



**Muscular Dystrophy
Support Centre**
inspiring independence

WORKPLACE RISK ASSESSMENT

Department/Activity:

Assessment of workplace risk associated with operating the Hereward College and other satellite locations during the COVID-19 pandemic

Task/Activity/Area:

COVID-19 infection risk.

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

Assessed By:

Sarah Ann Moore, Executive Director

Reviewed by:

Ruth Hereford, Chair of Trustees

Date of Assessment:

June 11, 2020

Review Date:

Ongoing

What are the hazards?	Who might be harmed	Established Procedures and Controls	Additional Controls/ Action Required	Action when?	Action by who?	Residual Risk Rating	Risk Conclusion
Spread of COVID-19 Coronavirus in the workplace	<ul style="list-style-type: none"> Staff Volunteers Self-employed contractors (including therapists) Service Users (SUs) Cleaners Anyone else who physically comes into contact with MDSC site or representatives in relation to our services and business 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place Stringent hand washing taking place <ul style="list-style-type: none"> Hand washing guidance displayed prominently Drying of hands with disposable paper towels encouraged Gel sanitisers provided in any area where washing facilities not readily available <p><u>Cleaning</u></p> <ul style="list-style-type: none"> Frequently cleaning and disinfecting objects and surfaces that are touched regularly - particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> Reduction in the number of persons in any work area (including office space and therapy rooms) to comply with 	<ul style="list-style-type: none"> To help reduce the spread of coronavirus (COVID-19) reminding everyone of the latest public health advice <ul style="list-style-type: none"> posters, leaflets and other materials made available for display staff to be reminded regularly of the importance of social distancing both inside and outside the workplace Detailed operational procedures documented, communicated and followed for conducting safe face-to-face SU/ therapist interactions (i.e. including safe use of PPE, donning and doffing, treatment room aeration and cleaning protocols) Checks carried out by line managers to ensure that operating procedures are followed 	<p>August 3</p> <p>August 3</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Executive Director</p> <p>Acting Clinical Manager</p> <p>All line managers</p>	<p>10</p>	<p>Control Review</p>

		<p>the 2-metre (6.5 foot) gap recommended by the UK Government including the elimination of any unnecessary onsite working</p> <ul style="list-style-type: none"> Steps taken to review work schedules including start & finish times/shift patterns, home working, relocation of workers to other tasks, and redesign of MDSC processes to ensure unnecessary onsite working can be eliminated or social distancing measures can be maintained Use of perspex protective screen in the MDSC reception area (Hereward site) Advocating and utilising remote treatment methods to support SUs where clinically appropriate Video/ conference calls used instead of face to face team meetings Social distancing adhered to in all communal spaces (rest areas, refreshment areas etc.). <p><u>Wearing of protective face coverings (non-PPE)</u></p> <ul style="list-style-type: none"> Staff, volunteers, SUs and any person entering MDSC premises required to wear a face covering (not personal protective equipment or PPE) <ul style="list-style-type: none"> SUs provided with a clean, disposable face covering by MDSC upon entering an MDSC location 	<ul style="list-style-type: none"> Individual risk assessments for staff, volunteers, contractors Clinical triage/ risk assessment for all SUs with consent obtained before any onsite appointments All SUs (and where applicable companions/ carers) subject to: <ul style="list-style-type: none"> pre-screening process 24-48 hours in advance of appointment temperature check prior to access to MDSC facilities 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. Line managers will contact (to offer guidance/ support) to staff who are affected by Coronavirus or who have a family member affected Regular communication of mental health information and virtual "open door" policy 	<p>August 3</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Executive Director</p> <p>Acting Clinical Manager/ Admin. team</p> <p>Admin. Team</p> <p>Executive Director</p> <p>All line managers</p> <p>Executive Director</p>		
--	--	---	--	---	---	--	--

		<p><u>Wearing of PPE</u></p> <ul style="list-style-type: none"> • Personal protective equipment (PPE) i.e. surgical face mask, visor/goggles, gloves, and apron provided to and worn by all therapists to ensure their safety and that of any SUs attending face-to-face appointments • Procedures for safe donning, doffing and disposal of PPE communicated to therapists and displayed prominently in the workplace <p><u>Symptoms of COVID-19</u></p> <ul style="list-style-type: none"> • SUs advised that they should not attend MDSC premises if: <ul style="list-style-type: none"> ○ they are currently experiencing symptoms of COVID-19* ○ they have recovered from COVID-19 but have been symptom free for more than 7 days (or 14 days if a member of their household is also infected) • Any staff, volunteers or SUs becoming unwell onsite with symptoms of COVID-19 sent home and advised to isolate in accordance with the latest Government guidance <ul style="list-style-type: none"> ○ Line managers to maintain regular contact with staff 	for those who need additional support				
--	--	--	---------------------------------------	--	--	--	--

		<p>members/ affected individuals</p> <ul style="list-style-type: none"> ○ Staff/ volunteers advised not to return to work until they have tested negative for COVID-19 or they have recovered from COVID-19 and have been symptom free for more than 7 days (14 days if a member of their household is also infected) • Communication to emphasize that any staff, volunteer, contractor, service user, member of the public that has developed COVID-19 and was recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), should inform MDSC management so that any individuals who may have come into contact with the infected individual can self-isolate in accordance with Government guidance <p><u>Mental Health</u></p> <ul style="list-style-type: none"> • Management promotion of mental health & wellbeing awareness to staff, volunteers and SUs during the Coronavirus outbreak 					
--	--	---	--	--	--	--	--

* symptoms include fever, persistent dry cough, tiredness, aches and pains, sore throat, diarrhoea, conjunctivitis, headache, loss of taste or smell, skin rash, shortness of breath, chest pain, loss of speech or movement

Appendix 1 - Risk Rating Criteria

Severity multiplied by **Likelihood** equals Risk Rating. NB: **Residual Risk Rating** is calculated after taking into account existing precautions – ‘result’ is where the risk stands after risk reduction measures are in place.

Severity	Insignificant (1)	Minor (2)	Moderate (3)	Serious (4)	Fatal / Critical (5)
Likelihood					
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare (1)	1	2	3	4	5

Appendix 2 - Risk Conclusion

