

CURRENT CORONAVIRUS ALERT LEVEL - TIER 1 – MEDIUM

RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES

Location/Dept: Community - Activities		Date Assessed: 20 March 2020, updated 16 April 2020, updated 19 May 2020 in line with COVID Secure guidance, updated 19 June 2020, updated 4 August 2020, updated 20 Oct 2020			Assessed by: Carol Dixon		
Task/ Activity: Support Work (Coronavirus)		Review Date: Every Day After 2pm			Reference Number:		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Supporting Service Users at Activity Schemes	Coronavirus	Employees, Service users	<p>Activity Schemes Unwell Person Flowchart communicated to all employees and visitors, including what symptoms to look out for and what action to take. Unwell Person Flowchart to be displayed in visible areas around the workplace.</p> <p>All employees instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

		<p>Plan and a decision will be made on when they can return to work.</p> <p>Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> ● All surfaces and objects which are visibly contaminated with body fluids; and ● All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current</p>				
--	--	---	--	--	--	--

			recommended workplace legislation and practice.				
Supporting Service Users at Activity Schemes	Contact with persons suffering from coronavirus	Employees Service-users	<p>Social distancing measures are followed in line with Government guidance whenever possible. Service users and staff must keep a reasonable distance (2m) from each other and outings are not permitted. It is acknowledged that staff delivering care cannot remain at a distance of 2m and at times this will need to be 2:1 care, but this close interaction should be limited to when it is necessary.</p> <p>The cohort are being split into separate groups in separate locations to allow appropriate social distancing. Maximum number of service-users per location will be 15. Staff are allocated to a single room. Each room has their own supply of PPE and cleaning materials.</p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate in line with current guidance and arrange to have a test to see if they have COVID-19.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

		<p>They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate in line with current guidance. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.</p> <p>Where a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child, young person or staff member tests positive, the staff and children in that “bubble” should be sent home and advised to self-isolate for 14 days.</p> <p>The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>				
--	--	---	--	--	--	--

			The latest PHE guidance is followed at all times.				
Supporting Service Users at Activity Schemes	Contact with surfaces contaminated with coronavirus	Employees , service-users	<p>The latest government guidance is followed regarding appropriate toys and activities.</p> <p>Deep cleaning takes place at the end of each day.</p> <p>Soft play is deep cleaned twice a week, and before and after each use by Activities scheme.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Supporting Service Users in Activity Schemes	Contact with persons displaying symptoms of coronavirus	Employees Service-users	<p>Employees or service users who are taken unwell with a new continuous cough, a high temperature or a change to taste or smell, or live with someone with these symptoms are to self-isolate in accordance with the government guidance.</p> <p>Families are contacted ahead of the scheme and asked to stay away if the service user or a member of the household has any symptoms.</p> <p>Staff are aware of the symptoms and the need to self-isolate if they or a member of their household is experiencing them.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

Supporting Service Users in Activity Schemes	Contracting and spreading of infection	Workers Service-users Families	<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands frequently with soap and water. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. <p>Public Health England Guidance is followed at all times with regard to use of PPE.</p> <p>Persons worried about symptoms should call NHS 111 or use the online tool. They must NOT go to their GP or other healthcare centre.</p> <p>All activities to take place on site at the Bradbury Centre with no trips out.</p> <p>Families to report with their children to the agreed entrance point. Posters to be displayed reminding families to</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>PPE guidance is changing daily, the latest guidance can be found here https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
--	--	--------------------------------------	---	---	---	----	--

			<p>socially distance and 2m markers on the ground for queuing. Parents are not to enter the building, but must leave children at the door.</p> <p>Families to collect their children from the agreed collection point. Parents are not to enter the building but must collect their children from the door.</p>				
Supporting Service users at Activity Schemes	Contact with persons suffering from coronavirus	Vulnerable and Extremely Vulnerable staff	<p>An individual risk assessment will be carried out for any vulnerable or extremely vulnerable staff (according to government guidance) including pregnant women, to include:</p> <ul style="list-style-type: none"> • Use of PPE • Travel to work (avoiding public transport where possible) • If working with a service user who displays symptoms they should be swapped out and allowed to shower and change before resuming work. 	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>PPE guidance is changing daily, the latest guidance can be found here https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

<p>Close Contact with Service users by asymptomatic but infected staff</p>	<p>Contracting and spreading the infection</p>	<p>Service users Families</p>	<p>Closely follow the latest government guidance on PPE wherever possible, where the service users needs mean this isn't possible, and individual risk assessment is carried out and any adjustments reflected in the care plan.</p> <p>All support staff must wear a face mask when delivering any care/supporting a service user unless they are able to socially distance at 2m.</p> <p>Infection control procedures are closely followed.</p> <p>Temperature monitoring: Due to their needs, our service users are unable to tell us if they are feeling unwell. As a precaution, their temperature will be monitored daily during their stay/visit.</p> <p>Families have been contacted to find out the "normal" temperature for each service user and what might affect the temperature for that individual.</p>	<p>5</p>	<p>2</p>	<p>10</p>	
--	--	-----------------------------------	---	----------	----------	-----------	--

		<p>During the day, temperature will be taken with a contact free thermometer and recorded on the daily notes. If the temperature is elevated, it will be retaken in half an hour. Duty managers will consider the normal range for that individual and whether there might be another reason for an elevated temperature.</p> <p>In the absence of an alternative reason, and if the temperature remains above 37.8 the session will end, and the parent carer will be advised they should consider requesting a test for COVID 19 and self-isolating in line with current guidance.</p> <p>The service user will only be able to return to the setting within the isolation period if there is evidence from a medical professional of an alternative reason for the raised temperature, or a negative test for COVID 19.</p> <p>Staff members have signed to agree that they consent to monitoring their own temperature upon arrival to the building/at the beginning of their shift.</p>				
--	--	--	--	--	--	--

			<p>In the absence of an alternative reason, and if the temperature remains above 37.8 the session will end, and the staff member will be advised they should consider requesting a test for COVID 19 and self isolating in line with current guidance.</p> <p>Individual risk assessments: Service users will have individual risk assessments which set out what to do if they become symptomatic. Isolation periods will be in line with current guidance.</p>				
--	--	--	---	--	--	--	--

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

