staff wear during person care (gloves,	3	5	15	Eye protection in a form of a visor and	May 2020 Javed

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
	<p>personal care) to a resident who does not have Covid-19 or symptoms of Covid-19.</p>	<p>and service user or vice versa, risk of contamination being passed to others.</p> <p>The risk of droplet transmission (e.g. via cough or saliva droplets coming out when speaking) increases if staff/service users are in close proximity during a close contact task, or even talking closely to each other and thus risk of infection transmission increases.</p>	<p><b>Other staff and service users member working/living in the service</b></p> <p><b>Everyone else likely to come in contact with the infected person or staff member</b></p>	<p>aprons etc.), staff must wear an antiviral face mask.</p> <p>Staff must not touch their face when wearing a facemask. Mask should be worn continuously until you take a break from your duties and has to remove the mask to eat or drink. The mask then should be replaced with a new one.</p> <p>Facemasks must not be hanged down on neck or head and once removed from your mouth; it must be disposed of and replaced with a new one.</p> <p>Where staff are working in the communal areas and there is a risk of being close to others within 2-meter distance, then staff should continue to wear a face mask at all times.</p> <p>Staff working in supported living services must bring clean spare clothing with them, which they should change into first thing when they arrive for a shift. After finishing shift, they should change back into clothing they travelled in and make sure to wash the clothes worn on the</p>				<p>goggles are available in case a person starts to cough continuously.</p>	<p><b>Bhunnoo</b></p>

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>shift on the same day.</p> <p>In supported living services staff coming on shift would be requested to provide temperature reading upon arrival on shift that they are fine to continue with the shift. Fever is one of the symptoms of Covid-19 with a temperature of at-least <b>37.8c (100.04 Fahrenheit)</b> or above, and having a cough.</p> <p>In services considered high need, service user temperature should also be taken on a daily basis and recorded on a sheet, to check that any symptoms correlating to Covid-19 are objectively identified and any prompt action could be taken, such as urgent medical assistance.</p> <p>Staff must wash their hands with soap and water for 20 seconds before starting personal care, and immediately after.</p> <p>Staff must follow the 5 good hand washing principles (wash hands before starting a shift,</p>					

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>before starting a task, when task is ended, when moving onto a new task, when shift is finished and going away).</p> <p>Staff should use hand sanitizer to wash hands before coming inside the service or inside a service user home and thereafter use soap and water to wash hands.</p> <p>Staff should not walk around wearing gloves as it increases the risk of infection. Only wear gloves for the duration of a task for which a glove is required and then discard. E.g. personal care.</p> <p>Staff must avoid touching their face, hair or glasses as it increases the risk of infection entering their body. To reduce the likelihood of this happening, please ensure hair is arranged or tied up comfortably before the start of your shift.</p> <p>Staff must follow the infection control policy, as should not be wearing any nail extensions. Similarly, nails should be</p>					

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				trimmed small.					
2	Staff doing close contact duties (e.g. personal care) to a resident, <b>who is from the vulnerable group or is being shielded</b> , but does not have Covid-19 or symptoms of Covid-19.	Risk of cross contamination being passed between staff and service user and vice versa.  The risk of droplet transmission (e.g. via cough or saliva droplets coming out when speaking) increase if staff/service users are in close proximity during a close contact task and thus risk of infection transmission increases.	<b>Service User</b>  <b>Staff doing PC</b>  <b>Other staff, service users and member working/living in the service</b>  <b>Everyone else likely to come in contact with the infected person or the staff member</b>	<b>In addition to the above (Risk 1 Control Measures)</b> , staff working with this group <b>would be restricted</b> , as much as possible, to only work with the identified service users from the vulnerable group. This will help reduce the amount of close contact they are having with other service users and cross contamination risk.	3	5	15		May 2020  Javed Bhunnoo
3	Staff doing close contact duties (e.g. personal care) to a resident, <b>who is showing symptoms of Covid-19, is coughing continuously, or has confirmed case of Covid-</b>	Risk of infection to staff and everyone else that staff come in contact with	<b>Staff doing PC</b>  <b>Other staff, service users and member working/living in the service</b>  <b>Everyone else likely to come in contact with the staff member or the infected person or the</b>	<b>In addition to the Risk 1 Control Measures</b> , and in addition to using the gloves, aprons, and face masks, staff must wear a suitable eye protection such as a goggle/visor.  Staff working in this group will <b>be restricted and grouped to</b> only work with the service users who are either confirmed Covid-19, or showing symptoms.  Staff must follow the 5 good	2	5	10	If a service user is confirmed with Covid-19, they would be isolated from rest of the service to minimise contamination. Close contact duties would be reduced to a minimum level required.	May 2020  Javed Bhunnoo

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
	19.		staff member	<p>hand washing principles (wash hands before starting a shift, before starting a task, when task is ended, when moving onto a new task, when shift is finished and going away).</p> <p>If staff have to step away from affected service users, PPE must be removed to avoid contamination outside the room and special disposal measures for this equipment must be followed as outlined in your project.</p> <p>Staff then should wear new PPE before re-entering the room. However, if you are staying with the service user the whole time, there is no need to change PPE unless it becomes damaged.</p>					
4	Staff working within supported living or Outreach services but maintaining minimum 2 meter (6 feet) social distance between service users	Risk of infection to staff and everyone else that staff come in contact with	<p><b>All staff</b></p> <p><b>All service users</b></p> <p><b>Anyone else who comes in contact with staff or service users</b></p>	<p><b>In addition to the Risk 1 Control Measures</b>, where staff are working in the communal areas and there is a risk of being close to others within 2-meter distance, then staff should continue to wear a face mask at all times.</p> <p>In outreach services, staff do not have to wear a facemask and other PPE when travelling</p>	2	5	10		<p>May 2020</p> <p>Javed Bhunnoo</p>

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
	and others.			<p>in between shifts whilst maintaining appropriate social distance from others. However, before entering a service user's home, a facemask must be worn.</p> <p>Staff must follow the 5 good hand washing principles (wash hands before starting a shift, before starting a task, when task is ended, when moving onto a new task, when shift is finished and going away).</p> <p>Staff should use hand sanitizer to wash hands before coming inside the service or inside a service user home and thereafter use soap and water to wash hands.</p> <p>Outreach staff should carry a set of gloves, a mask and hand sanitiser in their bag in case they come across a symptomatic service user.</p> <p>If staff find a symptomatic service user, they should refer to the Questions notes in <b>Appendix 1</b> of this risk assessment to determine the correct use of PPE.</p>					

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
5	Staff supporting service users who are admitted to a hospital for any reason including Covid-19 as service user may need support around advocacy and emotional well-being and without familiar staff visiting could have negative impact on a service user's well-being	Risk of infection to staff and everyone else that staff come in contact with	<p><b>Staff member visiting the hospital</b></p> <p><b>Anyone else who comes in contact with that staff member</b></p>	<p>Centre 404 may need staff to attend medical appointments or hospital with service users.</p> <p>If a staff member has already discussed any special or unusual concerns with their Line Manager, they will be best placed to plan and maintain the service for our Service Users, whilst considering particular concerns.</p> <p>In any event, Centre 404 will always aim to provide appropriate PPE in order to ensure that staff are safe while doing their job.</p> <p>Each hospital visit by staff would be planned on a case by case basis and will involve input ranging from project manager to senior management within Centre 404.</p> <p>Staff visiting hospital must follow the PPE guidelines of the hospital and must wear PPE appropriate to the hospital setting which should be provided by the hospital.</p> <p>Visits must be prearranged with</p>	4	5	20	Management and staff to liaise closely with hospital LD nurse to plan the visits and length of stay of service users.	<p><b>May 2020</b></p> <p><b>Javed Bhunnoo</b></p>



No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>the hospital to ensure PPE is available to the staff member to wear. In cases where hospital PPE is not available, staff must speak with their line manager to coordinate PPE from Centre 404 which is appropriate for the hospital settings.</p> <p>Staff must follow the 5 good hand washing principles (wash hands before starting a shift, before starting a task, when task is ended, when moving onto a new task, when shift is finished and going away).</p> <p>Any PPE worn in the hospital must be discarded upon leaving as for hospital procedures.</p> <p>In addition to PPE, staff should bring additional pairing of clothing, which they should change after the hospital visit has ended but before leaving the actual building.</p>					
6	Testing for Covid-19	n/a	<p><b>Staff</b></p> <p><b>Service User</b></p> <p><b>Everyone else who comes in contact with an</b></p>	<p>Testing is a critical part of the coronavirus response. It is also essential for effective infection control and safe working practices.</p> <p>Centre 404 therefore <b>require all</b></p>	n/a	n/a	n/a	Staff are issued with a letter to explain the process of testing.	<p><b>May 2020</b></p> <p><b>Javed Bhunnoo</b></p>

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
			infected person	<p><b>frontline staff, to be tested fortnightly for Covid-19.</b></p> <p>This is regardless of whether you are symptomatic or asymptomatic.</p> <p><b><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process</a></b></p> <p>Testing will help to ensure that we have vital information so that we can implement isolation procedures for anyone testing positive and manage staff rotas accordingly ensuring we can continue to provide a safe working place and minimise risks for everyone.</p> <p>Testing can be booked via:</p> <p><b><a href="https://self-referral.test-for-coronavirus.service.gov.uk/">https://self-referral.test-for-coronavirus.service.gov.uk/</a></b></p> <p>or</p> <p><b><a href="http://www.northcentrallonccg.nhs.uk/covid-19-frontline-staff-testing/">http://www.northcentrallonccg.nhs.uk/covid-19-frontline-staff-testing/</a></b></p>					

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>There are a number of different testing options. If a staff or a member of their household doesn't have a car then staff member is able to ask for a home testing kit.</p> <p>As you can imagine these home testing kits are quickly running out but are being replenished so please continue to try at regular periods on a daily basis and keep in touch with your Line Manager.</p> <p>As there is a huge demand for these tests, in order to secure a booking, please book a space earlier in the day, for example before 08:00am.</p> <p>Those staff members who are able to drive, are encouraged to access drive-through or walk-in testing facilities in order to save resources for home testing kits for those unable to drive.</p> <p>The test involves taking a swab of the nose and the back of the throat, which can be done by the person themselves (self-administered) or by someone else (assisted).</p>					

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>Full information about testing can be found on the link below which includes videos of different test process:</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#the-testing-process</a></p> <p>If staff comes back as negative after testing, then the results are only valid the day they did the test, and it is important to note that our approach to PPE will not change as well as good hand hygiene principle, i.e. staff will still be required to follow appropriate PPE wearing, hand washing and other guidelines set out by Centre 404.</p>					
7	Staff using the office (either the main Centre 404 Housing Office or offices in projects)	The risk of infection increases if staff are in close proximity and not maintaining appropriate social distancing and/or appropriate hand hygiene measures.	<p><b>Staff members working in the office</b></p> <p><b>Anyone else visiting the office</b></p> <p><b>Anyone else who comes in contact with someone who has Covid-19</b></p>	<p>The main Centre 404 Housing office has been reviewed and layout has been modified to ensure safe social distance, and a physical barrier between staff when sitting on desks. Currently only 6 people can fit into the main C404 Housing Office.</p> <p>The desks have been arranged in a fashion in the housing office to create a physical barrier</p>	3	4	12	<p>All required PPE as well as hand sanitiser/antibacterial wipes will be provided in the offices for staff to maintain a safe and hygienic environment.</p> <p>Audit of PPE is being done on a</p>	<p><b>May 2020</b></p> <p><b>Javed Bhunnoo</b></p>

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>between staff sitting on desks. staff must not sit on desks which are marked out.</p> <p>Project based offices have also been reviewed to ensure safe staffing number that can use the office at any given time.</p> <p>An outlook calendar has been created for staff to book a slot when they want to use the main Housing Office. Please ensure you only use the office in your booked time.</p> <p>Information has been shared with managers about Zoom account and creating Skype Accounts, to enable staff, where possible and agreed with their line manager, to work remotely and hold virtual meetings.</p> <p>If a staff member is not feeling well and have symptoms associated with Covid-19, then they should not come to the office and consider working from home. They should also follow the testing guidance and policy as mentioned in risk number 6 above.</p>				<p>weekly basis of stock in both offices and individual projects to ensure any items being short are quickly replaced.</p> <p>Weekly audit also entails auditing spare PPE and cleaning to ensure items which are in short supply are restocked.</p> <p>All staff have undergone and have access to safer cleaning and infection control training and policy to ensure they are adhering to safer infection</p>	

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>Where 2-meter social distance cannot be adhered to, e.g. walking to/from desk/printer/doors, staff must wear facemasks at those times.</p> <p>Where possible, good ventilation should be maintained in the office with windows opened.</p> <p>Signs about social distancing, hand washing and wearing of facemasks have been put up on door as a reminder for all.</p> <p>Staff should wash hands before entering the office with soap and water, and in absence of this, with hand sanitiser.</p> <p>Staff should continue to wear the face mask when entering and working in the office as it ensures that the environment is kept as hygienic as possible as after spending sometime in an enclosed space, saliva droplets from breaths remain in the air. Facemask should also be continue to be worn if you are talking to other people or on the phone.</p>				control procedures.	

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>However, if you can take the phone call outside in an open outdoor area with no other people around you (excluding corridors), then you don't need to wear a facemask.</p> <p>Staff should only sit on designated desks which are earmarked for sitting to ensure safe social distance. The desks which are marked out must not be used.</p> <p>Each office will provide facemasks and hand sanitiser facility to staff.</p> <p>Before starting work and using the equipment, staff should clean down desk, key board, mouse, phone, and any other items such as chair arms with antibacterial wipes, which will be provided in each office.</p> <p>Once a member staff has finished using the desk and equipment, they must wipe the equipment again and wash hands.</p> <p>Staff must follow the good hand hygiene principles and wash</p>					

No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				<p>hands more frequently with soap and water throughout the day and for at least 20 seconds.</p> <p>At start and end of day the first person must disinfect the main contact points by wiping door handles, light switches and any other main contact points, such as printer etc. with antibacterial wipes. Similarly, the last person leaving the office must also disinfect the main contact points same as above. Both staff member must wash their hands after disinfecting.</p> <p>If you are working at the main Office in the United House Building, it is also advisable to use antibacterial wipes to open all external doors as the building is a shared office and we cannot control who will touching those contact points.</p> <p>There is also hand sanitiser provided at some of those external doors in the main office and staff must use them to disinfect after using the door points.</p> <p>Staff must follow any other</p>					



No.	Hazard	Associated Risks	Who is at risk	Control Measures in Place	Likelihood Rating	Consequence Rating	Current Rating	Monitoring and further action required to control risk	Date Complete by whom
				guidance or policies set out by C404.					

<b>The benefits as a result of this assessment</b>	<p>Following the guidelines will ensure that both service users and staff are safeguarded, stay well and service does not take any unnecessary measures which unnecessarily restrict the support duties.</p> <p>Better awareness of safe and effective use of PPE will ensure that both service users and staff feel reassured, do not create panic or anxiety and do not result in unnecessary procurement of PPE equipment.</p> <p>Having tested for Covid-19 will ensure that both staff and service users are better aware of their current status and will help Centre 404 better plan our staffing needs</p>
<b>Does the person feel this assessment was person centred</b>	n/a
<b>Any comments or conflicts between those involved in the assessment</b>	n/a
<b>Names and signature of those involved in the assessment</b>	Javed Bhunnoo (with input from HR and other Senior Centre 404 Management) May 2020

<b>Any training needs, change in service, policy or strategy to enable activity to take place</b>	<p>All staff have undergone infection control training and Centre 404 infection control policy has been reiterated to all staff. Webinars and online trainings on Covid-19 have been passed to all managers to undergo so that staff are aware of best response to Covid-19.</p> <p>Covid-19 testing facility is now available to all staff.</p> <p>Full body gowns, safety goggles and face visors have been procured by C404 and will be issued as per the risk assessment above.</p>
---	---

Likelihood Ratings		Consequence Ratings	
1	Improbable	1	Minor
2	Low	2	Low
3	Medium	3	Medium
4	High	4	High
5	Almost Certain	5	Major

Overall Risk Rating		Action to take
1-8	Low	Ensure control measures are identified and monitored regularly
9-15	Medium	Identify any further control measures that can be applied, or any preventative action that could be taken to reasonably reduce likelihood and contact with the hazard. Implement actions and monitor/review regularly
16-25	High	Report High risks to your Head of Service/H&S committee Discuss likelihood and control measures with colleagues/managers and consider whether the activity can be avoided/adapted to reduce risk rating If the activity is essential and risk can't be reduced ensure clear and adequate systems and information/training/equipment is provided for staff, that coherent systems are in place to monitor and report on it and that it is regularly reviewed.