

Cassiltoun Housing Association COVID-19 Risk Assessment

	Hazard	Specific Risk	Who is at Risk	Pre-Control Assessment			Control Measures	Post Control Measures			Action Plan	Action Owner
				L	C	R		L	C	R		
1.	Working from Home	Catching Coronavirus	All staff	3	5	15	<p>Follow Social Distancing recommendations when working from home except with those family members who live with you.</p> <p>Basic hygiene should be followed at all times, wash your hands for a minimum of 20 seconds when you come home after being out and prior to eating and drinking.</p> <p>Ensure that you read the briefing notes issued by the Association and ask any questions if you do not understand them.</p> <p>You must inform your line manager immediately if you have either:</p> <ul style="list-style-type: none"> A high temperature – you feel hot to the touch on your back or chest or You develop a persistent cough – this means that you have started to cough repeatedly. <p>You will require to self-isolate but may still work from home if you feel well enough to do so. You should discuss this with your line manager.</p> <p>At home practice good personal hygiene measures use disposable tissues to control coughs and sneezes, dispose of them immediately and wash your hands for a minimum of 20 seconds with soap and water on a regular basis, especially before eating and drinking and avoid touching your face.</p> <p>Follow Government guidelines: do not go to GP surgery, pharmacy or hospital.</p> <p>You should phone 111 if:</p> <ul style="list-style-type: none"> Your symptoms worsen during home isolation, especially if you're in a high or extremely high-risk group Breathlessness develops or worsens, particularly if you're in a high or extremely high-risk group Your symptoms haven't improved in 7 days If you have a medical emergency, phone 999 and tell them you have COVID-19 symptoms. <p>Whilst working from home you must ensure that you take regular breaks from your workstation and try where possible to ensure that your workstation is of the correct height for you to work at with suitable seating. You can if required take your office chair home with you.</p>	1	5	5	No further action required – on going monitoring and communication	SMT Line Managers

						<p>Your manager will check in with you at regular intervals, however, you should contact your manager or a colleague if you need to talk.</p> <p>Looking after your health and wellbeing while you are at home is important. Our colleagues are here to support this.</p>						
2.	<p>Checking the Building</p> <p>Working in the Office</p> <p>Collecting Items from the Office</p>	Catching Coronavirus	All staff	4	5	20	<p>Prior to attending the office, you must make all other staff members aware that you are going into the office (date, time & duration) this will avoid too many members of staff in the office at the one time. If need be SMT will co-ordinate</p> <p>Immediately on arrival you should wash your hands for a minimum of 20 seconds. There is also hand sanitizer provided in the office should you require it. Once this is completed you must let your line manager know that you are in the office and if any other staff members are in.</p> <p>You should follow Social Distancing recommendations whilst in the office which is that you should stay 2 metres (6 feet) away from any other persons in the building.</p> <p>Basic hygiene should be followed at all times, use disposable tissues to control coughs and sneezes, dispose of them immediately and wash your hands for a minimum of 20 seconds the same rule applies if you are out of the office and come back in, touch anything from an external source (mail, keys etc) and prior to eating and drinking.</p> <p>Whilst in the office, particularly if anyone else is working in the office at the same time as you please ensure that you clean each area you use after use. For example, if you make a cup of tea use antibacterial wipes to clean kitchen surfaces, door handles, taps, light switches and anything else that you may have touched. Going to the toilet clean light switch/pull cord, flush, door handle.</p> <p>If opening mail or touching anything from an external source ensure that you wear the gloves that are provided and dispose of safely after use. Avoid touching your face whilst wearing your gloves.</p> <p>You must NOT attend the office if you have either:</p> <ul style="list-style-type: none"> • A high temperature – you feel hot to the touch on your back or chest or • You develop a persistent cough – this means that you have started to cough repeatedly. <p>Instead report this to your line manager who will put the appropriate procedures in place. You will require to self-isolate but may still be allowed to work from home if you feel well enough to do so. Your line manager will discuss this with you.</p> <p>Follow Government guidelines: do not go to GP surgery, pharmacy or hospital.</p> <p>You should phone 111 if:</p>	2	5	10	<p>Ensure that Gloves, Anti-bacterial wipes and hand sanitizer are still available in the office.</p>	<p>SMT Housing Manager (Services) Community Co-ordinator</p>

						<ul style="list-style-type: none"> Your symptoms worsen during home isolation, especially if you're in a high or extremely high-risk group Breathlessness develops or worsens, particularly if you're in a high or extremely high-risk group Your symptoms haven't improved in 7 days If you have a medical emergency, phone 999 and tell them you have COVID-19 symptoms. <p>Prior to leaving the office all surfaces that you have touched should be wiped down with the anti-bacterial wipes provided this includes, desks, door handles, pen (signing in book) etc. and sanitise you hands once alarm has been set to leave.</p> <p>If using the company land rover in addition to the normal safety checks, all hard surfaces steering wheel, gear stick etc should be wiped down with anti-bacterial wipes.</p> <p>You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ul style="list-style-type: none"> an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. a worker dies as a result of occupational exposure to coronavirus. 						
3.	Checking Void Properties Estate	Catching Coronavirus	Operations Team Staff	5	5	20	<p>Prior to going into the office to collect keys, you must make all other staff members aware that you are going into the office (date, time & duration) this will avoid too many members of staff in the office at the one time. If need be SMT will co-ordinate.</p> <p>On entering the office either wash your hands for a minimum of 20 seconds or sanitise your hands prior to entering the Operations Room. Let your line manager know when you are heading out to the void properties in line with lone working procedure.</p> <p>Whilst in the office follow all procedures at No.2</p> <p>Wear protective gloves at all times when you are out on the estate or in void properties – avoid touching your face whilst wearing your gloves. If you wish to dispose of the gloves prior to driving your car back to the office please ensure that you have a rubbish bag in your car for that purpose and dispose of the bag and gloves appropriately. Sanitise or wash your hands for the pre-requisite 20 seconds on returning to the office and wipe keys down with an anti-bacterial wipe.</p> <p>If a resident approaches you while you are out in the estate/inspecting the void property ensure that Social Distancing Rules are adhered to. Remain 2 metres (6 feet) from the resident only take an item from them if it is unavoidable – make sure your</p>	2	5	10	Ensure all staff have staff mobile number list	DoO

							<p>gloves are on and carry a bag in your pocket for the purpose of putting any items in to avoid prolonged contact.</p> <p>Once back in the office wipe any item down with anti-bacterial wipes and wash or sanitise your hands.</p> <p>Whilst in the office you should follow the instructions at no.2</p> <p>You must NOT attend the office or check void properties or the estate if you have either:</p> <ul style="list-style-type: none"> • A high temperature – you feel hot to the touch on your back or chest or • You develop a persistent cough – this means that you have started to cough repeatedly. <p>Instead report this to your line manager who will put the appropriate procedures in place. You will require to self-isolate but may still be allowed to work from home if you feel well enough to do so. Your line manager will discuss this with you.</p> <p>Follow Government guidelines: do not go to GP surgery, pharmacy or hospital.</p> <p>You should phone 111 if:</p> <ul style="list-style-type: none"> • Your symptoms worsen during home isolation, especially if you're in a high or extremely high-risk group • Breathlessness develops or worsens, particularly if you're in a high or extremely high-risk group • Your symptoms haven't improved in 7 days • If you have a medical emergency, phone 999 and tell them you have COVID-19 symptoms. <p>Prior to leaving the office all surfaces that you have touched should be wiped down with the anti-bacterial wipes provided this includes, desks, door handles, pen (signing in book) etc. Sanitise you hands once alarm has been set.</p> <p>Inform your line manager that you have left the office.</p> <p>Wash your hands as soon as you get home and inform your line manager that you are now home.</p>					
4.	Working in the Community	Catching Coronavirus	Communities Team	5	5	25	<p>If you require to go into the office follow the advice at stage 2.</p> <p>While out in the community, with other organisations/volunteers ensure that Social Distancing Recommendations are observed at all times a minimum of 2 metres (6 feet) away from any other person that you are working with or assisting.</p> <p>Follow basic hygiene rules at all times, use disposable tissues to control coughs and sneezes, dispose of them immediately and wash your hands for a minimum of 20 seconds or use hand sanitiser if washing facilities are not available.</p> <p>Wear disposable gloves where possible and do not touch your face while you are wearing them. Ensure that you dispose of</p>	2	5	10	Ensure hand sanitiser, anti-bacterial wipes and disposable gloves are kept with company land rover	Communities Co-ordinator.

						<p>them properly after use and wash or sanitise your hands afterwards.</p> <p><i>Any produce purchased should be wiped down with antibacterial wipes. (Paddy you might just want to pass this onto the person receiving the goods)</i></p> <p>If using the company land rover in addition to the normal safety checks, all hard surfaces steering wheel, gear stick etc should be wiped down with anti-bacterial wipes.</p> <p>You must NOT go out into the community or call into the office if you have either:</p> <ul style="list-style-type: none"> • A high temperature – you feel hot to the touch on your back or chest or • You develop a persistent cough – this means that you have started to cough repeatedly. <p>Instead report this to your line manager who will put the appropriate procedures in place. You will require to self-isolate but may still be allowed to work from home if you feel well enough to do so. Your line manager will discuss this with you.</p> <p>Follow Government guidelines: do not go to GP surgery, pharmacy or hospital.</p> <p>You should phone 111 if:</p> <ul style="list-style-type: none"> • Your symptoms worsen during home isolation, especially if you're in a high or extremely high-risk group • Breathlessness develops or worsens, particularly if you're in a high or extremely high-risk group • Your symptoms haven't improved in 7 days • If you have a medical emergency, phone 999 and tell them you have COVID-19 symptoms. <p>If you are working in the community on your own please follow lone working procedures.</p> <p>Always inform you line manager that you have arrived at your destination, when you leave and when you are home.</p>						
5.	Meetings	Catching Coronavirus	Staff, Contractors Consultants	5	5	25	<p>All face to face meetings have been suspended at this time. All meetings will take place virtually or by conference calls.</p> <p>No face to face meetings should be organised until the lockdown is over and SMT have confirmed that it is safe for face to face meetings to take place.</p>	1	5	5	Zoom to be set up for all staff	CEO/CM
6.	Working with a colleague with the cold	Catching Coronavirus	Staff	5	5	25	<p>If when you are in the office a colleague also in the office appears to have a cold staying 2 metres from the you should ask them to go home and report this to your line manager.</p> <p>Wipe down any area that your colleague has been ensuring your own safety – wear disposable gloves, do not touch your face whilst wearing gloves and wash your hands with soap and water</p>	2	5	10		

							for a minimum of 20 seconds on completion of your task and removal of gloves which should be disposed of safely.					
							Anyone with cold symptoms will be asked to self-isolate for 7 days. This does not mean that you cannot work from home if you feel well enough it does mean that you cannot be in the office, out in the Estate or in void properties, in the community or the company land rover.					
7.	Vulnerable Category	Catching Coronavirus	Staff	5	5	25	If you come into the vulnerable category as laid down by the Scottish Government you should follow the guidelines issued by the Scottish Government and 'shield' for a 12-week period. This does not mean that you cannot work from home if you feel well enough to do so. However, you should remain at home and not attend the office, or carry out any external works on behalf of the Association.	1	5	5		

Likelihood that Hazardous Event will Occur	
1.	Very Unlikely
2.	Unlikely
3.	Fairly Likely
4.	Likely
5.	Very Likely

Consequence of Hazardous Event	
1.	Insignificant – no injury/illness
2.	Minor – Minor injuries/slight symptoms
3.	Moderate – some symptoms 7 days Isolation
4.	Major – Serious symptoms/hospitalisation
5.	Catastrophic - Death

Risk Rating	
1 - 5	No Action – but ensure controls maintained and reviewed.
6 - 10	Monitor – look to improve at review or if anything changes
11 - 15	Action – Prepare Action plan to minimise risks
16 - 20	Urgent Action – Take immediate action to reduce risks - stop if necessary but maintain existing controls
21 - 25	STOP – Cease Activity – Review and take action.