

SJB COVID-19 Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance: • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel sanitisers in any area where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light</p>	<p>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 with unclean hands. Tissues or blue paper will be made available throughout the workplace.</p> <p>Hands to be washed at beginning of shifts and regular washing of hands and hand sanitiser throughout especially if touching common-touched areas eg door handles.</p> <p>Alternatively to use the hand sanitisers provided.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	<p>Management</p> <p>Management</p> <p>Management</p> <p>Management</p>	<p>Immediately</p> <p>June 2020</p>	<p>Yes</p> <p>Yes, By share RA</p> <p>Yes, By share RA</p>

		<p>switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing -Where possible reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p> <p>Where it's not possible for people to be 2m apart, manage the transmission risk by e.g.:</p> <ul style="list-style-type: none"> - keeping the activity time involved as short as possible - using screens or barriers to separate people from each other - using back-to-back or side-to-side sitting whenever possible - wearing face masks 	<p>Posters, leaflets and other materials are available for display:</p> <ul style="list-style-type: none"> - Handwash poster on front entrance door - One way posters/arrows on stairwells <p>Rigorous checks will be carried out by Duty Manager to ensure that the necessary procedures are being followed.</p> <p>Staff to be provided with facemasks to be used in hostel when social distancing of less than 2m is not possible.</p> <p>When guest needs to approach e.g. to pay then staff should step back. Disinfect chip and pin with blue paper sprayed with disinfectant/sanitiser.</p> <p>Receptionists to use hand sanitiser in between each guest check in.</p> <p>TV room: All guests to wear facemasks and stay 1m apart (unless part of same group/family)</p> <p>All guests sent an email when they book which:</p> <ul style="list-style-type: none"> - Sets out the social distancing requirements - Requires them to have a facemask or buy at check in 	<p>Management</p> <p>Management</p>		
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		<p>Redesigning processes and workplace to ensure 2 metre social distancing where possible e.g.</p> <ul style="list-style-type: none"> - stairway of 21 Longridge Road is for going up only - stairway of 23 Longridge Road for going down only - The Front Door of 21 Longridge Road stairs will be entrance only - 23 Longridge Road door will be exit only. <p>Max of 4 guests per dorm room.</p> <p>When in dorms guests should wear face mask and stay at least 1 meter away from others. Can take off mask when in bed. Sleep with face to wall.</p> <p>Guests who book an entire room privately do not need to socially distance from one another.</p> <p>Staff can be considered as part of one household/social bubble - so do not need to socially distance from one another. However, where possible they should remain 2 metres away from guests. Where its not possible to stay 2m apart transmission risk should be managed by e.g. wearing of face masks.</p> <p>Staff should no longer carry guest luggage or have any direct contact with guests or their belongings.</p>	<ul style="list-style-type: none"> - Disclose if they are clinically vulnerable; if clinically extremely vulnerable then prevented from staying. - Disclose higher COVID risk of staying in hostels/dorms and exclude SJB from liability for all and any injuries or losses arising from COVID <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>DM checks to ensure this is adhered to.</p>	<p>Management</p>		<p>Staff training</p>
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		<p>Reception To reduce transmission Risk in Reception:</p> <ul style="list-style-type: none"> - Perspex barrier installed on top of reception desk to act as barrier. - 1metre exclusion zone around reception desk. Guests should stay outside of the zone except as necessary e.g. to pay/provide ID - Receptionist to step back when guest comes forward <p>Garden: Access to garden will be through 23 Longridge Road unless no one is in the kitchen. If crossing someone in the corridor a facemask must be worn.</p> <p>Communal Showers The showers should be numbered, and guests must come to reception when they want to use the shower. Given 30 minutes to shower. Then HK/SR/MR needs to clean after. Shower rota is kept at reception.</p> <p>Staff must clean the shower thoroughly after using them.</p> <p>TV Room All guests to wear facemasks and stay 1m apart (unless part of same group/family). One sofa per group/family; otherwise no sharing.</p> <p>Wearing of Gloves</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication channels (e.g. through Staff WhatsApp Group) and cascading of messages through DM will be carried out regularly to reassure and support employees in a fast changing situation.</p>	<p>Management</p> <p>Management</p>		<p>Ongoing</p>
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		<p>Free gloves (and masks) are available to staff to wear to mitigate transmission risk.</p> <p>Daily Screening for COVID-19:</p> <p>(a) <u>Temperature Checks</u> All guests and staff temperatures are taken:</p> <ol style="list-style-type: none"> (1) at check in and (2) every day thereafter <ul style="list-style-type: none"> - if 37.8C or over they cannot stay in dorm room. <p>(b) <u>a new, continuous cough; or</u></p> <p>(c) <u>a loss of, or change in, their normal sense of taste or smell (anosmia)</u></p> <p>Must then:</p> <ul style="list-style-type: none"> - Leave or - Isolate in private room for 14 days & arrange for COVID test <p><u>RPE</u> <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p>	<p>DM will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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		Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress				

See:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation>

<https://www.hseni.gov.uk/news/coronavirus-covid-19-and-hseni-contact-details-update>

<https://www.ukhospitality.org.uk/page/UKHospitalityGuidanceforHospitality>

<https://www.gov.uk/government/publications/covid-19-guidance-on-services-for-people-experiencing-rough-sleeping/covid-19-guidance-for-commissioners-and-providers-of-hostel-services-for-people-experiencing-homelessness-and-rough-sleeping>