

Date 23/03/20

Review Date 18/05/20

Operations/Activities covered by this assessment:	Coronavirus (COVID-19)	<b>Low Risk</b>
Site Address/Location:	All Sites	
Persons considered at risk:	Service Users & Staff	
<b>Note:</b> A person specific assessment must be carried out for young persons, pregnant women and nursing mothers.		

COVID-19 is a new illness affecting the lungs and airways. Symptoms of coronavirus (COVID-19) are a cough, a high temperature a shortness of breath. Simple measures like washing your hands often with soap and water can help stop viruses like coronavirus (COVID-19) spreading. There is no specific treatment for coronavirus (COVID-19). Treatment aims to relieve the symptoms until you recover. It is not known exactly how this particular virus spreads from person to person, but similar viruses are spread through cough droplets. It is very unlikely it can be spread through things like packages or food.

To help reduce the risk of catching or spreading coronavirus (COVID-19) you should:

- Wash hands thoroughly and regularly for at least 20 seconds
- Wash your hands when you get home or into work
- Use hand sanitiser if soap and water are not available
- Try to avoid touching your face before you have washed and dried your hands
- Clean and disinfect any objects and surfaces that are touched frequently
- Do NOT share food, glasses, towels, equipment, tools etc.
- When you cough or sneeze, cover your mouth and nose with a tissue or use the crook of your arm if you don't have a tissue to hand (dispose of the tissue appropriately after use) and wash your hands afterwards
- Try to avoid contact with anyone showing symptoms of respiratory illness such as coughing, temperature, loss of smell and/or taste
- Think whether you can make changes that will help protect yourself i.e. avoid public transport and large public gatherings
- If you feel ill with flu-like symptoms, such as such as coughing, temperature, loss of smell and/or taste stay at home and call 111 for advice
- Work from home where possible and avoid public transport where possible
- Ensure surfaces such as handrails, handles, toilet flushes, work surfaces, keyboards, mouse and phones including mobile phones are cleaned regularly

If there is an urgent public health action to take, educational and care settings will be contacted by the local Public Health England Health Protection Team who will undertake a risk assessment and advise on any actions or precautions that should be taken. Staff and service users with health/medical conditions which put them at increased risk will have personal risk assessments and be required to 'shield' until such time as the Government say it is safe to return to work

**If you have any of the health/medical conditions listed below on pages 3 to 9 you should have completed a risk assessment with your manager for COVID-19. If you have not completed one or are unsure, please contact Nicola Hawkins [nicola.hawkins@autismeastmidlands.org.uk](mailto:nicola.hawkins@autismeastmidlands.org.uk)**

Hazards or Risks Considered	Who is at Risk	Risk level without control measures	Existing Control Measures:	Risk Factor			Risk Level with control measures
				Sev (S)	Like (L)	Risk (S x L)	
Spread of COVID-19	All	High	<p><b><u>Hand washing</u></b></p> <ul style="list-style-type: none"> <li>▪ Hand washing facilities with soap and water in place;</li> <li>▪ Hand sanitiser to be used where hand washing facilities are not available i.e. when on a walk after touching a gate or rail;</li> <li>▪ Stringent hand washing taking place in all services;</li> <li>▪ Dry hands using paper towels where possible as research shows this is more effective in reducing the risk of microbial contamination by up to 10 times than using hand dryers;</li> <li>▪ Ensure bins are emptied regularly throughout the day – DO NOT WAIT FOR THE CLEANERS/NIGHT SHIFT TO DO THIS AT THE END OF THE DAY;</li> <li>▪ Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. 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 until you have washed your hands. See hand washing guidance posters placed in and around services;</li> <li>▪ Managers to remind everyone of the PHE advice to help reduce the spread of coronavirus (COVID-19);</li> </ul> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>▪ 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;</li> <li>▪ Virucidal cleaner supplied to services should be used for cleaning;</li> <li>▪ Rigorous checks will be carried out by managers to ensure that the necessary procedures are being followed;</li> </ul> <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>▪ It is recognised that social distancing in care settings is very hard to maintain when working with service users, particularly when carrying out personal care; however staff should maintain social distancing amongst themselves i.e. do not share phones, laptops, touch kettles etc. without first thoroughly cleaning, do not stand within 2 metres of each other when not supporting service users, do not pass others in corridors etc. PPE is to be used when social distancing is not reasonably practicable;</li> <li>▪ Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management to check this is happening in the workplace;</li> </ul>	4	1	4	Low

Spread of COVID-19 continued	All	High	<p><b><u>Social Distancing - continued</u></b></p> <ul style="list-style-type: none"> <li>▪ Taking steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time;</li> <li>▪ relocating workers to other tasks or services;</li> <li>▪ Redesigning processes to ensure social distancing in place;</li> <li>▪ Zoom/Teams/conference calls to be used instead of face to face meetings;</li> <li>▪ Ensuring sufficient rest breaks for staff;</li> <li>▪ Remind staff to adhere to social distancing where possible when travelling to and from work especially on public transport, on lunchbreaks and when at home i.e. no visitors to the house who do not live at your address.</li> </ul> <p><b><u>Symptoms of Covid-19</u></b></p> <ul style="list-style-type: none"> <li>▪ If anyone becomes unwell with a new continuous cough or a high temperature, loss of taste or smell in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</li> <li>▪ If advised that a member of staff has developed Covid-19 and were recently on our premises, the management team will contact the Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> </ul> <p><b><u>Wearing of PPE Gloves, Aprons, Masks &amp; Eye Protection</u></b></p> <ul style="list-style-type: none"> <li>▪ Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff have been instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely;</li> <li>▪ Staff are reminded that the wearing of gloves is not a substitute for good handwashing;</li> <li>▪ When working with service users and the 2 metre social distancing cannot be achieved i.e. personal care, then aprons, surgical fluid repellent mask, gloves should be worn;</li> <li>▪ If a service user is suspected of having the COVID-19 virus the member of staff who discovered this should wear the above mentioned gloves, apron, mask and also wear eye protection. Other members of staff are not permitted to enter the area which should be isolated and the written protocols and guidance followed.</li> </ul>				
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Cancer		High	<p>People with cancer are among those at higher risk of complications. This is because cancer and treatment can weaken their immune systems.</p> <p>Some people with cancer are more at risk of becoming seriously ill if they contract the COVID-19 infection (commonly known as the Coronavirus), including:</p> <ul style="list-style-type: none"> <li>▪ People having chemotherapy, or who have received chemotherapy in the last 3 months</li> <li>▪ People having immunotherapy or other continuing antibody treatments for cancer</li> <li>▪ People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors</li> <li>▪ People having intensive (radical) radiotherapy for lung cancer</li> <li>▪ People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</li> <li>▪ People with some types of blood cancer which damage the immune system, even if they have not needed treatment (for example, chronic leukaemia, lymphoma or myeloma).</li> <li>▪ Call NHS 111 if you have symptoms of COVID-19</li> </ul> <p>Your clinician may advise you to minimise your risk of exposure to COVID-19 infection by avoiding crowded environments, limiting social interaction and maintaining careful hand hygiene or staying away from work. Please inform your manager if this is the case.</p>				Refer to individual risk assessment
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Diabetes		High	<p>People living with diabetes should take precautions to avoid the virus if possible. The recommendations that are being widely issued to the general public at the time of writing this assessment are doubly important for people living with diabetes.</p> <p>People with diabetes should:</p> <ul style="list-style-type: none"> <li>▪ Prepare in case you get ill</li> <li>▪ Pay close attention to your glucose level</li> <li>▪ Ensure you have enough supplies of the diabetes medication you need. Think what you would need if you have to self isolate for a few weeks</li> <li>▪ Make sure you have the relevant contact details to hand and that the details we hold are correct in case we need to contact next of kin on your behalf</li> <li>▪ If you have flu-like symptoms (raised temperature, cough and/or difficulty breathing) it is important to consult a health care professional by ringing the NHS 111 and inform them of your symptoms and that you have diabetes immediately</li> <li>▪ Infection will raise your glucose levels and increase your need for fluids, make sure you can access sufficient supply of water</li> <li>▪ Ensure you have access to food</li> <li>▪ If you live alone make sure a reliable person can help if you get ill and need assistance</li> <li>▪ First aid staff at AEM services should refer to the employee's personal risk assessment</li> <li>▪ Call NHS 111 if you have symptoms of COVID-19</li> </ul>				Refer to individual risk assessment
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<p>Asthma and COPD, bronchitis, Respiratory emphysema and chronic heart disease (such as heart failure)</p>		<p>High</p>	<p>To reduce your risk of asthma symptoms, the best action you can take is to follow these simple asthma management steps:</p> <ul style="list-style-type: none"> <li>▪ Keep taking your preventer inhaler daily as prescribed. This will help cut your risk of an asthma attack being triggered by any respiratory virus, including coronavirus (COVID-19)</li> <li>▪ Carry your blue reliever inhaler with you every day, in case you feel your asthma symptoms flaring up</li> <li>▪ Download and use an asthma action plan to help you recognise and manage asthma symptoms when they come on. <a href="https://www.asthma.org.uk/advice/manage-your-asthma/action-plan/">https://www.asthma.org.uk/advice/manage-your-asthma/action-plan/</a></li> <li>▪ If you come down with flu, a cold, or any other respiratory infection, call NHS 111 and inform them of this and that you have asthma</li> <li>▪ Think what you would need if you have to self isolate for a few weeks</li> <li>▪ Make sure you have the relevant contact details to hand and that the details we hold are correct in case we need to contact next of kin on your behalf</li> <li>▪ If you have flu-like symptoms (raised temperature, cough and/or difficulty breathing) it is important to consult a health care professional by ringing the NHS 111 and inform them of your symptoms and that you have asthma immediately</li> <li>▪ If you live alone make sure a reliable person can help if you get ill and need assistance</li> <li>▪ First aid staff at AEM services should refer to the employee's personal asthma/COPD etc. risk assessment</li> <li>▪ Call NHS 111 if you have symptoms of COVID-19</li> </ul>				<p>Refer to individual risk assessment</p>
<p>Medication steroids, biologics, chemotherapy etc.</p>			<p>Please speak with your GP or call NHS 111 for advice if you are concerned that any medication you are currently taking could impact on your immune system.</p> <ul style="list-style-type: none"> <li>▪ Household isolation</li> <li>▪ Avoid social gatherings and having visitors to the house including family and friends</li> <li>▪ Access NHS services online or via phone for further information</li> <li>▪ Work from home</li> <li>▪ Avoid public transport where possible</li> <li>▪ Call NHS 111 if you have symptoms of COVID-19</li> </ul>				<p>Refer to individual risk assessment</p>

Pregnancy			<p>Pregnant women should reduce social contact and follow guidance from their midwife. Information is available via this link  <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</a></p> <ul style="list-style-type: none"> <li>▪ Household isolation</li> <li>▪ Avoid social gatherings and having visitors to the house including family and friends</li> <li>▪ Access NHS and midwife services online or via phone for further information</li> <li>▪ Work from home</li> <li>▪ Avoid public transport where possible</li> <li>▪ Call NHS 111 if you have symptoms of COVID-19</li> </ul>				Refer to individual risk assessment
Liver disease including hepatitis, cirrhosis, transplant patients			<p>Some liver patients, such as people with cirrhosis, transplant patients, hepatitis are generally at higher risk of infection from viruses such as cold or flu. This includes people who have ongoing health conditions as a result of a previous hepatitis C infection which has been cured.</p> <ul style="list-style-type: none"> <li>▪ Follow advice from the government website and NHS 111</li> <li>▪ Ensure you have a supply of any medication you take and follow advice from your GP</li> <li>▪ Self isolate and avoid social contact</li> <li>▪ Work from home</li> <li>▪ Avoid public transport where possible</li> <li>▪ If you live alone make sure a reliable person can help if you get ill and need assistance</li> <li>▪ Please ensure AEM have your up to date contact details for next of kin or appointed person.</li> </ul>				Refer to individual risk assessment

HIV			<p>People with HIV may weakened immune systems and will need to follow the government advice which is currently updated daily.</p> <p>This doesn't mean that all people with HIV are considered at increased risk. Those on HIV treatment with a good CD4 count and an <b>undetectable viral load</b> are <b>not</b> considered to have weakened immune systems. Advice is that a 'good CD4 count' means anything over 350. If your CD4 count is less than 350, if you're not on treatment or if you have a detectable viral load, then it's particularly important that you follow the guidance on social distancing.</p> <p>HIV clinics will be reducing their face-to-face appointments. This is partly to reduce risk of infection but also to free up time for doctors and nurses to be redeployed into hospitals if they are needed to support the extra workload on the NHS.</p> <p>The Terence Higgins Trust advise having 28 days medication in but not to stockpile.</p> <ul style="list-style-type: none"> <li>▪ Always follow the advice provided by your clinic and Government</li> <li>▪ Have 28 days medication in hand</li> <li>▪ Self isolate and avoid social contact</li> <li>▪ Work from home</li> <li>▪ Avoid public transport where possible</li> <li>▪ If you live alone</li> <li>▪ If you live alone make sure a reliable person can help if you get ill and need assistance</li> <li>▪ Please ensure AEM have your up to date contact details for next of kin or appointed person.</li> </ul>				Refer to individual risk assessment
Chronic Neurological conditions			<p>Persons with neurological conditions such as Parkinson's disease, motor neurone disease, multiple sclerosis, cerebral palsy and learning disabilities are considered to be at increased risk.</p> <ul style="list-style-type: none"> <li>▪ Follow advice from the government website and NHS 111</li> <li>▪ Ensure you have a supply of any medication you take and follow advice from your GP</li> <li>▪ Self isolate and avoid social contact</li> <li>▪ Work from home</li> <li>▪ Avoid public transport where possible</li> <li>▪ If you live alone make sure a reliable person can help if you get ill and need assistance</li> <li>▪ Please ensure AEM have your up to date contact details for next of kin or appointed person.</li> </ul>				Refer to individual risk assessment



Kidney Disease			<p>The current advice is that anyone with chronic kidney disease should be particularly stringent in following social distancing measures. Your renal unit will update you if your current treatment plans are due to change. Please call your unit if you have any specific questions as each unit is publishing information specific to their own patients</p> <p>The latest information can be found <a href="https://www.kidneycareuk.org/news-and-campaigns/coronavirus-advice/">https://www.kidneycareuk.org/news-and-campaigns/coronavirus-advice/</a></p> <ul style="list-style-type: none"> <li>▪ CKD stage 3-5 has been defined as being at increased risk of severe illness from coronavirus and therefore should take care to take social distancing measures. If you need a flu jab you should consider yourself in one of the at-risk groups.</li> <li>▪ People receiving dialysis It is thought that you are at increased risk of severe illness and it is very important that you are particularly stringent in following the social distancing measures laid out by the Chief Medical Officer. Your renal unit will work with you to ensure you get your treatment.</li> <li>▪ Follow advice from the government website and NHS 111</li> <li>▪ Ensure you have a supply of any medication you take and follow advice from your GP</li> <li>▪ Self isolate and avoid social contact</li> <li>▪ Work from home</li> <li>▪ Avoid public transport where possible</li> <li>▪ If you live alone make sure a reliable person can help if you get ill and need assistance</li> <li>▪ Please ensure AEM have your up to date contact details for next of kin or appointed person.</li> </ul>				Refer to individual risk assessment
BMI 40 and above			<ul style="list-style-type: none"> <li>▪ Follow advice from the government website and NHS 111;</li> <li>▪ Observe social distancing where possible;</li> <li>▪ Where PPE when social distancing is not possible;</li> <li>▪ Eat a healthy diet;</li> <li>▪ Avoid public transport as much as possible;</li> </ul>				

Sickle Cell			sickle cell disorder (e.g. HbSS, HbS Beta thalassaemia, HbSC, HbSD, HbSO): <ul style="list-style-type: none"> <li>Follow government advice and shield (shielding does not apply to those with sickle cell trait/sickle cell carriers);</li> <li>Eat a healthy and varied diet and try to increase Vitamin D intake</li> <li>Continue to take any medication you are currently prescribed, medication should where possible be delivered and left at the door to avoid the need for leaving the house.</li> </ul>				
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<b>Personal Protective Clothing and Equipment</b> (Refer to PPE Assessment Form)	
<ul style="list-style-type: none"> <li>All persons are required to wear appropriate clothing and footwear for the activity/task.</li> </ul>	<ul style="list-style-type: none"> <li>Other as deemed required by activity</li> </ul>
<b>Additional Information</b>	
Adhere to procedures / safe systems of work as defined and applicable in the following;	
<ul style="list-style-type: none"> <li>Health &amp; Safety Policies relevant to this risk assessment and activities</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate risk assessments deemed applicable</li> </ul>
<b>Further Action</b>	<b>Date for Completion</b>
<ul style="list-style-type: none"> <li>Review location and other activities to define what further control measures are required</li> <li>Consult your consultant, GP or NHS 111 for further</li> </ul>	Prior to activity commencing

<b>Risk factors:</b> Severity of injury (S) x Likelihood of occurrence (L)							
Severity		Frequency		Severity		Frequency	
				Improbable	Unlikely	Likely	V Likely
				1	2	3	4
No Injury	1	x	Improbable	1	No injury	1	4
Minor injury	2		Unlikely	2	Minor injury	2	8
Major injury	3		Likely	3	Major injury	3	12
Fatality	4		Very likely	4	Fatality	4	16
The overall risk rating for this operation/activity is arrived at by determining the average from the total of the risk factors for each hazard considered and employing the matrix as outlined below. (Note 6)							

<b>Risk Assessment:</b> The resulting risk rating can be used to prioritise actions.		
1 – 4	<b>Low</b>	Operations and activities are to be monitored regularly and any changes re-assessed
5 – 7	<b>Medium</b>	Monitor operations and carry out remedial action as soon as possible but within 6 weeks.
8 – 16	<b>High</b>	Method statement/written Safe System of Work to be developed for operation/activity. Operation/activity should be closely monitored to ensure suitable controls are in place to reduce risk.

Name:

Signed (Staff member):

Signed (Manager):  
Nicola Hawkins (SMT)

Date: 18/05/2020

Review Date: As required

Print Name(s):

Print Name(s):

**The signed copy of this assessment is held on file.**  
**This assessment is also available via email**