

# Housekeeping

Risk assessment for:	COVID-19 – Housekeeping Team	Assessed by:	Lisa Boulton/Sophia Howells/Kirsty Cooke
Date completed:	21 May 2020	Review date:	Ongoing

Hazard	Who might be harmed and how	Current control measures	Additional control measures needed	Risk Level after controls <i>Low/Medium/High</i>	Action by when	Completed
<b>General hazard from CV19 for those who are at increased risk of the virus</b>	<p>Staff members who are considered at higher risk from CV19</p> <p>See NHS website for most current guidance of at risk groups</p>	<p>Confirm if any staff are vulnerable and consider any special arrangements needed or variation to duties including not working or re-tasked elsewhere where practicable to do so.</p> <p>Vulnerable staff should have a specific risk assessment undertaken</p> <p>Ensure no discrimination is likely.</p>		Medium		

# Housekeeping

<p><b>Viral contamination - Contact with an infected employee</b></p>	<p>Staff and members of the public could be at risk of contamination if an employee or a member of their household has the virus or symptoms of the virus</p>	<p>Staff must not attend work if they or a member of their household has symptoms or has been diagnosed with the virus.</p> <p>Staff should contact their manager in line with the sickness absence policy.</p> <p>Staff and their household can be tested if they think they are suffering from the virus, staff should ask their manager or HR about how to be tested.</p> <p>Staff who become unwell whilst at work should immediately go home, they should advise their colleagues and manager that they have</p>	<p>Consider if temperature checking is a viable option</p>	<p>Medium</p>		
---	---	---	--	---------------	--	--

# Housekeeping

		<p>symptoms and have gone home.</p> <p>Colleagues who have been in contact with a symptomatic person or where a member of a colleague's family is unwell, may need to self-isolate pending the test results of the colleague who is unwell depending on the NHS guidance at the time.</p>				
<b>Stress/Anxiety</b>	<p>Staff may feel anxious about returning to normal duties and be concerned they may be exposed to the virus, or feel concerned about hygiene and not being</p>	<p>Communicate plan for returning to normal duties. Gauge sense of how staff feel about returning to normal duties and what the impact will be and any concerns they have. Make sure they are aware of any changes being made and why and to keep</p>		Low		

# Housekeeping

	<p>able to socially distance</p> <p>Staff may also have concerns about being vulnerable or people in their households who are vulnerable</p>	<p>them fully informed as to any new guidelines and procedures. Ensure that staff who have been absent are updated on any changes to procedures when they return to work.</p> <p>Ensure staff know how to raise concerns and who to speak to if they are feeling stressed or anxious, including the employee assistance line.</p> <p>Make sure Managers know how to identify staff who may be stressed or anxious and how to manage this.</p> <p>Managers should keep in touch and have regular</p>				
--	--	---	--	--	--	--

# Housekeeping

		<p>contact and briefings with staff.</p> <p>Maintain wellbeing services UFN</p>				
<p><b>Contact with multiple persons outside of your household can increase the risk of contracting the virus</b></p>	<p>Staff and others could be at greater risk of the virus if they have contact with multiple people outside of their immediate household</p>	<p>Reducing social contact is key in reducing the risk of spreading/contracting the virus.</p> <p>Staff should work individually. Managers must give consideration as to who needs to work together and then maintain that group UFN.</p>		<p>Low</p>		
<p><b>Viral contamination from sharing vehicles</b></p>	<p>Staff (passengers and driver) may be at risk from viral contamination due to proximity in a shared vehicle and the</p>	<p>Staff should use their own vehicles where possible and where the insurance allows for use of the vehicle for work</p> <p>Vehicles can be shared were practicable to do so. If</p>		<p>Medium</p>		

# Housekeeping

	<p>enclosed nature of the vehicle</p>	<p>vehicles are shared the following must be introduced.</p> <p>Minimise the number of journeys and length of journeys as much as possible.</p> <p>Consider other ways of travel including walking and cycling.</p> <p>The number of vehicle occupants should be reduced as much as possible and passengers must sit as far as they can from the driver and each other, sitting side by side is best rather than facing each other.</p> <p>Passengers should turn away from each other and from the driver so as not to face one another.</p>				
--	---------------------------------------	---	--	--	--	--

# Housekeeping

		<p>Increase ventilation by opening all windows.</p> <p>Staff working in teams as above should also maintain the same people in the vehicle, do not swap or change occupants about unless it is absolutely necessary.</p> <p>Staff should stay in the same seat/seating configuration for each journey.</p> <p>Regular cleaning of surfaces in shared vehicles must be carried out paying particular attention to door handles etc.</p>				
<b>Contact with contaminated surfaces</b>	Staff could come in to contact with surfaces that are contaminated with viral droplets	<p>Regular cleaning of hard surfaces, and in particular on high use areas/equipment</p> <p>Staff to practice regular hand washing</p>		Low		

# Housekeeping

		and cleaning of own work area, equipment and tools. Staff should avoid sharing tools and where possible individual tools should be provided and clearly labeled so as to identify the user. If staff are sharing tools and equipment these must be thoroughly cleaned down between users. Staff should be careful not to share small items such as pens. Staff should avoid passing each other equipment, staff should collect equipment from vans themselves.				
<b>Contact with contaminated soft</b>	Staff and household members could come into	Staff should ensure that clothing worn for work is regularly cleaned.		Low		



# Housekeeping

<p><b>surfaces/materials</b></p>	<p>contact with contaminated fabrics from clothing and uniforms</p>	<p>Clothing should be worn once and then laundered.</p>				
<p><b>Risks arising from using public transport to attend work</b></p>	<p>Staff commuting via public transport may be at higher risk of contracting CV19</p>	<p>Check if staff will be using public transport to attend work</p> <p>Look at other ways of commuting including walking or cycling, if necessary, look at collecting staff in line with sharing vehicles above</p> <p>If staff are using public transport confirm transport arrangements and controls in use by transport companies to see if safe to use</p> <p>Vary work hours to avoid peak times</p>		<p>Low</p>		

# Housekeeping

<p><b>Viral contamination from not maintaining social distancing</b></p>	<p>Staff/members of the public could be at greater risk of CV19 if unable to maintain social distancing</p>	<p>Staff must keep a 2m distance as much as possible from other people, if unable to keep a 2m distance such as passing people in corridors or stairwells staff should avoid face to face contact by turning around.</p> <p>Staff should not stop and engage in conversations with others unless there is a 2m distance between them.</p> <p>When cleaning a Scheme and a customer enters the communal area, either leave the area/ block or ensure staff can maintain a 2m distance from them.</p>		<p>Medium</p>		
--	---	---	--	---------------	--	--

# Housekeeping

		<p>Consider placing appropriate signage in the work area asking residents and members of the public not to approach staff, include a contact number if they want to speak to someone from B3L</p> <p>Staff should work individually or in small teams to limit the number of interactions and contacts. Lone working assessments should be reviewed and managers will need to increase checks on those lone working.</p> <p>Consideration of flexible working patterns and working outside of high traffic times in blocks to</p>				
--	--	---	--	--	--	--

# Housekeeping

		<p>minimize contact with residents.</p> <p>At break times staff should not congregate together but keep a 2m distance from each other. Staff should take breaks outside.</p> <p>Staff should be given guidance and reminders about social distancing.</p> <p>Face to face staff meetings should be avoided and carried via technological means. If meetings are necessary, keep the size of the meeting small and if possible they should be carried outside and 2m apart.</p>				
--	--	--	--	--	--	--

# Housekeeping

<p><b>Poor hygiene/poor handwashing/poor sneezing and coughing etiquette</b></p>	<p>Risks to staff and others from poor hand hygiene</p>	<p>Staff should maintain good hand hygiene by regular washing for 20 seconds with soap and water particularly when arriving at work, if no wash facilities available use hand sanitiser.</p> <p>Staff should use good sneezing and cough etiquette coughing into tissues or elbows, disposing of tissues after use.</p> <p>Staff should be given instructions and reminders about how to wash hands following the government guidance and cough/sneeze etiquette.</p> <p>Use signage in vehicles to remind staff about hand washing/social</p>		<p>Low</p>		
--	---	--	--	------------	--	--

# Housekeeping

		distancing/cough etc. etiquette				
<b>General exposure and PPE</b>	Staff at risk of exposure to viral contamination	The current Government guidance regarding the use of PPE states that PPE identified in work task risk assessments should continue to be used, additional use of PPE such as gloves and masks are not identified for protection against CV19 other than in a healthcare setting. Face coverings are not mandatory but staff can chose to use them; staff using face coverings must be instructed on the safe donning and removal of face covering and the hygiene requirements when putting on and removing face		Low		

# Housekeeping

		coverings, signs and reminders of the safe use of face coverings should be provided to staff.				
<b>Emergency procedures/evacuation in an emergency and the reduction of social distancing</b>	Staff and others could be at risk when evacuating due to reduction of social distancing	<p>During an emergency the current government guidance allows for social distancing to be reduced if it's not possible to keep a 2m distance.</p> <p>After evacuation staff and residents should immediately socially distance and when possible carry out hand washing/use of hand sanitiser.</p>		Low		