

Willow Tree Housing Partnership - COVID-19 risk assessment

Staff Name		Signature
Assessment carried out by		Signature
Date of assessment		

As an employer, Willow Tree Housing Partnership must protect people from harm. This includes taking reasonable steps to protect our workers and others from coronavirus. This COVID-19 risk assessment will help the Partnership manage risk and protect people. We must:

- Identify what work activity or situations might cause transmission of the virus
- Think about who could be at risk
- Decide how likely it is that someone could be exposed
- Act to remove the activity or situation, or if this is not possible, control the risk

When Line Managers complete the assessment with staff members, they need to ensure that they explain the measures the Partnership are taking to help prevent the risks of COVID-19 in the workplace, staff members can also provide valuable information on how to prevent and control risks associated with the virus. This document helps to make sure that the Partnership has covered what is needed to keep its staff and others safe. This COVID-19 risk assessment will be monitored monthly to ensure that controls that have been put in place are working as expected and will be updated to reflect any changes in legislation or guidance that may impact how work activities are carried out, for example if there is a change in local or national restrictions.

Hazard	Who might be harmed	How to control the risk	Action	Who	Further Action / Complete
<p>Contracting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Staff Visitors Contractors</p>	<ul style="list-style-type: none"> Follow guidance on cleaning, hygiene and hand sanitiser Provide water, soap and paper towels, continuous roller towels or electrical dryers in washing facilities. Provide information on when and how to wash hands properly. Provide hand sanitiser for the occasions when people can't wash their hands and for additional cleaning Put in place monitoring and supervision to make sure people are following controls 	<p>Provide staff with link to Government guidance https://www.gov.uk/coronavirus</p> <p>Monitor stock levels on a weekly basis</p> <p>Signage</p> <p>Monitor stock levels on a weekly basis</p> <p>Include in Team talks</p>	<p>Line Managers</p> <p>CS</p> <p>CS</p> <p>CS</p> <p>Line Managers</p>	



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Getting or spreading coronavirus in commonly used or high traffic areas	Staff Visitors Contractors	<ul style="list-style-type: none">• limit the number of people in rooms• Reorganising facilities in communal areas by spacing out tables in kitchen area• Increasing the use of online meeting facilities (even for people working in the same building) to reduce the number of people moving around• Use stairs as an alternative to lifts in offices and schemes if able to do so• Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation.	<p>Stagger Breaks Fewer people and larger rooms for face to face meetings</p> <p>Space out tables in kitchen area and seating in Board room</p> <p>Agree face to face meetings</p> <p>Advise Staff via COVID-19 RA & return to work process</p> <p>Advise Staff via COVID-19 RA & return to work process</p>	Managers CS Line Managers CS CS	

Hazard	Who might be harmed	How to control the risk	Action	Who	Further Action / Complete
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff	<ul style="list-style-type: none"> Specify the frequency and level of cleaning of workstations Avoid sharing work equipment by allocating it on a personal basis Identify where you can reduce people touching surfaces, for example by leaving doors open (except fire doors) Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Provide bins and empty them more often Encourage staff to store personal belongings out of work areas Put in place arrangements to clean if someone develops symptoms of coronavirus in work Arrange for cleaning contractors to attend daily 	Advise Staff via COVID-19 RA & return to work process	Line Managers	Complete
	Visitors		Provide cleaning products at workstations	CS	Complete
	Contractors		Ensure all staff have their own workstations	CS	
			Advise Staff via COVID-19 RA & return to work process	CS	
				CS	
				CS	
				Line Manager	
				CS	

Hazard	Who might be harmed	How to control the risk	Action	Who	Further Action / Complete
Contracting or spreading the virus by not maintaining social distancing	Staff Visitors Contractors	<ul style="list-style-type: none"> Follow guidance on social distancing Identify places where, under normal circumstances, staff would not be able to maintain social distancing guidelines. Use signage/marker tape on the floor Use one-way systems if necessary Hold meetings virtually rather than face-to-face Stagger the times people start or finish work limit the number of people on site at one time if necessary Give customers allocated time slots Rearrange work areas and tasks to allow people to meet social distancing guidelines Use empty spaces in the building for additional rest break areas where it is safe to do so Control parking spaces 	<p>Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</p> <p>Put in place arrangements to monitor, supervise and make sure people follow social distancing guidelines.</p> <p>Provide information, instruction and training so people understand what they need to do via COVID-19 RA & return to work process</p>	Line Managers CS	Complete



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Poorly ventilated spaces leading to risks of coronavirus spreading	Staff Visitors Contractors	<p>Follow guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic.</p> <p>Identify poorly ventilated areas of your workplace. You should consider steps you can take to improve ventilation, including:</p> <ul style="list-style-type: none">• natural ventilation;• mechanical ventilation (such as air conditioning); <p>Fresh air is the preferred way of ventilating your workplace. This means opening windows and doors (that are not fire doors), where possible.</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where possible, rather than recirculating air.</p>	<p>Maintain air circulation systems in line with manufacturers' recommendations</p> <p>Non fire doors to be opened</p> <p>Air conditioning to be used daily</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where possible, rather than recirculating air.</p>		
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher- risk groups	Staff	<p>Identify who in your work force could be clinically extremely vulnerable and follow the government guidance. Follow guidance on protecting vulnerable workers during the pandemic on how to support workers in higher-risk groups and those who are clinically extremely vulnerable.</p> <p>https://www.hse.gov.uk/coronavirus/working-safely/protect-people</p>	<p>Guidance on who is clinically extremely vulnerable and what further support may be available from Public Health England</p>	Line Managers	Complete



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Returning to work after prolonged period of shutdown	Staff	<p>Consider whether building closure or reduced occupancy has led to water system stagnation due to lack of use.</p> <p>Ensure mechanical ventilation systems are working effectively and are properly maintained.</p> <p>Ensure returning workers are clear on arrangements for social distancing, cleaning and hygiene and ventilation.</p>	<p>Carry out H&S checks as per matrix</p> <p>Arrange for annual service</p> <p>COVID-19 RA & return to work process</p>	<p>CS</p> <p>CS</p> <p>Line Managers</p>	

Further information

HSE's [latest advice on coronavirus](#)