



**Brothers of Charity Services**

working in partnership for positive lives in England

## THE BROTHERS OF CHARITY SERVICES COVID- 19 Risk Assessment

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**David Holliday, Regional Health & Safety Manager**  
**26/05/2020**

This risk assessment was carried out as part of our commitment to being COVID-19 secure in line with Government Guidance, and will be reviewed on a regular basis as required. Further individual case specific risk assessments are also in place across the Services as appropriate.



## RISK ASSESSMENT RECORD

<b>Location</b>	English Services	<b>Activity Detail</b>	RTW Covid 19 secure			<b>Reference</b>	RTW CV 2605
<b>Assessment Carried out by:</b>	David Holliday	<b>Date:</b>	May20	<b>Reviewed By:</b>		<b>Date:</b>	

<b>Who/what may be affected?</b>	<b>Staff</b>	X	<b>Public</b>	X	<b>Tenant</b>	X	<b>Service User</b>	X	<i>Specify others:</i>
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Hazard No.	Description of Hazard	Possible Injury or Damage	Risk			Description of Preventive Measures	Residual Risk		
			Likelihood	severity	Rating		Likelihood	severity	Rating



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1.	Exposure to Covid 19	<ul style="list-style-type: none"> <li>Serious illness or fatality to a member of staff</li> <li>Transmission of virus to colleagues, service users, visitors or to the public</li> <li>Subsequent adverse publicity and/or investigation by the authorities</li> </ul>	3	3	9	<p><b>Controls already in place:</b>  <u>Home working supported as appropriate.</u>            Any return to work is discussed with the individual employee by their Line Manager/HS Manager prior to their return.</p> <p>PPE provided as reasonable and as appropriate.</p> <p>Regular Covid 19 Health and Safety audits &amp; staff supervision/communications/training</p> <p>Work within the relevant Health and Safety statutory frameworks:</p> <ul style="list-style-type: none"> <li>Covid 19 Infection control guidance updated and distributed regularly</li> <li>Social distancing policy in place, distributed and updated regularly</li> <li>Covid 19 handwashing and hygiene facilities encouraged and in place at the workplace as far as possible supported by clear policies &amp; their communication.</li> <li>Non-essential visitors and other staff excluded from the workplace as appropriate</li> <li>Interactions with others are supported by phone/email/internet as far as possible</li> </ul>	1	3	3



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2.	Exposure to Covid 19 continued	<ul style="list-style-type: none"> <li>As above</li> </ul>				<p><b>Additional Controls:</b></p> <p><u>Handwashing</u>- Hands to be washed for at least 20 seconds with soap and water:</p> <ul style="list-style-type: none"> <li>Before starting work</li> <li>Between tasks</li> <li>After blowing nose</li> <li>When leaving work</li> <li>When arriving home</li> <li>As before eating/toilet/chemicals</li> </ul> <p><u>Hand Sanitiser</u> If access to soap and water is not possible then a suitable hand gel to be used in line with the government guidelines on infection control and hand hygiene</p> <p><u>Tissues</u> Disposable tissues to be used and disposed of in bin or to toilet - Catch it, Bin it, Kill it</p>			



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3.	Exposure to Covid 19 continued	<ul style="list-style-type: none"> <li>As above</li> </ul>				<p><b>Social distancing at property</b> This will be achieved by the following controls, the member of staff:</p> <ul style="list-style-type: none"> <li>Covid 19 Social Distancing guidance updated and distributed regularly</li> <li>Should not carry passengers from outside their household when travelling to work</li> <li>Should wear a face covering if travelling to &amp; from work by Public Transport</li> <li>Should walk or cycle at an appropriate distance from other if using this mode of transport</li> <li>Social distancing will be observed at the offices, by means of spaced desks, screens, restriction on numbers in kitchens lifts and meeting rooms inside the property</li> <li> <p><u>Tea/Lunch Breaks</u> Member of Staff should bring their own lunches and will continue to maintain social distancing while eating.</p> </li> </ul>			



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4.	Exposure to Covid 19 continued	As above				<b>Other</b> Any other tasks to be planned and scheduled so colleagues are at least two metres apart as far as is possible Start/end and lunch break times to be staggered as appropriate  Deep clean & regular ongoing cleaning in place as appropriate, clear desk policy in place			
5.	Lone Working within BOCS	Stress/Isolation	2	3	6	Member of staff has <ul style="list-style-type: none"> <li>Confirmed that he/she has read and understood the BOCS Lone Worker Policy</li> <li>Agreed to report any concerns to their Line manager</li> </ul>	1	2	2



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6.	Any other health issues	Illness	2	3	6	He/she will discuss with their Line Manager <u>before the return to work date</u> and follow medical advice if appropriate	1	2	2
7.	Inadequate Review and Monitoring of the Risk Assessment	Detrimental effects on the health and wellbeing of the individual or adverse effects on BOCS Operations	3	2	6	Reviewed on a regular basis by H&S manager as appropriate	1	1	1
	NA	NA			NA	<b>If Member of Staff has any concerns, then they understand that they should refer to their Line Manager and the H &amp; S Team immediately.</b>			