

## Hillcrest Corporate Risk Assessment Template

Business Area	Hillcrest Homes, Hillcrest Futures, Hillcrest Maintenance, Hillcrest Enterprises.	Site/Building	All workplaces		
Title	Corporate Risk Assessment – Face Coverings				
RA Ref Number	HCRA02	Date Completed	03/09/2020	Review Date	17/09/2020
Completed by	D Smith	Senior Manager Responsible	A Linton		

### Task Description

This guidance and following assessment of risk is intended to introduce consistent measures at Hillcrests' places of work in line with the Scottish Government and NHS Scotland recommendations and advice with regards to face coverings.

These are exceptional circumstances and Hillcrest will comply with the latest Scottish Government advice on Coronavirus at all times.

Hillcrest Futures staff may have their own specific risk assessment for when face coverings or masks are to be worn and this assessment does not override those, but the principles of this assessment are to be followed

In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face.

Face coverings are not classified as PPE (personal protective equipment) which is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings.

Face coverings are instead largely intended to protect others, **not the wearer**, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).

It should be remembered that physical distancing, hand hygiene and respiratory hygiene are the most important and effective things we can all do to prevent the spread of coronavirus. The wearing of face coverings must not be used as an alternative to any of these other precautions. However face coverings may be worn by staff if the tenant requests or to reduce anxiety.

It is important to note that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact and increasing hand and surface washing/sanitisation. These other measures remain the best ways of managing risk in the workplace and Hillcrest would therefore not expect to see staff relying on face coverings as risk management for the purpose of their health and safety however certain circumstance and parameters mean that in some cases, face coverings should be worn.

Link to making your own face covering:

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering#making-your-own-face-covering>

Link to how wear a face covering:

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

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Please copy and paste the tick into appropriate boxes below ✓

Persons at risk of harm	Hillcrest employees	✓	Visitors	✓	Public	✓
	Tenants	✓	Contractors	✓	Other	✓

## Risk Scoring Matrix

LIKELIHOOD	SEVERITY						
		Trivial Injury	Minor Injury	Over 7-Day Injury	Major Injury	Fatality	
		1	2	3	4	5	
	Certain	5	5	10	15	20	25
	Very Likely	4	4	8	12	16	20
	Likely	3	3	6	9	12	15
	May Happen	2	2	4	6	8	10
Unlikely	1	1	2	3	4	5	

Evaluate the Risk		
Score	Priority	Action
1-4	Low	This represents a low risk, although control measures must be maintained
5-8	Medium	Action required to control risks. Interim measures may be necessary in short term
9-12	Medium - High	Action required to control risks. Interim measures are necessary
15-25	High	Actions required urgently to control risks. Further resources may be required

Hazard Identified	Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		L	S	Score		L	S	Score
Preventing the spread of coronavirus and contracting coronavirus	Transmission, Contact or Spread COVID 19	3	3	9	<ul style="list-style-type: none"> <li>If operations resulting in close contact with individuals is essential, then a determination must be made by the staff member if current physical distancing of 2 meters can be maintained and adhered to at all times during the course of work. If the work is essential and physical distancing cannot be achieved then the following controls must be applied and adhered to:               <ul style="list-style-type: none"> <li><b>A face covering must be donned</b></li> <li>Hand hygiene practices must be undertaken</li> <li>Increased surface cleaning (pertinent to the working being undertaken)</li> <li>Limiting the amount of time undertaking the work where practicable</li> </ul> </li> <li>If using a disposable face covering, local arrangements must be made to safely discard the face covering.</li> <li>If the face cover is washable, wash in line with manufacturer's guidance.</li> <li>When wearing the face covering, avoid touching your face as not to contaminate the face covering</li> <li>Change your face covering daily if using a disposable face covering.</li> <li>Before carrying out certain operations, such as tenant visits for inspection/repair or providing support or care etc., control questions must be asked to ascertain if the visiting party or any</li> </ul>	3	3	9

Hazard Identified	Potential harm	Risk Score			Existing Control Measures / Training	Final Risk Score		
		L	S	Score		L	S	Score
					other residents in the property are self isolating or have a confirmed case of coronavirus. These must be detailed in local risk assessments. Answers to these questions may necessitate, when the visits is an emergency or if the care being provided is essential, the requirement to where a face coveting or may require RPE in the form of a respirator. <ul style="list-style-type: none"> <li>Local Risk Assessments must be updated to reflect this corporate risk assessment by Line Managers with guidance available from the Health &amp; Safety Team.</li> </ul>			

1	2	3	4	5	Additional Controls Required	Responsible Person	New Risk Score			Date for completion	Date completed
							L	S	Score		

Review (Annual or as required)			
Reviewer Name	Reviewers signature (electronic)	Any Amendments Made (please state sections(s))	Date reviewed