



## CORONAVIRUS RISK ASSESSMENT – MORDEN COLLEGE – OPERATIONAL CARE PERSONNEL AND SUPPORTING STAFF.

Assessor	N Sayer		
Job title	Compliance Manager		
Assessment date	6 <sup>th</sup> July 2021 v5		
Review date(s)	Updated following Government and Operational Information. Review Date: 5th August 2021		
Business type/location	Cullum Welch – 19 St German’s Place – Ralph Perrin Court – Independent living properties		
<b>Hazards associated with the coronavirus risk</b>	<b>Risks to staff and residents</b>	<b>Proposed control measures</b>	<b>Actions required</b>
<b>Infection Prevention and Staff Safety.</b>			
<p><i>Direct threat to staff health and wellbeing from transmission of the coronavirus while at work.</i></p> <p>This assessment covers:  <b>Health &amp; Wellbeing, Operations and admin staff and relevant third parties.</b></p>	<p>Possible transmission of the virus to staff from other staff, residents and visitors.</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• Virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales.</li> <li>• The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc.</li> </ul>	<p>Morden College complies with its duty to provide a safe and healthy workplace / working conditions for staff who remain working in the workplace during the coronavirus pandemic. These personnel are known / referred to as “Essential Workers” – key workers under the Government identification of workers.</p> <p>Morden College will circulate coronavirus awareness information and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during</p>	<p>I: Circulate coronavirus awareness information and safety procedures to all staff and managers.</p>

	<ul style="list-style-type: none"> <li>• People can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth.</li> </ul>	<p>the pandemic to keep them, residents and relevant third parties safe.</p> <p>Managers should pass on and reinforce key Government public health messages to all staff:</p> <p>Such as (but not limited to);</p> <ul style="list-style-type: none"> <li>• Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. (Catch it — Bin it — Kill it).</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash hands regularly with soap and warmest water for at least 20 seconds; use hand sanitiser gel only if soap and water are not available.</li> <li>• Avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch face, eyes, nose or mouth if hands are not clean.</li> </ul> <p>Morden College require staff and all relevant parties to practice effective “social distancing” while in and around the workplace and when travelling to and from work by:</p>	<p>2: Managers should pass on and reinforce key Government public health messages to all staff.</p> <p>3: Managers should circulate the PPE policy to all staff.</p>
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<b>Cases of Possible Infection On-site.</b>			
<i>Identified staff becoming unwell while on-site or a symptomatic person using a site.</i>	High risk of transmission.	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms - (a new, continuous cough or a high temperature) they should be sent home and advised to follow Government advice to self-isolate.</p> <p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets.</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</p>	<p>6: All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets.</p> <p>7: Identify recent contacts amongst other staff colleagues and residents, and ensure self-isolation measures are activated</p>

		<p>Cleaning staff should use disposable cloths or paper roll and a Viricidal cleaner.</p> <p>Cleaning staff must wear appropriate PPE.</p> <p>Staff are advised not to use any hand-driers as these blow droplets of water upwards. Hand-driers that blow air downwards are to be used with caution.</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.</p> <p>Affected Staff member contacts to be tracked, traced and informed.</p>	<p>7: Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be treated as clinical waste “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of.</p>
<b>Higher Risk Areas of the Workplace.</b>			
<p><i>Potential enhanced risk of transmission in areas such as staff toilets and restrooms.</i></p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk.</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus</p>	<p>Morden College stresses the need for staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc. as describe above).</p>	<p>8: Morden College will stress the need for staff to follow good hygiene practice at all times while at work.</p>

	<p>contamination.</p> <p>A number of staff going to the toilet together may compromise their ability to comply with social distancing.</p> <p>Increased risk of people coughing and touching door handles, taps and toilet flush handles.</p>	<p>Managers must ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels.</p> <p>Printed handwashing guidance - instructions/posters are displayed throughout workplace, especially in toilets and by the entrance/ security office.</p> <p>Limit numbers of staff who can use toilets at any one time to ensure social distancing is observed.</p> <p>Place 60% alcohol hand gels at convenient places with instructions for use.</p> <p>Increase environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</p> <p>Increase toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</p>	
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<b>Staffing Levels.</b>			
<i>Low staffing due to high rates of staff sickness or staff having to self-isolate themselves at home</i>	<p>Staff may get sick with coronavirus infection.</p> <p>People who have symptoms must “self-isolate” at home for <b>7 days</b> from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS.</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for <b>14 days</b> from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for <b>7 days</b> from when the symptoms appeared, regardless of what day they are on in the original <b>14-day</b> isolation period.</p>	<p>Staff who are sick or self-isolating should phone immediately and inform their line-Manager.</p> <p>Morden College will ensure that communications go out that no member of staff should come to work if they are self-isolating or if they have symptoms or if they feel unwell.</p> <p>Non-essential parts of the organisation will be closed down and staff reallocated to essential functions.</p> <p>Morden College will consider further operational adjustments if staffing reduced to unsafe levels.</p>	
<b>Vulnerable Staff.</b>			
<i>Vulnerable staff and staff in high risk categories.</i>	<p>Some staff may have pre-existing medical conditions (e.g. chronic conditions such as diabetes or asthma) which render them more vulnerable to the dangers of coronavirus infection.</p> <p>Some older staff may also be</p>	<p>Ensure all vulnerable or high-risk staff are adequately protected and supported.</p> <p>Managers and Human Resources should be aware of staff who fall into vulnerable and high-risk categories so that they can ensure</p>	



	<p>vulnerable to the effects of the virus.</p> <p>Some staff may be in a “high risk” category as defined by the government (eg those who have had an organ transplant or those who are taking a medicine which weakens their immune system) and in need of special “shielding” arrangements.</p> <p>People with pre-existing conditions and older people (over 70) have been advised by the Government to be particularly stringent in complying with social distancing requirements.</p> <p>People in the high-risk category have been advised by the Government to be particularly stringent in complying with social distancing requirements.</p> <p>Pregnant women have also been advised to be extra careful and should be considered vulnerable.</p>	<p>that they are given adequate support to enable them to comply with Government health recommendations.</p> <p>Where staff do attend work, an individual risk assessment will be done and the social distancing and sanitizing rules must be regularly reinforced; PPE will be provided where necessary.</p> <p>Where it is possible or appropriate for certain vulnerable or high-risk staff to work from home this may be facilitated.</p> <p>Managers should stay in touch with vulnerable or high-risk staff by phone to ensure they are well and to prevent them from feeling isolated.</p> <p>Morden College should help to provide additional support for any high-risk staff who may need it.</p>	
<b>BAME Staff</b>			
BAME Staff in high risk areas.	<p>Mask and gloves to be worn at all times.</p> <p>If possible, remain 2m apart from the resident.</p> <p>Ask resident to wear masks.</p>	<p>If on public transport can rush hour be avoided through adjustments to work hours.</p> <p>Redeployment to lower risk area.</p> <p>Remote working if this is possible.</p>	

	Limit duration of close interaction with residents. (e.g. prepare everything in advance away from the resident.		
<b>Abuse of Staff</b>			
<i>Abuse/violence to customer facing staff.</i>	There have been instances of staff in essential services being abused or threatened by members of the public, guests or during travel to and from essential work at the College.	<p>Managers should reinforce the message to staff that this organisation will not tolerate attacks on its staff, both verbal and non-verbal.</p> <p>The organisation's policies on aggression or violence to staff should be implemented in full.</p> <p>All incidents should be reported to their Manager who should take appropriate action to ensure the immediate safety of staff.</p> <p>All incidents should be recorded and reported.</p>	
<b>Resident Safety.</b>			
Identified staff crowding together and not social distancing.	A failure of personnel not social distancing would place residents, guests and relevant third parties at risk of increased virus transmission which would increase impact on	Limited numbers of staff are allowed access to facilities to ensure that personnel can distance themselves and comply with social distancing requirements.	

	<p>the NHS.</p> <p>A failure to control social distancing behavior may lead to action. There is a reason why we need to enforce social distancing.</p>	<p>Assess risks to residents and staff by reviewing all high-traffic areas and high-traffic points and take steps to ensure that these are adjusted to reduce any crowding.</p> <p>Signs should be widely displayed asking staff to comply with social distancing advice.</p> <p>Signs are displayed stating the maximum occupancy in specified areas.</p> <p>In the unlikely event of queuing, outside staff will be asked to distance themselves as well as those inside.</p>	
<b>Information.</b>			
<p><i>Hazards caused by lack of information or inaccurate information being circulated.</i></p>	<p>The crisis is not only accompanied by a large amount of official guidance, some of which needs interpretation, but also by misinformation, rumour and “fake news” or “myths”.</p>	<p>To ensure the safety and wellbeing of staff and residents: Morden College will ensure;</p> <ul style="list-style-type: none"> <li>• College strategies will be based on accurate information.</li> <li>• Staff will be given consistent and clear messages.</li> </ul> <p>Crisis management team to monitor official advice carefully and update all policies and procedures as required.</p> <p>Ensure leadership teams/managers</p>	

		<p>are briefed and kept up to date.</p> <p>Managers to beware fake news and discourage the circulation of misinformation.</p> <p>Keep staff informed.</p>	
<b>Communication.</b>			
<p><i>Threat to effective communications.</i></p>	<p>The crisis threatens communications with beneficiaries/families/suppliers.</p>	<p>Morden College will revise communications strategies and plans and;</p> <p>Devise specific plans for how and how often to communicate with beneficiaries/families/suppliers.</p> <p>Senior leadership team to review all outward facing communications (e.g. on website, SMS, etc.) to ensure messages are consistent, clear and reflect the socially aware values of Morden College.</p>	