

<b>GENERAL RISK ASSESSMENT FORM</b>			
<b>Form RA1 (1)</b>		<b>Caretaking During Covid-19 Pandemic</b>	
<b>Directorate / Organisation:</b> Operations and Regulatory Services		<b>Division:</b> Facilities Services and Civic Management	<b>Employee Group / Function or Operation:</b> Facility Operations, Caretakers
<b>Responsible Manager:</b> Keith Pratt Service Manager Facility Operations	<b>Date Completed:</b> 26 <sup>th</sup> May 2020	<b>Date Reviewed:</b> Jun 2020	<b>Date of Previous Form if any:</b> NA
<b>Supporting Health &amp; Safety Advice</b> (where required): <b>Sophie Lawton</b>			
<b>Reviewing Officer</b> (for last complete review): <b>Keith Pratt</b>			
<b>Instructions:</b> <b>Activity with Hazard Potential</b> - Describe the work activity or process creating the significant risks. <b>Significant risks arising from the activity</b> - Summarise the risks and identify who is at risk. <b>Control Measures</b> - Identify and summarise the measures for avoiding the risks or, where this is not possible, reducing them to an acceptable level. <b>Date Section Amended</b> - Where changes are made to specific sections separate to a review of the complete risk assessment, enter the section review date here. Full guidance and advice on completing risk assessments is available on the corporate Health and Safety Management intranet site. Seek advice from the corporate health and safety section if required.			
<b>Activity with Hazard Potential</b>			
Caretakers and Facility Supervisors performing tasks during the Covid-19 pandemic. This risk assessment has been produced in line with government guidance and should be read in conjunction with related risk assessments and method statements. Precautions and control measures in existing risk assessments and procedures to manage additional risks associated with the work activity must also be followed.			
<b>Significant Risks Arising from the Activity</b>			
1.1	Risk to Caretakers and Facility Supervisors becoming infected with Covid-19.		
1.2	Risks of Caretakers and Facility Supervisors passing on the infection to other staff and clients.		

	<b>Control Measures</b>
	<p><b>PREVENTIVE AND PROTECTIVE MEASURES TO REDUCE RISKS TO AN ACCEPTABLE LEVEL (OR AVOID THEM ALTOGETHER), AND TO COMPLY WITH RELEVANT HEALTH AND SAFETY LAW.</b></p> <p>These controls will be reviewed following any changes to relevant guidance.</p>
2.1	All staff will receive Infection Prevention and Control training, including a review of Covid-19.
2.2	Any staff with any symptoms of Covid-19 will not come to work but will stay at home and self-isolate as directed until the symptoms resolve.
2.3	<p>On the first day of re-opening buildings that have been closed for more than a week, Caretakers and Facility Supervisors should ensure that tasks to address legionella risks are completed as soon as possible.</p> <p>This includes running all taps and showers for at least five minutes on the first day of reopening, and recording this on the Flushing Record Form.</p> <p>Refer to the handouts from the Legionella training in Nov 2019, or ask your manager for more information.</p>
2.4	<p>Staff will comply with Public Health England (PHE) guidance on social distancing by remaining two metres apart from other people at all times, wherever possible, inside buildings, outside, during meal or rest breaks, on arrival and on departure.</p> <p>If two metres separation cannot be maintained for reasons of safe working, then face to face working must be kept to the shortest possible time (ideally to seconds and for no more than a couple of minutes).</p>
2.5	Employees must raise any concerns they have with their manager if the above measures cannot be achieved. The manager will then assess the task and seek advice from the Corporate H&S section, where required.
2.6	Where possible, all tasks will be scheduled at less busy times and when areas are less densely occupied.
2.7	<p>Staff must adhere to any social distancing rules in place for the relevant building.</p> <p>Staff will maintain high levels of hand hygiene. This includes:</p> <ul style="list-style-type: none"> <li>• Washing their hands regularly with hot water and soap</li> <li>• Cleaning their hands regularly with an alcohol-based gel when hot water and soap is not available.</li> </ul>
2.8	<p>Staff will perform hand hygiene immediately after any contact that potentially results in hands becoming contaminated, including:</p> <ul style="list-style-type: none"> <li>• Removal of PPE</li> <li>• Decontaminating equipment</li> <li>• Handling waste</li> </ul>

2.9	Staff will wear disposable gloves during equipment and environmental decontamination.
2.10	Once the task is completed, the disposable gloves should be removed and placed with clinical waste.
2.11	Staff will be trained in putting on and removing the above PPE.