

What are the hazards?	Who might be harmed?	Controls required	Additional controls
<p>Spread of Coronavirus Covid-19</p>	<p>Staff Visitors to the premises Cleaners Delivery drivers Vulnerable Groups: Eldery BAME background Pregnant workers People with underlying health conditions. Anyone else who physically comes into contact with us in relation to our business</p> <p>Clients are made aware of our policy on COVID-19 on initial sign up and then given regular updates by their regular care team.</p>	<p><u>Hand washing:</u> We have hand washing facilities with soap & water in place We ensure strigent hand washing takes place throughout the day. We have hand washing guidance in all the washing areas. We have hand sanitiser place at both entrance & exit doors. Staff are encouraged to protect their skin by using hand creams regularly.</p> <p><u>Cleaning:</u> We have our premises frequently cleaned and objects and surfaces disinfected i.e. door handles, light switches etc.</p> <p><u>Social distancing:</u> We have reduced the number of people in any work area to comply with the 2m social distance guidelines. We have introduced staff patterns i.e start/finish times and half the workforce work from home. Conference calls also take place to reduce face to face meetings.</p> <p>Social distancing also takes place in our canteen/rest areas adhering to the</p>	<p>Posters, leaflets and other materials i.e. soaps, hand sanitisers on display & available.</p> <p>Rigorous checks are carried out by line managers to esnure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside it. Management checks to ensure this is adhered to.</p>

		<p>2m distancing rule.</p> <p><u>Visitors:</u> We only have 1 outside visitor visit us at a time on rotered times slots. They have their tempearture taken before entry to the building and our staff wear PPE whilst dealing with the visitor. Visiors are asked to sanitize their hands at the sanitizer stations before entering the building.</p> <p>We have notices on our entry door stating not to enter if people have symptoms of Covid-19.</p> <p><u>PPE's, Gloves, aprons, masks, eye protection, hand sanitiser:</u> Where risk assessment identifies the need to wear PPE we have ensured that there is an adequate supply of these for each member of staff internally & externally and that we have adequate stock quantities for continued use and supply. We continually monitor & implement the advice issued by PHE.</p> <p><u>Symtoms of Covid-19:</u> If anyone should become unwell with the current advice signs of Covid-19 they will be sent home and advised to follow the latest government guidnace on stay at home, social distancing & testing.</p>	<p>Staff to ensure visitors are aware of what they need to do before visiting or entering the premises.</p> <p>To minimise the risk of transmission of Covid-19 we will ensure that our PPE's meet the british standard kite mark and are fit for purpose. All out stock is provided by regulated PPE manufacturers.</p> <p>Internal communication channels and passing of messages through line managers on a regular basis to reassure & support employees in a fast changing situation.</p>
--	--	--	--

		<p>If we have been advised that a member of staff or the public has developed covid-19 and were recently on our premises, the management team of the workplace will contact PHE to discuss the case and will take the advice and act on any actions advised by them.</p> <p><u>Mental Health:</u> We promote mental health & wellbeing awareness to staff and have issued staff with guidance: Mental Health & Awareness NHS England MIND-support & wellbeing during Covid-19</p>	<p>Regular communication of mental health information & open door policy for those who need additional support.</p>