

**CURRENT CORONAVIRUS ALERT LEVEL - TIER 1 – MEDIUM**

**RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES**

<b>Location/Dept:</b> Oaks and Acorns		<b>Date Assessed:</b> 20 March 2020, updated 16 April 2020, updated 19 May 2020 in line with COVID Secure guidance, updated 19 June 2020, updated 5 August 2020, updated 20 October 2020			<b>Assessed by:</b> Carol Dixon		
<b>Task/ Activity:</b> Support Work (Coronavirus)		<b>Review Date:</b> <b>Every Day After 2pm</b>			<b>Reference Number:</b>		
<b>Activity/ Task</b>	<b>Hazard/Risk</b>	<b>Persons at Risk</b>	<b>Controls in Place</b>	<b>Severity (1-5)</b>	<b>Likelihood (1-5)</b>	<b>Risk/ Priority</b>	<b>Additional Controls Required</b>
Working in Oaks and Acorns	Coronavirus	Employees Service-users Contractors	<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 if they are symptomatic 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><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></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>While COVID testing of asymptomatic Adult Care Home residents is available, this will not be carried out as:</p> <ul style="list-style-type: none"> <li>• Due to being a respite home, we have different residents each day/week/month and many will not attend month to month</li> <li>• Our residents are not long term, if they are in exceptional circumstances individual risk assessments will be carried out</li> <li>• Residents who become symptomatic while with us are sent home and advised to be tested, thereby reducing the risk to residents and staff</li> <li>• Respite homes do not attract high visitor numbers owing to their nature</li> <li>• A proportional decision has been taken recognising that Oaks is not a typical care home in this regard.</li> </ul>			
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			<p>Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>All surfaces a symptomatic person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>● All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>● All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <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 recommended workplace legislation and practice.</p>				
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Working in Oaks and Acorns	Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors Service-users	<p>Employees 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 was taken unwell with a new, continuous cough or a high temperature, 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>It is not necessary to close the premises or send any staff home, unless advised by Public Health England</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>
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Supporting Service users in Oaks and Acorns	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"> <li>• Use of PPE</li> <li>• Travel to work (avoiding public transport where possible)</li> </ul> <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  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
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<p>Working in Oaks and Acorns</p>	<p>Contact with asymptomatic staff and service users infected with COVID 19</p>	<p>Specific guidance around Shielded service users</p>	<p>If we become aware that a service user is in the Shielded category according to government guidance, due to a health condition, we will put extra protection in place:</p> <ul style="list-style-type: none"> <li>- An individual risk assessment to be carried out and stored with the care plan.</li> <li>- Consent is required from the parent, a medical professional and the social worker for them to continue to use respite.</li> <li>- The shielded person must be kept apart from other service users</li> <li>- The shielded person must use the bathroom first following a deep clean, before any other service users.</li> <li>- Specific PPE guidance related to shielded individuals must be followed at all times, and this may differ from general PPE use.</li> </ul>				
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<p>Working in Oaks and Acorns</p>	<p>Contact with asymptomatic service users infected with COVID 19</p>	<p>Service users, staff</p>	<p>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>Once a 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 parents/carers will be contacted to collect the service user, and advised they should consider requesting a test for COVID 19 and self isolating in line with current guidance.</p>				
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			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.				
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><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>



Working in Oaks and Acorns	Contact with staff and contractors who may have Coronavirus	Employees /contractors/service-users	On arrival to the Bradbury Centre all staff, training attendees and contractors will take their own temperature using a contact free thermometer and this will be recorded. If the temperature is high, staff will be asked to self-isolate for 30 minutes and be re-tested. If it remains high they will be sent home and advised to self isolate as per current guidance and be tested for coronavirus. Training attendees and contractors will be refused entry to the Bradbury Centre if their temperature is above 37.8 and advised to self-isolate as per current guidance and be tested.	5	2	10	Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
Working in oaks and acorns	Contact with packages or items handled by persons who may have been exposed to coronavirus	Employees Contractors Visitors Service-users	All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.	1	1	1	Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.  Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe	5	1	5	

			<p>place and marked for storage until the result is available.</p> <ul style="list-style-type: none"> <li>• if the individual tests negative, this can be put in with the normal waste</li> <li>• if the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> </ul>				
Working in Oaks and Acorns	Contracting and spreading of infection	Workers Contractors Visitors Service-users	<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands frequently with soap and water.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Follow current PPE guidance from Public Health England</li> </ul> <p>Persons worried about symptoms should call NHS 111 or use the online</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>Government guidance on PPE is changing daily, the latest guidance can be found here  <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>

			<p>tool. They must NOT go to their GP or other healthcare centre.</p> <p><b>Where possible</b> maintain a distance of 2m between service users and staff member to staff member. It's acknowledged that this may not always be possible due to close contact needed to provide care including 2:1 support at times, but these tasks should be performed only when necessary.</p> <p>2m markings on floors remind staff of the distance to be maintained.</p> <p>Only 2 employees allowed in the office or medication room at any one time.</p>				
Close Contact with Service users by asymptomatic staff	Contracting and spreading the infection	Service users Staff Families	Consider current PPE guidance when close contact is needed, though this must be balanced with the needs of the young person who might be distressed if staff look unfamiliar. Any deviation from Public Health England guidance must be supported by a risk assessment and documented on the Care Plan.	5	2	10	

			<p>Strictly following infection control procedures</p> <p><b>Individual Risk Assessments:</b></p> <p>Service users have individual risk assessments which include risks from Coronavirus. The isolation periods referred to will always be in line with current guidance.</p>				
Laundry	Contracting and spreading the infection	Staff	<p>Do not shake laundry before washing to prevent dispersion of the virus</p> <p>All service users laundry may be washed together</p>	5	2	10	

**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

