



Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal

This is a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not an exhaustive list and can be added to as and when Government guidance is updated. This Risk Assessment is for all of SWALLOW services and offices and is in place to protect all SWALLOW staff and its members/tenants and outside agencies

For updates on the ever changing situation visit <https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-update>

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Staff Visitors to the premises Cleaners Contractors Drivers Vulnerable groups – Elderly, pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact within SWALLOW	<u>Hand Washing</u> <ul style="list-style-type: none"> Hand washing facilities with soap and hot water in place Stringent hand washing taking place Paper towels for drying of hands See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Gel sanitisers in any area where washing facilities not readily available 	All members of the SWALLOW team have been fully briefed with current advice on staying protected through following all Government advice. Employees and members/tenants to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace Employees will be told to self-isolate for 7 days should they find they have a new, persistent cough and/or a high temperature	All staff, members and tenants		

	<p>Staff from Ethnicity backgrounds</p>	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods</p> <p><u>Social Distancing</u></p> <p>Social Distancing - reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-</p>	<p>Should employees disclose that persons living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display</p> <p>Staff to clean all areas disinfecting laptop, telephones, door handles and surfaces, light switches and any other high risk areas which may be touched when they come into the workplace and before they leave</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it</p>			
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		<p>social-distancing-and-for-vulnerable-people</p> <p>SWALLOW will be taking steps to review work schedules/rotas and the support work required including start & finish times/shift patterns working from home etc. to reduce number of workers on site at any one time</p> <p>Also relocating workers to other tasks and support needs as required</p> <p>Redesigning processes to ensure social distancing in place</p> <p>Conference calls/Zoom to be used instead of face to face meetings</p> <p>Ensuring sufficient rest breaks for staff</p> <p>Only one staff member to be in the office areas at one time and at tenant's homes such as Basehouse, Redfield Road, and the Hawthorns. Two staff members may be working together at 50 Chilcompton Road at times, so social distancing rules must be adhered to. A rota will be drawn up for this to ensure this is complied with.</p> <p><u>Wearing of Gloves and PPE</u></p>	<p>Management checks to ensure this is adhered to.</p> <p>All non-essential meetings have been postponed.</p>			
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Symptoms of Covid-19	<p>Staff</p> <p>Visitors to the premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact within SWALLOW</p> <p>Staff from Ethnicity backgrounds</p>	<p>If any staff member becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance</p> <p>Line managers and Michelle in HR will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has been tested positive for Covid-19 and were recently on SWALLOW premises (including where a member of staff has visited other work place premises such as 50 Chilcompton Rd, The Hawthorns, Redfield Road or the Basehouse and other members own homes), the management team of SWALLOW will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected</p>	All staff, members and tenants		

		<p>advice on any actions or precautions that should be taken</p> <p>https://www.publichealth.hscni.net/</p>				
Mental health & well-being	<p>Staff</p> <p>Members and tenants</p> <p>Staff from Ethnicity backgrounds</p>	<p><u>Mental Health</u></p> <p>Staff affected which may result in work related stress, burnout.</p> <p>Staff affected which may result in anxiety or fear.</p> <p>SWALLOW will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	<p>Regular communication of mental health information and open door policy for those who need additional support</p> <p>Continue to monitor workloads.</p> <p>Escalate concerns on workload issues or support needs to line manager</p> <p>Shared distribution of workload regardless of roles to adapt to changing demands.</p> <p>The SWALLOW team have established strong relationships and open communications and operate in a supportive culture.</p> <p>Encourage staff who are in vulnerable groups themselves or caring for others to contact their manager to discuss their support needs.</p>	All staff, members and tenants		
Employee travel plans	<p>Employees, members/tenants</p> <p>Staff from Ethnicity backgrounds</p>	<p>SWALLOW will ask employees to inform us if they are leaving the country (if applicable)</p> <ul style="list-style-type: none"> We will provide relevant government guidance in line with the area / country that they are visiting 				

		Self-isolation will be enforced in line with the area / country guidance			
Lack of awareness	Employees, members/tenants Staff from Ethnicity backgrounds	<p>The latest government campaign posters will be displayed in the all SWALLOW areas and premises and in suitable places around SWALLOW</p> <p>SWALLOW will also advise staff about the Corona virus of its symptoms, what to do if they fall ill, who to report to and how to stay as safe as possible for themselves our members/tenants and their own families</p> <p>We will continually adopt and review new government guidance as and when it is available and share with all SWALLOW staff, members and tenants</p>			
Inclement weather - cold temperature allows disease to survive		<p>All persons to dress appropriately for the weather</p> <p>Maintain good hygiene measures at all times.</p> <p>Appropriate PPE masks to be considered as last resort</p>			
Poor hygiene	Staff and members	Wash your hands thoroughly and regularly. Use soap and water for at	Use an antibacterial wipe to enter any building and continue to wipe every service (lights		

	Staff from Ethnicity backgrounds	<p>least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available</p> <p>Do NOT touch our face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin</p>	switches, door handles, computers, telephones) until you are satisfied that you are now the only person that has touch these things – repeat as required			
Palliative care in extreme circumstances	Staff and members Staff from Ethnicity backgrounds	<p>It the extreme circumstances SWALLOW staff <i>may</i> be asked to care for members who have contracted Coronavirus and have underlying health conditions with Palliative care.</p> <p>SWALLOW staff will be fully supported and guided by Health professional.</p> <p>Any member receiving care should be isolated in their rooms if they have coronavirus symptoms. Staff are advised to use protective equipment to minimise the risk of transmission. (see PPE guidelines)</p>	<p>Support workers should use personal protective equipment (PPE) for activities that bring them into close personal contact, such as washing and bathing, personal hygiene and contact with bodily fluids.</p> <p>Aprons, gloves and fluid repellent surgical masks should be used in these situations. If there is a risk of splashing, then eye protection will minimise risk.</p> <p>New personal protective equipment must be used for each episode of care. It is essential that personal protective equipment is stored securely within disposable rubbish bags.</p> <p>These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This should be put aside for at least 72 hours before being put in the usual household waste bin</p>			
Training	All staff Staff from Ethnicity backgrounds	Potential for virus transmission (staff, training providers.)	<p>Cancel all training until further notice unless it is essential on balance of risk for it to proceed</p> <p>Consider whether alternatives methods of delivery are feasible for any training considered</p>			

			essential for SWALLOW on line training can be used as the alternative			
Physical workplace	All staff Staff from Ethnicity backgrounds	Staff are based in separate buildings. Only one staff member in any of the SWALLOW offices and premises including Redfield Road, The Hawthorns, 50 Chilcompton Road, and the Basehouse at one time.	Staff will be asked to work from home where possible			