

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below
RR = residual risk

This is a dynamic document that is regularly reviewed and changed in line with national guidance, if you have any queries about anything in the document please contact us

Coronavirus (COVID-19) organisation risk assessment

Contents

Suspected case whilst working

Office working

Home visits and working with clients indoors

We rely on everyone in the organisation to take responsibility for their actions and behaviours in order to minimise the risk of spread of infection.

Assessment date: 17th February 2022

Review date: April 2022

Version: 3.0

Hazard	Risk	Control measures	RR	Persons at risk
Suspected case whilst working	5 x 3 = 15	If a staff member develops symptoms consistent with viral infection that might be transmittable to other colleagues, they should: 1) Contact manager to discuss working arrangements. 2) Undertake LFT if appropriate. 3) If LFT positive, following national prevailing guidance relating to any further testing and self isolation.	4 x 1 = 4	Individual staff
Office working	4 x 3 = 12	<ul style="list-style-type: none"> Staff requested to continue testing twice a week or prior to office attendance. Staff will continue to complete signing sheets when attending offices. Staff are requested to maximise use of available space to minimise risk of transmission. 	4 x 1 = 4	Individual staff

		<ul style="list-style-type: none"> • Staff are provided with antibacterial wipes and hand sanitizer to keep working area clean, continue with good hygiene • All staff members required to wash their hands regularly and following the NHS advice for 20 seconds. • Hand sanitiser available in all offices for staff and visitors • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times • Enhanced cleaning regimes for toilet facilities particularly door handles, light switches, taps locks and the toilet flush • Suitable and sufficient rubbish bins for hand towels provided with regular removal and disposal. • Sufficient supplies of soap, hand sanitiser and paper towels remain in place • Crockery and eating utensils provided will be cleaned by individual users before and after use, also ensure the table sat at is cleaned prior to leaving • Increase ventilation where possible particularly within enclosed spaces • Equipment to be checked to ensure ongoing operation and to report concerns to line management, ensure screen keyboard mouse and phone are cleaned prior to working and at the end of the day. • Hot desking arrangements are suitably set up by the individual user before use in accordance with prevailing H&S advice 		
Home visits and working with clients indoors	$4 \times 3 = 12$	<ul style="list-style-type: none"> • Staff to continue with general principles that reduce transmission including: • Prior to home or office visits, staff to confirm negative Covid status of both client or staff member, if positive do not proceed with visit • Wearing mask where appropriate for client/carer or own confidence. • CQC regulated staff to continue to follow prevailing guidance on the use of PPE. • . 	$3 \times 3 = 9$	Individual staff, clients