

Task: Carrying out Caretaking Tasks to IBC Housing Stock incl. Sheltered accommodation

Work Activity: This Risk Assessment is intended to be used by employees working within the Community Caretaking Service

Date of Risk Assessment: 12 Feb 2021

Date of Next Review: 31 March 2021

Issue: 05

Procedure No: RA006

Service delivery in outbreak period.

Information about the virus

A coronavirus is a type of virus (not bacteria). The incubation period of COVID-19 is 10 days.

Signs and symptoms of COVID-19

The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

The most common symptoms of coronavirus (COVID-19) are a new, continuous cough or a high temperature, lost sense of smell/taste.

For most people, coronavirus (COVID-19) will be a mild infection.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

How COVID-19 is spread

- The risk of infection with COVID-19 is understood to be determined by a number of factors including:
- Routes of transmission (exposure to droplets/contact/airborne),
- Work with symptomatic and asymptomatic persons,
- All secretions (except sweat) and excretions are regarded as infectious,
- Virus survival in environment is believed to be variable with material/temperature/chemicals/sunlight – guidance advises reduced infectivity is achieved in 72 hours,
- Air borne aerosols are cleared by ventilation proportionate to the number of air changes per hour,
- Availability of hand washing facilities/materials,
- Degree of personal separation achievable,
- Disinfection regime,
- Availability of PPE

There are 2 routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2m) or possibly could be inhaled into the lungs.

2. It is also possible that someone may become infected by touching a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door handles or shaking hands then touching own face). There is currently little evidence that people who are without symptoms are infectious to others.

How long the virus can survive

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours. Regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection

What to do if someone develops symptoms of coronavirus (COVID-19) on site

If anyone becomes unwell with a new, continuous cough or a high temperature in the workplace they should be sent home and advised to follow the [stay at home guidance](#).

If they need clinical advice, they should go online to [NHS 111](#) or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. It is not necessary to close the workplace or send any staff home, unless government policy changes. Keep monitoring the [government response page](#) for the latest details.

Guidance on face coverings

The need for wearing face coverings will be mandatory for all employees in all settings where operatives are entering homes including when completing the initial dynamic doorstep risk assessment. For the avoidance of doubt, this includes communal areas. Respiratory Protective Equipment (RPE) should also be worn with site specific tasks which will be determined by your risk assessment.

Universal Precautions

Everyone can help reduce the spread of coronavirus (COVID-19) by reminding everyone of the public health advice. [Posters, leaflets and other materials](#) are available.

Employees and customers should be reminded to wash their hands for 20 seconds more frequently than normal and maintain 2m distance from other people where practicable. Frequently clean and disinfect objects and surfaces that are touched regularly, using your standard cleaning products.

Task	Risk	Who might be harmed?	Reasonably Practicable Control Measures identified.	What further action is necessary?	Action by who?	Action by when?
Personal Hygiene and Wellbeing	Potential spread and cross contamination of Coronavirus Mental Health Concerns	Employees	<p>Employees are required to ensure that their own personal hygiene is always maintained to a high standard, this is to include washing of hands thoroughly and regularly with soap and water and/or sanitiser in accordance with following guidance</p> <p>Best practice hand wash.pdf</p> <p>Staff member who have been tested Covid-19 positive must contact the HR Hotline on 07920 296013 as soon as possible and follow the advice given.</p> <p>Staff members showing symptoms of Covid-19 should inform their Line Manager immediately and the Corporate process will be followed.</p> <p>Recognised Symptoms;</p> <ul style="list-style-type: none"> • A high temperature • A new, continuous cough • A loss or change to your sense of taste or smell <p>Employees have access to the Councils Lifeworks support system. For confidential advice and support contact 0800 169 1920</p>			
Employee contacted by NHS Test and Trace	Providing colleague contact details, GDPR implication	Employees	If an employee is contacted by NHS Test and Trace and asked to provide contact details for people they have been in contact with, they should contact HR who will advise on this matter.			

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Driving (IBC vehicle)	Potential risk of spread and transmission of virus		<p>Employees are to refer to COVID-19 M&C Vehicle Fleet Risk Assessment as this cover all vehicle related activities.</p> <p>If any employees are required to work from a vehicle in “pairs”, then they are to follow the control measures in the Vehicle Fleet Risk Assessment and as a minimum requirement, a FRSM (Type IIR) Fluid surgical face covering must always be worn.</p> <p>The Community Caretaking Manager will ensure the same employees work in the same pairs for as long and as much of the time as is practically possible</p>			
Carrying out identified tasks	<p>The potential spread and cross contamination of Coronavirus</p> <p>Tasks identified include:</p> <p>General cleaning and maintenance to Communal blocks of flats</p> <p>General cleaning and maintenance to Sheltered Schemes</p> <p>Tenant “pledge” visits to communal areas</p>	Employees and Tenants	<p>In all instances, the employee must refer to the task specific risk assessment that is required to be carried out and the correct PPE/RPE needs to be worn dependent on task.</p> <p>Additional Control Measures that need to be implemented include;</p> <p>Increased hand washing with soap and water for a minimum of 20 seconds and/or sanitiser before entering and on completion of every job task</p> <p>Best practice hand wash.pdf</p> <p>To minimise the spread of germs, the employee is to catch cough/sneezes in tissue, remove tissue from site with waste and wash hands thoroughly afterwards.</p>			

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	<p>Any other activity relating to the CC service, examples below include:</p> <p>Clearing sharps and drug related items</p> <p>Tidying bin stores of general rubbish in communal areas and sheltered homes</p> <p>Clearing blood spillages in communal areas</p> <p>Clearing human excrement and urine in communal areas</p> <p>Getting keys cut and programming fobs</p> <p>Some general garden clearance for Health and safety reasons or special needs request</p> <p>Internal Repair Requests (changing of lightbulbs, moving furniture etc.)</p>		<p>The employee must always maintain two metres distance</p> <p>If working in residential homes and/or sheltered scheme, as a minimum requirement, a FRSM (Type IIR) Fluid surgical face covering must always be worn.</p> <p>If working in Sheltered Schemes and Flats, then the Guidance note for working in Sheltered Schemes and flats must be followed.</p> <p>If employees are required to work within residential properties, then a “Dynamic Doorstep” (part A) Risk Assessment must be completed first and the employee must always maintain two metres distance and as a minimum requirement, a FRSM (Type IIR) Fluid surgical face covering must always be worn .</p> <p>Once the Dynamic Doorstep Risk Assessment is complete, and only safe to do so, then the employee is required to follow the “Working in Occupied Properties” (part B) Risk Assessment, the employee must continue to maintain two metres distance and as a minimum requirement, a FRSM (Type IIR) Fluid surgical face covering must always be worn.</p> <p>Employees on exiting the property are required to place used PPE into provided waste bags for disposal at Gipping House (in</p>			

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	<p>Void Clearances</p> <p>Changing light bulbs in communal areas of Sheltered accommodations, Homeless housing units, communal areas</p> <p>Clearing bin chutes in sheltered</p> <p>Collecting general fly tipping</p> <p>Grass Cutting at the homeless housing schemes</p> <p>Checking on emergency fire alarms at the homeless housing units</p> <p>Some furniture moving for the homeless housing units</p> <p>Litter pick communal areas and housing land</p>		<p>the allocated waste bin) which will be classed as contaminated waste and will be required to be 'double-bagged' for disposal.</p> <p>Prior to works commencing, the employee must clean all hard surfaces thoroughly within the vicinity of the working space with provided disinfectant product to protect themselves and others that may be affected by the work activity being carried out.</p> <p>Used cleaning cloths are to be disposed of as contaminated waste and will be required to be 'double-bagged' for disposal.</p> <p>If employees are to undertake the clearance of Voids properties, then the control measures set out within Void (empty property) Risk Assessments must be adhered to.</p>			

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	Delivery of letters / flyers to IBC Housing stock / Sheltered Schemes					
PPE/RPE	Protection of employees against possible contamination of the Coronavirus in households with symptomatic persons present	Employees	<p>The employee will be required to wear the required PPE and suitable respiratory protection (The minimum requirement is a FRSM (Type IIR) fluid resistant surgical face covering) meeting the relevant standards as indicated during property visit within occupied properties where contact with symptomatic persons or their body fluids cannot be avoided;</p> <p>Please refer to table at the end of this document for the required PPE/RPE to be worn dependent on task/scenario being undertaken.</p>			
Lateral Flow Testing (LFT)	<p>Risk of transmission of Coronavirus</p> <p><i>(Asymptomatic employees)</i></p>	Employees, Customers, Contractors and Third Parties	<p>All frontline/customer facing staff to be offered Lateral Flow Testing (LFT) <i>(Please note this is a voluntary scheme and therefore not mandatory).</i></p> <p>Scheduled testing of the Lateral Flow Tests (LFT) is to be carried out twice a week by those participating in the scheme (set days are every Monday and Thursday).</p> <p>Continuous Monitoring with HR both on the uptake of the scheme and number of positive cases being reported.</p>			

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			<p>If employee receives a Negative test result;</p> <ol style="list-style-type: none"> 1. Return to their workplace 2. Employee must provide details of their LFT result to HR within 1 hour of receipt by email at lateralflowtest@ipswich.gov.uk. <p>If employee receives a Positive test result;</p> <ol style="list-style-type: none"> 1. If the Lateral Flow Test is positive the employee MUST go home immediately. <i>(You are legally obliged to self-isolate following a positive LFT test result).</i> 2. Inform their line manager and email HR of their positive test at lateralflowtest@ipswich.gov.uk. HR will complete a covid19 reporting form. 3. HR will log your Covid related absence on MSS, you will need to self-isolate for at least 10 days. <p>Employees must self-isolate together with their household in line with Government Guidelines for people with symptoms of Coronavirus.</p>			

AUTHORISED BY: Ipswich Borough Councils Tactical Management Team (TMT) leading IBC's response to COVID-19

Task/Scenario	Indicated PPE spec	Guidance	Interpretation
Operative working in house with no reported symptoms.	<p>Personal protective equipment is required above and beyond normal good hygiene practices.</p> <p>Care workers should follow advice on hand hygiene. General interventions may include increased cleaning activity and keeping properly ventilated by opening windows.</p>	<p>Guidance published on IBC Teams Portal in the PPE Channel – the guidance is in the Files Tab and is the Guidance approved by the TCG (Suffolk Tactical Coordination Group)</p> <p>https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p>	<p>Distancing and hygiene measures apply. and as a minimum, a FRSM (Type IIR) Fluid surgical face covering must always be worn.</p> <p>Occupiers should be requested to not enter work room whilst workers present.</p> <p>Consideration should be given to provision of cleaning kits to enable disinfection of work areas prior to work commencing. Keep the property ventilated by opening windows whenever 'safe and appropriate'</p>
Operative working in house with self-isolating persons (Emergency / Threat to Life works only)	<p>If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the worker's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this</p>	<p>https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p>	<p>Coverall + Disposable gloves + Face covering (The minimum requirement is a FRSM (Type IIR) fluid resistant surgical face covering) + Eye protection</p> <p>Distancing and hygiene measures apply. Occupiers should be requested to not enter work room whilst workers present.</p> <p>Consideration should be given to provision of cleaning kits to enable disinfection of work areas prior to work commencing. Keep the property ventilated by opening windows whenever 'safe and appropriate'</p>

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<p>Operative working in house with 'shielding' persons</p>	<p>If neither the worker nor the occupier is symptomatic, then no personal protective equipment is required above and beyond normal good hygiene practices.</p> <p>General interventions may include increased cleaning activity and keeping property properly ventilated by opening windows whenever safe and appropriate.</p>	<p>Guidance published on IBC Teams Portal in the PPE Channel – the guidance is in the Files Tab and is the Guidance approved by the TCG (Suffolk Tactical Coordination Group)</p> <p>https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p>	<p>Coverall + Disposable gloves + Face covering (The minimum requirement is a FRSM (Type IIR) fluid resistant surgical face covering) + Eye protection</p> <p>Distancing and hygiene measures apply. Occupiers should be requested to not enter work room whilst workers present.</p> <p>Consideration should be given to provision of cleaning kits to enable disinfection of work areas prior to work commencing. Keep the property ventilated by opening windows whenever 'safe and appropriate'</p>
<p>Task with possible exposure to high risk waste/body fluids or carrying out an emergency task (threat to life) within a property where known persons have Coronavirus</p>	<p>If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the worker's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this</p>	<p>https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p>	<p>Coverall + Disposable gloves + Face covering (The minimum requirement is a FRSM (Type IIR) fluid resistant surgical face covering) + Eye protection</p> <p>Distancing and hygiene measures apply. Occupiers should be requested to not enter work room whilst workers present.</p> <p>Consideration should be given to provision of cleaning kits to enable disinfection of work areas prior to work commencing. Keep the property ventilated by opening windows whenever 'safe and appropriate'</p>

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