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| **Title:** Infection Control- Premises Based Workers | **Date of Assessment: 02/06/2020** | **Risk Assessor:** |
| **Risk Assessment Reference:** | **People involved in making this assessment: Tammy, Sima, Carrie & Siobhan** | |
| **Task/ Process:** General activities within the work premises | **People at Risk:** Employees/ Contractors / Members of the public | |
| **Hazard: Personal hygiene:** Poor personal hygiene standards pose a risk of passing or contracting the infection. | | |
| **Control Measures:** | | |
| 1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean. | | |
| 2. Staff instructed to clean their hands frequently, by washing their hands with soap and water for at least 20 seconds. Soap and gels are provided. | | |
| 3. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container. | | |
| 4. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be put into the bin or pocketed and taken home for safe disposal. | | |
| **Hazard: Cleaning and hygiene Inadequate:** cleaning & hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus. | | |
| **Control Measures:** | | |
| 1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles …., etc). cleaning staff have been advised to increase cleaning regimes. | | |
| 2. Suitable disinfectant cleaning products are used by the cleaning staff. | | |
| 3. A colour coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces. | | |
| 4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building. | | |
| 5. Staff are required to report anything contaminated or spilt that requires cleaning. | | |

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| **Hazard: Vulnerable employees:** Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse effect on their health and wellbeing. |
| **Control Measures:** |
| 1. In accordance with Govt. policy staff who are in the vulnerable and high-risk categories are not allowed on the premises. They are furloughed until further guidance from government |
| 2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions will be taken according with government policy and will be taken on a case by case basis. |
| **Hazard: Close contact:** Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly. |
| **Control Measures:** |
| 1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule, where possible. |
| 2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided. |
| 3. No fan heaters or cooling fans to be used as that could spread the virus. |
| **Hazard: Workstations, IT and telephony equipment:** Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects. |
| **Control Measures:** |
| 1. Staff instructed not to share phones/iPads with other cohorts to prevent accidental cross contamination, please wipe before sharing |
| 2. Telephone equipment is deep cleaned at the end of each working day by the staff. |

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| **Hazard: Meeting rooms** Potential risk or transfer of virus on account of close contact with other persons. |
| **Control Measures:** |
| 1. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required. |
| 2. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors. |
| 3. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance. |
| 4. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. |
| **Hazard: Smoking** Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects. |
| **Control Measures:** |
| 1. Smoking tobacco or e-cigarettes is confined to away from the nursery premises, No uniform is on show. |
| 2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure. |
| **Hazard: Waste** Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise). |
| **Control Measures:** |
| 1. Waste bins are provided through out the nursery. |
| 2. Staff instructed to not put their hands directly into bins as they may contain contaminated products, food or tissues. |
| 3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly and properly into a waste bin |
| 4. All waste bins are carefully and safely emptied daily by the staff. |
| 5. Staff are required to have consideration for colleagues with regards to discarded tissues, food, etc. to prevent colleagues being accidently contaminated. |

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| **Hazard: Communal facilities, entrance, toilets, stairs. Etc**: Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health. | | | |
| **Control Measures:** | | | |
| 1. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items. | | | |
| 2. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens. | | | |
| 3. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager. | | | |
| 4. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds. | | | |
| 5. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed. | | | |
| 6. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification. | | | |
| **Hazard: Food & Drink Preparation Areas:** Potential risk or transfer of virus through cross contamination | | | |
| **Control Measures:** | | | |
| 1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared. | | | |
| 2. Ensure that when spills of food or liquids occur, they are cleaned straight away and work surfaces are left in a clean and sanitised condition. | | | |
| 3. Use their own drinking mugs and glasses to prevent cross contamination. | | | |
| 4. Keep their hands out of and not to touch food and waste bins as they may contain contaminated products, food or tissues. | | | |
| 5. Wash their hands thoroughly before using these facilities. | | | |
| 6. The microwave oven should be left in a clean condition and wiped out after use. | | | |
| 7. Put half eaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator. | | | |
| 8. To thoroughly wash crockery and cutlery after each use to put them away. | | | |
| 9. Clean tea towels are provided on a daily basis to ensure ongoing hygiene. Single use paper tissues are also provided. | | | |
| 10. A dishwasher is available and must be used to (sensibly) thoroughly clean crockery and cutlery. | | | |
| 11. Milk bottles washed and dried before putting them in the fridge | | | |
| 11. To wash all fruit before consumption. | | | |
| **Hazard: Uninformed staff:** Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others. | |
| **Control Measures:** | |
| 2. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. | |
| 3. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. | |
| 4. NHS and Public Health warning posters displayed throughout the premises. | |
| Review Date: 01/06/2021 | | Reviewer: Tamara Marashi | |