Activity Assessed: EHOS AND TAS – working in commercial and domestic premises during COVID-19 Pandemic

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| **IDENTIFICATION OF HAZARDS ie.** Anything associated with this activity with the potential to cause injury, disease etc. Falls, slips, trips, manual handling, collisions, crushing, disease, animal inflicted injury, tools, plant, equipment etc | | **IDENTIFICATION OF THOSE AT RISK AND HOW ie.** Employees, public, contractors, students etc | | | **IDENTIFICATION AND EVALUATION OF CONTROL MEASURES ie** Training given, supervision, on-job training, engineering controls, safe operating procedures, codes of practice etc | | | **ADDITIONAL PRECAUTION(S) NECESSARY ie** List any measures required in order to reduce the risk, e.g. inspections, safe systems of work,  PPE, engineering controls etc | | |
| **Spread of COVID-19**  **Spread of COVID-19**  **(continued**)  **Spread of COVID-19**  **(continued)**  **Spread of COVID-19**  **(continued**)  **Spread of COVID-19**  **(continued)**  **Spread of COVID-19**  **(continued)** | | Staff  Members of the Public  Vulnerable Groups (Elderly people, pregnant women, people with existing underlying health conditions  Staff  Members of the Public  Vulnerable Groups (Elderly people, pregnant women, people with existing underlying health conditions  Staff  Members of the Public  Vulnerable Groups (Elderly people, pregnant women, people with existing underlying health conditions  Staff  Members of the Public  Vulnerable Groups (Elderly people, pregnant women, people with existing underlying health conditions  Staff  Members of the Public  Vulnerable Groups (Elderly people, pregnant women, people with existing underlying health conditions  Staff  Members of the Public  Vulnerable Groups (Elderly people, pregnant women, people with existing underlying health conditions | | | **Stay at home**  -Staff must stay at home if they, or anyone they live with or anyone they have recently been in contact with shows symptoms of COVID-19 (which is a high temperature or a new or continuous cough)  - If staff show any of the above symptoms they need to: -  -Stay at home for 7 days if they live by themselves.  -Stay at home for 14 days if they live with others including all household members.  -Staff should only use NHS 111 if their symptoms get worse or no better after home isolation.  Staff with pre-existing conditions should follow the advice of their doctor and the Department of Health Guidance.  **Handwashing**  Employees are reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and of the importance of proper hand drying.  -See hand washing guidance.  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  -Staff must use gel sanitisers in any area where washing facilities not available.  **Social distancing**  Where reasonably practicable the Council will reduce the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. The Council buildings are closed to members of the public to protect staff. See links below.  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  **Conference calls** on Microsoft Teams are being used instead of face to face meetings  Steps have been taken to review **work schedules** including start & finish times/shift patterns, **working from home** etc. to reduce number of workers on site at any one time. Some workers have also been relocated to other tasks.  Where possible staff should adhere to the 2-metre gap when visiting premises. Staff must be aware of the **Protocol for EHO’s and Technical Officers carrying out visits to domestic and commercial premises during COVID-19 Pandemic.**  **PPE**  Staff have been advised to wear appropriate PPE in line with Public Health Agency guidelines.  **Screening calls**  Staff must conduct a screening telephone call before conducting a visit see below.  Domestic property  If the answer is YES to **ANY** of the following, the visit **should not** take place, unless any necessary observations can be made without accessing the property, and should either be conducted over the phone (if possible) or rescheduled.   * Is anyone confirmed as positive for Covid-19 or awaiting results from Covid-19 testing? * Is anyone shielded in the household as a result of receiving a letter from their GP instructing them to do so? * Is anyone self-isolating due to recent travel and/or close contact with a confirmed case? * Is anyone self-isolating as a precautionary measure (either on a voluntary basis or from employer instruction)? * Is anyone in the household experiencing any symptoms of Covid-19 – dry cough, fever or breathing difficulties? If yes obtain additional details and ascertain whether GP advice was received in relation to the potential of a Covid-19 diagnosis. If no contact has been made with either a GP or NHS 111, encourage them to do so.   Commercial premises   * Are staff screened for Covid-19 symptoms before commencing work on a daily basis? * What social distancing measures have the premises adopted? * What is the protocol for visiting the premises - what PPE is required etc.? * If you are not satisfied with the measures in place, in the case of a planned inspection do not visit the premises. Instead, request that they conduct a suitable and sufficient risk assessment and reschedule the visit. In the case of a commercial complaint, respond remotely initially e.g. telephone, email, “drive by’”. * If you are investigating a complaint regarding social distancing it will likely be necessary to visit a premises to verify whether measures reported to be adopted are in place. Discuss such cases with your line manager prior to visiting   **Travelling to site**   * Travel in your own vehicle - do not share transport. * Wash your hands before entering your vehicle. * Sanitise the surfaces in your vehicle, including door handles, at the beginning of your journey. * Ensure hand sanitiser is available in your car for use before and after PPE if hot water, soap and disposable hand drying facilities are unavailable. * Bring disposal bags in your vehicle so that you can dispose of used PPE/outerwear.   **Site visit**  -Staff only visit site if essential.  -Staff wear appropriate PPE.  -Staff advised not to touch their face or eyes.  -Staff must be contactable at all times.  -Apply 2m rule guidance where possible and in other cases consider what other controls are required.  **Infection control**  -All used PPE should be disposed of in line with protocol.  -Staff must wash their hands or use hand sanitiser after PPE is removed.  -Staff must sanitise the surfaces in their car at the end of the journey including door handles.  -Any outerwear that may be contaminated should be removed and put washed as soon as possible or bagged and held separately until it can be washed. | | | **Catch it, Bin it, Kill it**  Staff are reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose, or mouth with unclean hands.  **Monitoring checks**  Checks will be carried out by line managers to ensure that the necessary procedures are being followed.  **Communication**  Management will keep up to date with any updates from the Department of Health guidance and communicate these to staff.  **Importance of Social distancing inside and outside the workplace.**  Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.  **Safe removal of PPE**  Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing. | | |
| **Developing COVID-19 symptoms at work**  **Stress** | | Staff  Members of the Public  Vulnerable Groups (Elderly people, pregnant women, people with existing underlying health conditions  Staff | | | If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance listed above.  Line managers will maintain regular contact with staff members during this time. If advised that a member of staff has developed COVID-19 PHA will be contacted to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>  Management promotes mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. See links for further guidance below.  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress) | | | **Support**  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  **Support**  Regular communication of mental health information and open-door policy for those who need additional support.  **Internal communication**  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. | | |
| **Lone Working**  **Aggressive or violent client** | | Staff  Staff | | | -Staff must be familiar with council lone working policy – ANDBC/HSP/05  - Staff must have undertaken on job training.  -Staff must contact line manager prior to their visit with details of the location and expected return time.  -All staff must be familiar with the working practices detailed in the EHPD Department Practice Guidance for Lone Working.  -Staff to check database for notification if premises or person identified as high risk or two people visit – if applies do not visit alone whilst still adhering to social distancing requirements. Staff should travel separately and apply 2m social distancing guidance where possible.  - Staff should always familiarise themselves with their environment/exit routes and surroundings.  -All Lone workers must adhere to controls from any specific RA re: use of PPE.  -Stress Management/Emotional Resilience training should be considered for staff where appropriate.  See lone working risk assessment and EHPD Practice Guidance for Lone working. | | | **Contactable**  Work mobile telephone, must be charged prior to carrying out visit.  Staff must be contactable at all times  **Training**  Further training for dealing with aggressive or violent people will be sourced if staff indicate that it is needed. | | |
| **Slips, Trips and Falls**  **Road Traffic Accident whilst travelling between locations** | | | Staff  Officers driving, passengers, other drivers, pedestrians | | | -Staff must have undergone on job training.  -Staff must wear appropriate footwear.  -Officers to familiarise themselves with the environment and terrain at the start of each visit and wear safety shoes provided in all appropriate cases.  -Take care when walking over smooth, slippery, uneven, rough, or wet surfaces.  -Validity of Drivers Licence checked on recruitment and periodically afterwards.  -Drivers use hands free phones when taking a call between locations.  - Staff adhere to the ANDBC Drugs and Alcohol policy.  -Ensure staff carry out routine safety checks on their vehicles.  -Ensure staff know how to correctly adjust safety equipment e.g. seat belts and head restraints. | | |  | | |