

COVID-19 Risk Assessment Housing and Support

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.

To keep up to date with [HSE](#), [NHS](#) and [Government](#) advice to workplaces in this fast changing situation visit.

All actions identified must also comply to the YMCA Worcestershire Covid 19 Risk Assessment document (14/5/2020)

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Visitors to our 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 with</p>	<p>1.Steps that will usually be needed when working in homes:</p> <p>No work should be carried out in a household which is isolating because one or more family members has symptoms or where an individual has been advised to shield - unless it is to remedy a direct risk to the safety of the household. Steps that will usually be needed when working in homes</p> <p>2. When working in a household where somebody is clinically vulnerable, but has not been</p>	<p>All staff to be reminded through operating procedures and team meetings, that they should check whether any member of the household is either isolating because they need to isolate or shield and not to visit unless it is to remedy a direct risk to the household.</p> <p>Remind staff, through operating procedures and team meetings to take particular care when visiting someone who vulnerable</p> <p>Ensure all staff are aware and reminded of Hand washing and coughing and sneezing guidance</p>	A and C Team Leaders	Immediate	



	<p>you in relation to YMCA Worcestershire organisation</p>	<p>asked to shield, for example, the home of someone over 70, prior arrangements should be made with vulnerable people to avoid any face-to-face contact, for example, when answering the door. You should be particularly strict about hand washing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues.</p> <p>Staying updated with the latest guidance and considering how it can be applied to your work. This can include:</p> <ul style="list-style-type: none"> - washing your hands more often than usual for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose - reducing the spread of germs 	<p>Discuss with residents who the interaction can be carried out to minimise risk to both parties</p> <p>Remind all staff about social distancing, and where this not possible discuss with their line manager a plan to minimise risk. This may involve use of additional PPE</p> <p>Carry out regular cleaning of services</p> <p>Posters, leaflets and other materials are To be displayed in all settings HSE Poster to display Latest YMCA Poster</p> <p>When visiting homes, if staff need to touch any surfaces, they should use disposable gloves</p>	<p>TI</p>		
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		<p>when you cough or sneeze by covering your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue and throw the tissue in a bin immediately, then wash your hands</p> <ul style="list-style-type: none">- cleaning regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people- communicating with households prior to any visit to discuss how the work will be carried out to minimize risk for all parties- maintaining social distance as far as possible				
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		<p>2 maintain 2 m social distancing wherever possible, including arriving at and departing from work, while in work, and when travelling between sites.</p> <p>3- Visiting sites To maintain social distancing wherever possible, including on arrival and departure and to ensure hand washing upon arrival.</p>	<p>Remind all staff members: That social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, small store rooms and similar settings.</p> <p>To Use telephone, intercom where possible and appropriate To strictly adhere to guidance on taking cash</p> <p>Ensure that Staff travel alone to sites. Using their won car if necessary</p>	<p>TI/JD</p>		
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		<p>4 Appointments in the home or in the office</p> <p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings</p>	<p>Ensure company vehicles are regularly cleaned, using gloves and standard cleaning products and always between changes of driver</p> <p>Ensure that hands are sanitised or washed on arrival</p> <p>When visiting ask tenant to leave all internal doors open to minimise contact with door handles</p> <p>Remind staff:</p> <p>Not to consume or drink within in the household or with residents</p> <p>Where repetitive visits are needed attempt where possible to arrange for this to be carried out by the same worker.</p>	<p>A and C Team leaders</p> <p>TI</p> <p>A and C Team Leaders</p>		
		<p>5. Deliveries to the home</p> <p>To maintain social distancing and avoid surface transmission</p>	<p>To avoid transmission by not sharing forms or writing implements</p>			



		when goods enter and leave a home.	<p>Remind staff to</p> <ul style="list-style-type: none"> .Minimise contact during deliveries wherever possible. Where possible and safe, having single workers load or unload vehicles. Minimise the contact during delivery, for example, by calling to inform of your arrival rather than ringing the doorbell. 	A & C Team leaders		
		Ensure that Medication and First aid is administered safely	<p>Circulate the St Johns Ambulance Covid 19 secure guidelines to all front line staff</p> <p>And ask them to confirm they have read then</p>	Jenny Dowse		



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Housing support and other meetings for young People	Residents, Staff, visitors to the scheme	<p>1.Steps that will usually be needed when working in homes:</p> <p>No meetings should take place with anyone with confirmed Covid-19 symptoms</p> <p>Staying updated with the latest guidance and considering how it can be applied to your work. This can include:</p> <ul style="list-style-type: none"> - washing your hands more often than usual for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose 	<p>Participants should be asked whether they have Covid-19 symptoms prior to the meeting take place</p> <p>Social distancing should be observed, and where this is not possible PPE, including masks and gloves should be worn.</p> <p>Hands should be washed before and after meeting and the area should be cleaned down</p> <p>There should be a time gap of at least one hour between support meetings</p> <p>Air conditioning should note be used and</p>	Team leaders	Immediate	



		<ul style="list-style-type: none">- reducing the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue and throw the tissue in a bin immediately, then wash your hands- cleaning regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people- communicating prior to any meeting to discuss how the work will be carried out to minimize risk for all parties- maintaining social distance as far as possible <p>The area should be cleaned</p>	a windows, and, if possible doors, should be left open			
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		<p>down after each visit</p> <p>Social distancing must be observed wherever possible and if not, PPE should be worn</p>				
<p>Cash Taking</p>	<p>Staff and Residents</p>	<p>Mitigate the risks from taking cash</p>	<p>Cashiers should be wearing gloves at all times</p> <p>All cash should be taken at the secure cash office</p> <p>Remind anyone who is paying they can make the transaction by an over the phone card payment.</p> <p>Detailed process for the cash transaction circulated to staff</p> <p>Area around cash transaction should be cleaned after every use of cleaning material.</p> <p>Likelihood of a queue forming is low and their should be signs outside the cash</p>	<p>Operations Manager</p>		

YMCA WORCESTERSHIRE

REDDITCH / WORCESTER / BROMSGROVE / WYRE FOREST
WYCHAVON / MALVERN HILLS



			reminding all to social distance			
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