

Yorkhill Housing Association: Covid Risk Assessment Update January 2021

Reviewed by Senior Management Team 19th January 2021

Approved by Governance and Finance Sub-Committee 28th January 2021

Potential Hazard	Groups Affected	Controls	Related Guidance and Procedures	Guidance/Information to staff
1. Coronavirus coming into office premises	Staff Residents Visitors	<u>Limited access</u> <ul style="list-style-type: none"> - Closed to the public - Customer admissions by appointment only - Safety procedures provided to contractors - Interview room capacity restricted to one room. - One YHA staff and one customer in the room - Cleaning regime for entering and leaving premises - Cleaning procedures for before and after using interview room - Office phone calls diverted to home workers when required - Covid safety notice on door 	<ul style="list-style-type: none"> - Limited staff numbers in office for essential services - Attendance rotas for staff - Revised office cleaning and hygiene processes - Customer screening questions to be asked - Instructions and guidance for contractors - Allocations procedures <p>All controls listed in relation to social distancing (6)</p>	<p>Guidance issued to staff:</p> <ul style="list-style-type: none"> - EVH 11th March 2020 - EVH 13th March 2020 - YHA 16th March 2020 - YHA 17th April 2020 - YHA 21st May 2020 - YHA 13th July 2020 - YHA 14th Aug 2020 - YHA 4th Sep 2020 - YHA 27th Nov 2020 - revised Guidance 24th Dec <p>Attendance rota reviews:</p> <ul style="list-style-type: none"> - rota 30th March-5th May Revised 16th April - rota 20th April-22nd May - rota 25th May-3rd July - rota 6th July – 14th Aug - rota 17th Aug – 4th Sep - rota 7th Sep – 27th Nov - rota 30th Nov- 19th Feb <p>Revised rota for 4th – 25th Jan 2021 issued 24th Dec 2020</p>

Potential Hazard	Groups Affected	Controls	Related Procedures	Guidance/Information to staff
2. Staff or Visitors spreading virus within office premises	Staff Contractors Customers	<ul style="list-style-type: none"> - Reception area restricted to one person - Second interview room used as waiting area for one person - Floor markers - Office hygiene procedures - Handwashing and sanitisers - Signage at reception 	<p>All controls listed in relation to limited access (1)</p> <p>All controls listed in relation to social distancing (6)</p> <p>Process for reporting and recording breaches tba</p>	<p>Guidance and rotas issued to staff as listed at (1)</p> <p>Revise procedures for</p> <ul style="list-style-type: none"> - Mail handling - Posting mail - Allpay payments - Visitors using toilet facilities
3. Catching or spreading the virus through poor hand hygiene	Staff Visitors Contractors	<ul style="list-style-type: none"> - Hot water, hand wash and paper towels at all sinks - Signage at all sinks displaying proper handwashing technique - Hand sanitiser dispensers at reception and on hall wall at door points - Hand sanitisers on all desks - Handwashing reminder signs on walls 	<p>Process for formal monitoring tba</p> <p>HSE Guidance cleaning, hygiene and hand sanitiser</p>	<p>Guidance and rotas issued to staff as listed at (1)</p>

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4. Catching or spreading the virus in common areas (kitchen, hall, entry and exit points)	Staff Visitors Contractors	<p><u>Limiting numbers in specific areas</u></p> <ul style="list-style-type: none"> - Front office maximum as per office rota - Rear office maximum as per office rota - Only one person in kitchen area - Board room occupancy reduced and tables re-configured <p><u>Physical controls</u></p> <ul style="list-style-type: none"> - Perspex screens in reception and interview room - Barrier in main office to avoid contact with occupied desks - Floor markers - Open windows encouraged to increase ventilation - Rear office non fire door left permanently open 	<p>Office rotas issued in accordance with prevailing external restrictions</p> <p>All controls listed in relation to social distancing (6)</p> <p>All controls listed in relation to hand hygiene (3)</p> <p>All controls listed in relation to office hygiene and cleaning (5)</p>	<p>Guidance and rotas issued to staff as listed at (1)</p> <p>Face coverings/gloves available at central point</p>

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5. Catching or spreading the virus by not cleaning surfaces, equipment and workstations	Staff Contractors Visitors	<u>Office Hygiene and Cleaning</u> <ul style="list-style-type: none"> - All door handles, desks, phones, screens, keyboards etc to be wiped when coming in - Door handles, light switches and surfaces to be wiped when leaving and entering premises throughout the day - Kettle, fridge, sink, cutlery, crockery and counter to be cleaned before and after use - No items to be left on counter or sink - All staff to prepare their own food and drinks - Cleaner's hours increased to accommodate additional daily duties within office (27th March) <u>Cleaning Equipment and PPE</u> <ul style="list-style-type: none"> - Disposable cleaning wipes at reception, kitchen area and workstations 	<p>All controls listed in relation to virus entering premises (1)</p> <p>All controls listed in relation to social distancing (6)</p> <p>All controls listed in relation to hand hygiene (3)</p>	Guidance and rotas issued to staff as listed at (1)

Potential Hazard	Groups Affected	Controls	Related Guidance and Procedures	Guidance/Information to staff
		<ul style="list-style-type: none"> - Cleaning spray and cloths - Provision of disposable gloves - Disposable face masks - Washable buffs - Disposable shoe coverings - Procurement and inventory managed by Governance Assistant 		
6. Catching or spreading the virus by not social distancing	<p>Staff</p> <p>Visitors</p> <p>Contractors</p>	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> - Virtual meetings and remote working wherever practically possible - Flexible start and finish times - Limited numbers in office - Identification of essential office based tasks - Appropriate spacing between workstations in office areas - Physical barrier in main office for controlling movement 	<p>All controls listed in relation to limited access (1)</p> <p>HSE Guidance EVH Guidance</p>	<p>Guidance and rotas issued to staff as listed at (1)</p>

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		<ul style="list-style-type: none"> - Floor markers to ensure distance compliance - Perspex screen at reception - Appointment system for customers - Clear guidance on occupancy limits – office areas, kitchen area, board room 		
7. Catching or spreading the virus by inspecting or visiting YHA properties	Staff Customers	<ul style="list-style-type: none"> - Identification of essential tasks - Suspension of routine visits and non-urgent repairs - Provision of appropriate PPE - Clear guidance for specific roles and tasks relevant to government restrictions 	Essential repairs Void management Allocations Estate Management Antisocial behaviour	Revised procedures: March 2020 September 2020 July 2020 September 2020 January 2021 July 2020
8. Development of musculoskeletal disorders due to prolonged DSE use at home	Staff	<ul style="list-style-type: none"> - Individual DSE assessments - Provision of appropriate equipment to meet needs of individuals - DSE safety training modules for all staff 	Working at home policy <i>HSE Guidance on Display Screen Equipment</i>	<ul style="list-style-type: none"> - DSE Checklist Sep 2020

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9. Increased risk of complications for vulnerable workers	Staff	<ul style="list-style-type: none"> - Identification of vulnerable staff - Compliance with prevailing government guidance - Individual Covid-age assessments - Self- isolating guidance - Information on development of symptoms 	Integral guidance to CE 18 th March 2020	<p>YHA 13th March</p> <p>EVH 25th March 2020</p> <p>SG Guidance July 2020</p> <p>Individual Covid-age assessments Aug 2020</p>
10. Development of poor mental health due to anxiety or isolation	Staff Customers	<ul style="list-style-type: none"> - Regular phone contact between managers and section members - Individual discussions on wellbeing and potential for anxiety or isolation - All staff encouraged to keep normal working hours with regular breaks - Information on sources of further advice for mental health well being 	<ul style="list-style-type: none"> - Awareness training for managers - Wellbeing checks on vulnerable tenants - Referrals as required (staff or customers) - Reasonable adjustments - Cognisance of individual needs 	<p>EVH Homeworking and wellbeing 11th June 2020</p> <p>Information on staff noticeboard</p>

