

Covid-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This **Risk Assessment** for responding to the current Covid-19 pandemic should be considered in conjunction with our Action Plan first produced on 11 March 2020, and updated at regular intervals since then. The content also reflects the government advice in relation to ‘Working Safely During Coronavirus’ issued on 11 May 2020, and related guidance and focusing primarily on the risks for Sandbourne’s staff and residents. Third party contractors and partners providing services to our homes and residents are expected to produce their own risk assessments and provide copies of these for or approval and information. Like the Action Plan, this Risk Assessment will be reviewed at appropriate intervals and amended or updated as necessary.

What are the hazards ?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when ?	Status
The continued spread of COVID – 19 coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Vulnerable groups: <ul style="list-style-type: none"> ○ Older people ○ Pregnant workers ○ Those with existing underlying health conditions 	<p><u>Limit contact between people:</u></p> <ul style="list-style-type: none"> • Closing of all non - essential communal areas (guest rooms, toilets and lounges) • Cancellation of guest room bookings. • Closure of SHA office to staff and public. 	<ul style="list-style-type: none"> • All staff to be provided with laptops to allow home working • Advise residents of alternative methods of contact during office closure. 	BG / CW	23.3.20	Complete
				GP	27.3.20	Complete
				FF	24.3.20	Complete
				FF	23.3.20	Complete

	<ul style="list-style-type: none"> Anyone else who physically comes in contact with SHA relation to your business 	<ul style="list-style-type: none"> Provide an emergency only repairs service until further notice. Suspend grounds maintenance service <ul style="list-style-type: none"> Reinstate GM service at 2 week intervals Reinstate full GM service 	<ul style="list-style-type: none"> Issue essential travel letters Phased return to the office planned from 1 June. No more than 2 staff at any time Advise residents of reduced maintenance service GM contractors to provide risk assessments As above 	GP All CW/BG SR SR SR	24.3.20 20.5.20 24.3.20 24.3.20 21.4.20 13.5.20	Complete On-going Complete Complete Complete Complete
		<p><u>Maintain Internal communication</u></p> <ul style="list-style-type: none"> Ensure that all team members 	<ul style="list-style-type: none"> All staff provided with laptops and mobile phones 	FF	23.3.20	Complete

		are consulted and kept informed in relation to service changes and how best to limit the risks of infection.	<ul style="list-style-type: none"> • Upgrade SHA router to improve connectivity • SHA WhatsApp Group set up • Set up video conferencing • Weekly VC meeting held with all team members 	FF FF FF All	2.4.20 16.4.20 22.4.20 22.4.20	Complete Complete Complete Complete
		<p><u>Maintain External communication</u></p> <ul style="list-style-type: none"> • Ensure that residents know the changes made to the service, how to continue to contact SHA and the steps to take to minimise the risk of infection. • Ensure that SHA has access to external advice and good practice support • Maintain contact with contactors and third party suppliers 	<ul style="list-style-type: none"> • Key messages via TV screens in Bournemouth 60+ Schemes • Regular update letters to residents by post and also at https://sandbournehousingassociation.org.uk/special-notice • Advice and reminders in relation to the importance of social distancing – posters in common areas and lifts • Information sharing through CEO WhatsApp group • On-line meetings with South West small HA benchmarking group. • Regular contact established with Sage Care and support offered in relation to continuing services at Craighleith, extra care scheme 	GP All GP FF FF DH/SD	27.3.20 13.3.20 7.5.20 25.3.20 27.3.20 13.3.20	Ongoing Ongoing Complete Ongoing Ongoing Ongoing

			<ul style="list-style-type: none"> Regular contact maintained with office supply company and all service /maintenance contractor On line COVID -19 legal advice available via Capsticks 	GP/BG CW	13.3.20	Ongoing
				DH	21.5.20	Ongoing
		<u>Identify and protect vulnerable residents</u>	<ul style="list-style-type: none"> Identify all potentially vulnerable residents (those with no known local support from family or friends) Contact all vulnerable residents to check welfare and wishes in terms of future support from SHA Where requested provide weekly welfare calls to vulnerable residents 	SD/SR	24.3.20	Complete
				SD/SR	24.4.20	Complete
				MR	30.3.20	Ongoing
		<u>Support residents and contractors</u>	<ul style="list-style-type: none"> Residents encouraged in all SHA communications to report if they have tested positive, or are isolating/ shielding from the virus. Isolation register established and circulated weekly for all staff, Individual detail to be shared where contractors attending for repairs or urgent servicing. Collect and collate details of support agencies and organisations and provide to residents 	DH	13.3.20	Ongoing
				DH	21.3.20	Ongoing
				DH	8.4.20	Ongoing
		<u>Protecting residents</u>	<ul style="list-style-type: none"> Specialist cleaning company engaged to undertake weekly disinfecting of common areas in 60+ schemes and 3 weekly intervals for general needs 	DH	8.4.20	Ongoing
		<u>Protecting staff</u>	<ul style="list-style-type: none"> Office closed following lockdown, all staff working at home with one person visiting Beech House several times a week. Site visits limited to common areas where essential safety checks are required 	FF	24.3.20	Complete
				CW/BG	16.4.20	Ongoing

			<ul style="list-style-type: none"> • Face masks distributed to staff who may visit site 	GP	22.4.20	Complete
			<ul style="list-style-type: none"> • System for booking office visits by staff agreed to ensure that no more than 2 people in at any given time 	All	20.5.20	Ongoing
			<ul style="list-style-type: none"> • Supplies of face masks, gloves, and hand sanitiser made available for collection from the office 	GP	13.5.20	Complete
			<ul style="list-style-type: none"> • Deep clean of office and areas of shared kitchen arranged for 28.5.20 and weekly intervals until the end of June 	DH	14.5.20	Ongoing
			<ul style="list-style-type: none"> • Protocol received from Poole Housing Partnership (landlord), in relation to phased reopening of Beech House. Accepted. 	FF	21.5.20	Complete