

**Covid-19 Risk Assessment – Live Life Care**

**Assessment carried out by: Stephen Eddy (Registered Manager)**

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**Date assessment carried out: 1<sup>st</sup> June 2021**

What are the hazards?	Who might be harmed	Controls	Additional Information	Further Actions	Action by who & when?	Done Yes / No / Ongoing
Spread of Covid-19 Coronavirus	The following people may be harmed and measures taken to protect them:  Staff  Service Users  Visitors to office  Vulnerable groups – Elderly, Pregnant workers,	<p><b><u>General – Management</u></b></p> <ol style="list-style-type: none"> <li>1) Information on Covid Control measure communicated to all staff, visitors and Service Users.</li> <li>2) Regular reminders to all Staff of the Covid control measures in place and the need to follow all of the relevant procedures.</li> <li>3) Managers or appointed deputies check to ensure that appropriate procedures are being followed</li> <li>4) Office designated as Test &amp; Trace location. QR code displayed.</li> </ol>	<p>To help reduce the spread of coronavirus (COVID-19) regular reminders given to all workers.</p> <p>Posters and signage erected in prominent locations throughout offices.</p> <p>Employees reminded on a regular basis to wash their hands correctly.</p> <p>Regular checks should be carried out by line managers to ensure that the necessary procedures are being followed.</p>	Monitoring	Registered Manager or appointed deputy	Ongoing

	<p>those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to your business</p>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place (office).</li> <li>• Staff provided with information on hand washing</li> <li>• Alcohol sanitiser gel available to all staff. All domiciliary Care Workers provided with portable alcohol hand sanitiser bottles for use where washing facilities are not readily available</li> </ul>	<p>70% Alcohol based hand sanitisers available to all employees and hand sanitising station installed at entrance to offices.</p>	<p>Communication with all workers to ensure supply</p>	<p>Senior Staff</p>	<p>Ongoing</p>
		<p><b><u>Testing</u></b></p> <p>All workers to swab test (PCR) every week and to submit results to administrator.</p>	<p>All workers encouraged to report any concerns about symptoms or possible exposure immediately.</p>	<p>Monthly supply of testing kits to be ordered to ensure supply</p>	<p>Registered Manager</p>	<p>Ongoing</p>
		<p><b><u>Cleaning</u></b></p> <p><b>Offices</b></p> <p>Cleaning schedule in place to make sure surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches etc. are cleaned regularly and that this is recorded (i.e.what is cleaned, when and by whom)</p>	<p>Cleaning rota in place and all cleaning tasks signed for by worker carrying out task.</p>	<p>Weekly tests to be completed and results submitted</p>	<p>All staff</p>	<p>Ongoing</p>
				<p>Design cleaning rota</p>	<p>Registered Manager</p>	<p>Done</p>
				<p>Complete cleaning schedule record daily</p>	<p>Appointed person</p>	<p>Ongoing</p>

		<p><b><u>Eliminating workplace exposure:</u></b></p> <p><b>Additional office leased</b> Satellite office leased to provide additional office space whilst ensuring reduction in staff contact.</p> <p><b>Working from Home</b> All staff that are able to will work from home.</p> <p>For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks &amp; setting the equipment up properly.</p> <p><b>Meetings</b> Conference calls to be used instead of face to face meetings whenever possible.</p> <p><b>Visitors</b> Only necessary visitors / contractors will be permitted to the site / premises.</p>	<p>Each job function has been assessed and where reasonably practicable for an employee to work from home this will be enforced.</p> <p>Visitors will be required to confirm they have not been in contact with a person who has tested positive for COVID 19 in the past 10 days and they do not have any symptoms.</p> <p>Visitors / Contractors required to check in with NHS Covid App.</p>	<p>Access to building only allowed by request (door locked)</p> <p>Sign in with QR code on front door</p>	<p>All staff</p> <p>All visitors</p> <p>All visitors</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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