



Overall SFS Covid Risk Assessment, January 2022

Assessment date: 7 January 2022	Review: February 2022, or as official guidance changes.	Version: 005
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		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

Severity versus Likelihood

Introduction

- **This risk assessment applies to all staff and volunteers (the workforce). This, and any subsequent updates, must be read by everyone.**
- **The Rentwood offices. There has been a gradual return of staff, with some staff periodically working from home where advised. You should liaise with your line manager regarding entering/returning to the building.**
- The workforce may continue to visit to deliver services where a specific risk assessment has been approved by the line manager.
- All should continue to wear appropriate PPE and ensure, where possible, that service users do also.
- We continue to encourage social distancing as part of this risk assessment.
- Everyone is encouraged to carry out regular lateral flow tests to protect their colleagues, services users and the community (available from SFS). **Any** confirmed cases of COVID19 must be notified to your line manager, even if you are symptom-free, who will in turn inform the Head of Administration.
- Everyone must see it as their responsibility to minimise the risk of spreading infection. We all need to be able to rely on every colleague to ensure everyone's safety. SFS aim to have a fully vaccinated workforce, and we have encouraged everyone to receive their Covid vaccination/booster when offered.
- **Acting in accordance with this risk assessment is everyone's responsibility.**

Area of risk	Risk	Control measures	RR
A. Protect yourself and others.	3 x 3 = 9	<ol style="list-style-type: none"> 1. Follow current Government guidance, https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do, as well as NHS hygiene measures at all times. 2. Wash your hands regularly and thoroughly. Use soap and water for at least 20 seconds, and single use paper towels to dry. Use alcohol-based hand sanitiser if soap and water is not available. Follow the hand washing technique as directed by the NHS. NOTE: Hand sanitiser is most effective on first use after hand washing. 	3 x 1 = 3

Area of risk	Risk	Control measures	RR
A. Contd		<ol style="list-style-type: none"> 3. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover a cough or sneeze with a tissue then throw it in the bin. 4. Always carry your own hand sanitiser. 5. Ensure you receive your Covid vaccination/booster when offered. 6. Continue to carry out regular lateral flow tests to protect colleagues, services users and the community. 	
B. If you, or someone you live with, becomes unwell or tests positive	3 x 3 = 9	<ol style="list-style-type: none"> 1. If you develop Covid symptoms - a high temperature, a cough, a loss of, or change to, your sense of smell or taste, or a runny nose/sore throat, you should begin to carry out daily rapid lateral flow tests immediately. Call 999 if you feel very unwell or think there's something seriously wrong. 2. If you get a positive rapid lateral flow test result, from 11 January 2022 most people will not need to take a PCR test to confirm the result. You must self-isolate immediately and, whether you have symptoms or not, contact your line manager and co-operate with Track and Trace. 3. If a staff member receives a positive Covid test result, they must self-isolate. The self-isolation advice for people with Covid has changed. It is now possible to end self-isolation after 7 days, following 2 negative lateral flow tests taken 24 hours apart. The first lateral flow test should not be taken before the sixth day. 4. If another member of a worker's household tests positive for Covid, they must also contact their line manager for guidance and latest procedure. 	3 x 1 = 3
C. Working at Rentwood	3 x 3 = 9	<ol style="list-style-type: none"> 1. If you feel unwell, do not enter the Rentwood offices or attend external visits or events – notify your line manager. 2. We would request that face coverings are worn when entering and moving around the building. These may be removed once seated. Staff are encouraged to wear clear masks when working with and alongside Deaf colleagues. These are available at both entrances to the building. 3. Currently visitors are not generally permitted into Rentwood other than low vision and access technology pre-booked appointments, scheduled essential maintenance visits, or specific pre-arranged meetings where a health review has taken place. 4. For those staff who need to work from Rentwood, work start and finish times may be staggered to reduce congestion and contact. Your line manager will advise. 5. Everyone must follow NHS guidance to wash or clean their hands when entering or leaving. Hand sanitiser stations are at entry and exit points and at other appropriate locations. 6. We encourage everyone arriving or leaving, or working in the office, to allow plenty of space between themselves and colleagues (preferably 2m). 	3 x 1 = 3

Area of risk	Risk	Control measures	RR
C. Contd		<ol style="list-style-type: none"> 7. Sight for Surrey have enhanced the cleaning regimes for all contact points including toilet facilities (particularly door handles, locks and the toilet flush). Additional professional cleaning is in place, and a Smartmister is installed in the large shared office to ensure sanitation overnight. 8. Where possible, meetings of over 15 minutes will continue to be held on video conferencing or on the phone, or in a spaced area with good ventilation. 9. Where possible, open windows periodically to allow for ventilation with fresh air. 10. Any health concern to be raised immediately with your manager. 11. There are sufficient rubbish bins for hand towels which are emptied regularly. 12. Tissues will be provided in all areas. 13. Wash/sanitise your hands before and after using the toilet facilities. Restrictions on the number of people using the toilets has been removed. 14. Team managers will review room risk assessments to, where possible, indicate a safe number of staff able to use a particular room. This may change in line with Government guidance, etc. 15. Where shared areas must be used, please ensure cleaning before use using 'S wipe' technique with anti-viral cleaner as demonstrated in Additional Guidance. 16. There are identified dedicated eating areas in both kitchens, where colleagues can sit 2m apart from each other whilst eating. Some staff may prefer to sit outside during good weather. 17. Break times should be staggered to reduce congestion and contact at all times. 18. Staff are encouraged to bring their own pre-prepared meals. Government guidance remains that crockery and eating utensils should not be shared, therefore staff should continue to use their own items. If storing your own food/milk in the fridge, take care to wipe handles before and afterward with the wipes provided. Team leaders will ensure that milk is brought in for staff use. 19. Tables should be cleaned between each use and rubbish put straight in the bin and not left for someone else to clear up. 20. All areas used for eating must be thoroughly cleaned at the end of each break including chairs, door handles, etc. 	

Additional Guidance:

This guidance should be read in conjunction with additional advice, and task-based risk assessments, which are particular to your team. Your Manager will brief you to ensure everyone understands Sight for Surrey's and individual team's processes and procedures.



Cleaning method

How NOT to transfer bacteria around when cleaning - 'S' wipe

When decontaminating surfaces we must eliminate transference by using 'S' shaped cleaning motion.

Don't forget – double dipping causes recontamination

Working from clean to dirty, wipe in an 'S' shaped pattern, taking care not to go over the same area twice.

