

CURRENT CORONAVIRUS ALERT LEVEL - TIER 1 – MEDIUM

RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES

Location/Dept: Community (The Hut at Rose Road)	Date Assessed: 20 March 2020, reviewed 16 April 2020, reviewed and updated 19 May 2020 in line with COVID Secure guidance, updated 20 May 2020. Updated 19/06/2020. Updated 23/06/2020, Updated 5 August 2020, updated 20 October 2020	Assessed by: Zoe Harley
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Task/ Activity: Support Work (Coronavirus)	Review Date: Every Day After 2pm	Reference Number:
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Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Support work (The Hut)	Coronavirus	Service-users, Employees	<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. 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>				
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			recommended workplace legislation and practice.				
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 basis. All families will be kept up to date on the service and given the option to return.</p>	5	2	10	

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>
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 Hut via Transport to have their temperature monitored (along with staff – see Temperature section).</p> <p>Arrival times of service users have not been staggered due to the number of service users accessing being minimal. This will be reviewed on a weekly</p>	5	2		

			<p>basis to ensure and arrival times will be amended if necessary.</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 will then be wiped down by the assistant Manager/Support worker.</p> <p>Hand sanitizer is available at the entrance of the building. Hand sanitiser is also available around the building.</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>
Supporting 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>	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>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>				Control measures will be revised and updated daily when the latest government guidance is released.
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 bale 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	
Supporting Service Users	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. 	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/col lections/coronavirus-covid-19-social- care-guidance</p>

			<ul style="list-style-type: none"> • 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 <p>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.</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>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>
Close Contact with Service users and staff by asymptomatic but infected service users and staff	Contracting and spreading the infection	Service users Families	<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>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:</p>	5	2	10	

		<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>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 or 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. In the absence of an alternative reason, and if the temperature remains above 37.8 the session will end, and the staff</p>				
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			<p>member will be advised they should consider requesting a test for COVID 19 or self isolating in line with current guidance.</p> <p>Individual risk assessments: Service users have individual risk assessments which include the risk of coronavirus. The isolation periods referred to in these will always be in line with current government guidance.</p>				
Supporting Service Users/Contact with Carers and Family members	Contracting and spreading the infection	Service users Families Workers	<p>Non-essential visitors will not be permitted. All visitors will be risk assessed. All visitors will undergo a Temperature check which will be recorded.</p> <p>Service users will be dropped off and collected outside of the main Building by either their Parent/carer or transport – in a secure gated area. Support workers will maintain 2m distance when having conversations with visitors.</p> <p>Service Users will be encouraged to sanitize or wash their hands upon arrival to the service and before leaving to go home.</p>				
Supporting Service Users	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. Soft play is deep cleaned twice a week, and before and after each use</p>				

The Hut – Main Room	Contracting and spreading virus	Service users and support workers	<p>All soft furnishings have been removed from soft play – bean bags, cushions etc. Bean bags that remain are double bagged and wipe down.</p> <p>Cleaning schedule in place – Area is regularly cleaned throughout the sessions. Room is deep cleaned at the end of each session.</p> <p>Cleaning equipment is readily available to enable support staff to clean down area after their session/use.</p> <p>Only service users who access The Hut are permitted within The Hut room to keep to a bubble formation as much as possible. Currently consists of the same 5 young adults Mon-Fri. The Hut has a consistent staff team to reduce cross contamination.</p> <p>Visitors to The Hut are given Face masks to wear at all times.</p> <p>Electroclean booked to provide a full clean of the environment every 30 days.</p>	2	5	10	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings,</p>
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			As per government guidance - Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units – Windows are available are open during the sessions. Main door is also kept open throughout the session.				
The Hut – Large Room	Contracting and spreading virus	Service users and support staff	<p>All soft furnishings have been removed from soft play – bean bags, cushions etc. Bean bags that remain are double bagged and wipe down.</p> <p>Cleaning schedule in place – Area is regularly cleaned throughout the sessions. Room is deep cleaned at the end of each session.</p> <p>Cleaning equipment is readily available to enable support staff to clean down area after their session/use.</p> <p>Only service users who access The Hut are permitted within The Hut room to keep to a bubble formation as much as possible. Currently consists of the same 5 young adults Mon-Fri. The Hut has a consistent staff team to reduce cross contamination.</p> <p>Visitors to The Hut are given Face masks to wear at all times.</p>				https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings,

			<p>Electroclean booked to provide a full clean of the environment every 30 days.</p> <p>As per government guidance - Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units – Windows are available are open during the sessions. Main door is also kept open throughout the session. Fire exits are available to open for further ventilation.</p>				
Service User Capacity	Space available – Social distancing	Service Users	<p>Prioritisation of service users not required at present.</p> <p>The Hut has two rooms available to it – both solely used by The Hut at present. Potential to split in two smaller groups if group grows and required.</p> <p>Support staff to follow government guidelines when accessing public or community spaces.</p> <p>Support staff to ensure that service users are following social distancing guidelines when at the Bradbury Centre/The Hut.</p>	2	5	10	

			Any community support to be agreed with both the Parents/Service user and Line manager before visiting. Covid Risk Assessments for community venues to be in place before visit.				
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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