

CURRENT CORONAVIRUS ALERT LEVEL - TIER 1 – MEDIUM							
RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES							
Location/Dept: Community (Day Services)		Date Assessed: 20 March 2020, reviewed 16 April 2020, reviewed and updated 19 May 2020 in line with COVID Secure guidance, updated 19 June 2020. Updated 23/06/2020, updated 5 August 2020, updated 20 October 2020			Assessed by:		
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
Support work (Day Services)	Coronavirus	Employees , Service-users	<p>Emergency Action Plan (EAP) in place and communicated to all employees and visitors, including what symptoms to look out for and what action to take. EAP 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.</p> <p>In addition, staff providing support to adult service users are strongly encouraged to take part in whole</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>home COVID testing, which will take place weekly.</p> <p>If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action 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>				
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			<p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
Support work (Day Services)	Coronavirus	Employees , Service-users	<p>Prioritisation of service users with social care team. This will take place if the staff team are short staffed.</p> <p>All families to receive an initial phone call before accessing the service to identify which service users are shielding or living with someone who is shielding. If a service user is identified as shielding, the family are asked to obtain written consent form both a health care professions i.e. consultant/GP and their social worker (if applicable). If both give consent for the service user to attend the service, measures will be put in place to ensure that the service user is able to shield at the service. This will include ensuring that the service user has their own space to access which has been cleaned beforehand. Shielded service users will be collected and dropped off by parents and will not be offered transport.</p> <p>All families not accessing the service will receive a bi-weekly phone call to ensure that support is being offered on a rolling</p>	5	2	10	

			basis. All families will be kept up to date on the service and given the option to return.				
Support work (Day Services) – Arriving/ Leaving the service	Coronavirus	Employees , Service-users	<p>Service users are collected and dropped off by support workers (see transport section). Service users are taken straight to the Bradbury Centre to have their temperature monitored (along with staff – see Temperature section).</p> <p>Arrival times of service users are naturally staggered. This will be reviewed on a weekly basis to ensure and arrival times will be amended if necessary.</p> <p>All service users are supported on a 1:1 (or 2:1 basis) and will enter the Bradbury Centre via reception. The receptionist is ensuring that everyone entering the building is adhering to the Covid guidance – Temperature monitoring, PPE.</p> <p>When signing in to the building, staff are asked to carry their own pen for personal use. If a staff member does not have access to a pen they will be able to use the communal pen which</p>	5	2		

			<p>will then be wiped down by the receptionist.</p> <p>Hand sanitizer is available at the entrance of the building. Hand sanitiser is also available around the building.</p> <p>A Perspex window has been fitted to the reception desk area.</p>				
Supporting Service users at Day Services	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) <p>If working with a service user who displays symptoms they should be swapped out and allowed to shower and change before resuming work.</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>

Transporting Service users in vehicles	Contact with persons suffering from coronavirus	Employees Service-users	<p>Where possible, service users should travel in the rear seat, behind the passenger seat. Windows in the front on the passenger side and in the back on the driver side should be open if this is safe to do. The driver should wear a surgical face mask.</p> <p>Where any of the above controls are not possible, an individual risk assessment should be made and any adjustments reflected in the care plan.</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>
Activities	Coronavirus – Supporting Service users who may be asymptomatic	Employees Service Users	<p>Service users are supported on a 1:1 basis, staff to wear face masks and PPE where required, if not able to socially distance, e.g. to assist with cooking.</p> <p>Activities offered are cleaned down after use by support staff.</p>	5	2	10	
Building Use	Coronavirus - Supporting service users	Employees Service users	<p>Social distancing guidance has been placed around the building on the floor to ensure that staff are able to adhere to the 2m social distancing guidance.</p> <p>Staff have been advised to ensure that they move into a space to allow service users and other building users</p>	5	2	10	

		<p>to pass, if they find themselves in a pinch point.</p> <p>The lift is accessible within the building. Signage has been attached to alert staff that a maximum of 1 staff member plus 1 service user are able to use the lift at any one given time.</p> <p>Rooms have signage attached to ensure that staff are aware of the maximum occupancy in place to ensure that social distancing can be maintained at all times.</p> <p>Rooms in use have sufficient ventilation – support staff have been advised to ensure that windows are open where possible to allow for ventilation.</p> <p>Additional space has been sourced – Scout hut next to the Bradbury Centre to ensure that social distancing can be maintained.</p> <p>Outdoor space available at the scout hut.</p> <p>Support staff encouraging service users to have their session outside in</p>				
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			the community where possible i.e. open space such as New Forest.				
Supportin g Service Users	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 who live with someone with these symptoms are to self-isolate in accordance with the government guidance.</p> <p>If a member of staff has helped someone who has suspected or confirmed coronavirus, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>Service users and their households are risk assessed – if they are not following social distancing guidance refer to a manager for consideration of withdrawal of care.</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>
Supportin g Service Users	Contracting and spreading of infection	Workers Service- users Families	Basic infection controls should be followed as recommended by Public Health England:	5	2	10	Guidance and recommended risk control measures will be sourced directly from Public Health

- 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.
- Follow current PHE guidance on PPE

Social distancing guidance should be followed **wherever possible** and service users and staff to staff interactions should be 2m apart. It is acknowledged that it is not possible for a support worker to provide care from 2m away and that at times 2:1 support is needed, but this close interaction should only be when necessary and there is no alternative.

Persons worried about symptoms should call NHS 111 or use the online tool. They must NOT go to their GP or other healthcare centre.

England and the GOV.UK website wherever possible.

PPE guidance is changing daily. The latest guidance can be found here

<https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance>

Control measures will be revised and updated daily at 2pm when the latest government guidance is released.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<p>Close Contact with Service users and staff by asymptomatic but infected service users and 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>Note that there is specific PPE guidance for Dom Care or care in the service users home, which may differ from advice for outreach support in the Community or at Bradbury Centre.</p> <p>Strictly following infection control procedures</p> <p>All support workers must wear a face mask whilst supporting a service user, unless a 2m distance can safely be maintained.</p> <p>Temperature monitoring: Due to their needs, our service users are unable to tell us if they are feeling unwell.</p>	<p>5</p>	<p>2</p>	<p>10</p>	
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		<p>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>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</p>				
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			<p>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. These temperatures are stored within reception.</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 Individual risk assessments have been written for service-users. Isolation periods will always be in line with current guidance.</p>				
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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

