

## Risk Assessment Overview Plan

This document is to be used to provide us with an overview of the planning that needs to be considered as we move towards the next phase of our recovery planning. This overview should then help steer the next steps that need to be carried out in terms of risk assessments and duty of care planning.

| Area  | Factors to consider  | Response  |
|---|--|---|
| <b>Outdoor and community based day services</b> | How will our service ensure social distancing rules are met, including guidance around 2 & 1 metre distancing? | Visible markings around the day facility, reminding people of social distancing rules and ensure these are adhered to.<br>Limit to 5 people per gathering.  |
|   | Will this require changes in the way people attend e.g. reduced days/ reduced hours?                           | Yes. Reduced hours to half day sessions   |
|   | Will we need increased staffing/changing patterns of staffing /consistency of staffing?                        | Increase staffing levels to carry out all our new projects. Changing pattern of staff rota. Bring back Furloughed staff we need e.g. staff with the right skill set.  |
|   | What will we do in bad weather?  | Unless we can find a venue that is under cover the gathering/visit would need to be rearranged.   |
|   | Consider access to toilets in the community.   | 1:1 visit would be in the near vicinity of their home, so they could return to use the toilet.<br>Community visits could be near their home and other venues would have accessible toilets.<br><br>Taylor the venue to meet the persons needs |
|   | Consider hand washing facilities in the community  | As above, also use of wet wipes and hand sanitizer will be supplied   |
| <b>Day Centre environment</b>                   | Can we provide a service in a different way which doesn't involve individuals coming to the centre?            | Telephone calls, virtual support, and community groups and 1:1 visit  |

|   |  |   |
|---|--|---|
| <b>without personal care</b>                              | Are there other ways to meet individual need without attending centre?   | Sitting service, virtual drop-in session e.g. cooking, coffee morning, quiz, games, music, relaxation, art and any updates  |
|   | If government guidance confirms that centred-based services can reopen is our centre big enough to zone and allocate a space dedicated to small number of individuals compliant with social distancing guidelines to remain two metres apart? If not what plans do we have in place? | Limit day facility to 6 people per session. We could introduce 2-3 zone areas with different activities. Weather permitting, we could use the cricket club field and sensory garden. Planned short walks around the village |
|   | Consider reducing days/hours attended but increasing one to one time.  | Half session but increase time in the community with small groups or on a 1:1 with increased staffing levels  |
|   | Can we minimise the time individuals spend indoors?  | Yes short walks, fishing and local parks  |
|   | Will this require changes in the way people attend e.g. reduced days/ reduced hours/ extended opening times but staggered hours?   | We could not extend opening times but could have staggered hours in accordance with staff ratio   |
|   | Will we need increased staffing/ changing patterns of staffing?  | Yes   |
|   | Can we keep indoor places well ventilated?   | Yes opening all doors and windows   |
|   | Is it possible to operate a one-way system for entering and leaving the building?  | No  |
|   | Have we considered health and safety implications e.g. risks around legionella where buildings have been empty for a period?   | Legionella procedures have been followed? not by CHCC   |
|   | Consider policies for administering first aid or non-expected personal care and ensure appropriate PPE is available.   | PPE packs will be distributed by those providing personal care or first aid in an emergency. Staff will have access all members emergency contact details.  |
| <b>More specialised day centre environments e.g. with</b> | Consider all factors as above but acknowledging that these clients may be more vulnerable in their individual risk assessments.  | Yes   |
|   | Could we provide a safer service of reduced hours in or from the individual's home?  | Yes reduced hours or 1:1 visit at home  |

|   |   |  |
|---|---|--|
| <b>personal care or for people with behaviours which may challenge services</b> | What considered use of PPE and relevant guidance specifically for personal care?  | Full PPE   |
|   | Do we have access to a robust supply of PPE?  | Yes  |
|   | What measures are in place to manage people with behaviours which challenge services such as spitting, biting, hitting or kicking or people who may not be able to observe social distancing rules? | Risk assessment would need to be carried out with protective measures identified e.g. PPE, visors, social distancing, PA to accompany  |
|   | What precautions will we put in place to ensure that toilet facilities are hygienic with limited risk of infection?   | Deep clean prior to anyone entering the day facility.<br>Regular cleaning and sanitizing throughout the day.<br>Staff will clean the toilet facilities after each person has used the toilet.<br>All toileting equipment will be sanitized after each use. |
|   | Will we be able to offer personal care and additional safety precautions do we need to put in place to ensure that this is done with limited risk?  | PPE will include, gowns, masks, visor, apron, gloves, disposable sanitizer bags.<br>Member to wear a mask at all times.<br>A risk assessment will be carried out   |
| <b>Safe Travel – how will people get to your service?</b>                       | Can individuals travel safely to use our services?  | Yes, taxi companies and community are following strategic guidance from the government   |
|   | Can you avoid public transport?   | Only 2 staff travel by bus   |
|   | How can you ensure any shared transport you provide meets social distancing guidelines?   | Limit numbers of people to social distancing rules.<br>Minibus is big enough to keep 2 metres apart.   |
|   | Is third party transport available if required?   | No   |
|   | How will you ensure the use of face coverings if using public or shared transport? How will you support clients, where possible, to adhere to this?   | Members to use their own face coverings. We can assist members to put on their mask  |
| <b>Meals</b>  | Can we safely prepare meals or are people bringing their own food?  | Members would need to bring a packed lunch.  |
|   | If preparing food, consider if any additional precautions are needed and use of PPE.  | N/A  |
|   | Are you providing drinks? Who is making them, how will mugs/cups be washed?   | Yes, we can provide drinks, we will use disposable cups  |
|   | What handwashing facilities do we have?   | 4 basins in different locations  |

|   |  |  |
|---|--|--|
| <b>Good hygiene</b>   | Are tissues and lidded bins available in all appropriate areas?  | Yes  |
|   | Teach use of arm, not hand to catch cough/sneeze if no tissue available  | Yes sneeze into elbow  |
|   | How will hand washing be repeated at every possible opportunity?   | Offer hand sanitizer throughout the session, in between bathroom visits  |
|   | How will we asking people to wash clothes each day and wear fresh ones the next day?   | We would make this recommendation to them and the reason why this is necessary   |
|   | What signage and easy read materials will we need?   | Social distancing tape, warning signs at front door, h   |
| <b>Use of shared areas</b><br>e.g. toilets and kitchens   | How will we ensure social distancing when using these facilities?  | Unable to social distancing when assisting with personal care, full PPE will be worn. Members do not entre the kitchen |
|   | What signage do we need that is relevant to our client group?  | Warning signs and tape   |
|   | How will we ensure areas are kept clean during the day?  | Rota of cleaning and sanitizing. Staff will clean all surfaces after use   |
| <b>Maintaining clean environments</b><br>as evidence suggests that the virus can exist for up to 72 hours on surfaces | What are you plans for a daily deep clean /increased frequency of cleaning?  | Deep clean before anyone returns to day facility. Cleaning rota thereafter   |
|   | How will we ensure frequent cleaning for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchen and tea points?          | Rota that areas are cleaned, and staff will sign to sat they have completed  |
|   | What is the feasibility of cleaning communal resources or learning aids? (Will we remove items that cannot be effectively cleaned)                               | After every use  |
|   | Can room layouts be changed to facilitate cleaning and/or social distancing (e.g. reduce clutter, remove unnecessary furniture/resources etc)?                   | Yes  |
|   | Do we have sufficient supplies of PPE for cleaning use and cleaning products, sanitisers etc. to cope with the increased cleaning demands that will be required? | Yes, and order more when needed  |

|   |  |  |
|---|--|--|
|   | How will cleaning be supervised and by whom?   | Management   |
| <b>Checks and testing</b> (staff and service users) | How will we ensure we are identifying anyone who is symptomatic?   | Ask people to sign they are not symptomatic. We will record their temperature on entering the premises   |
|   | What are our policies for managing symptomatic attendees/ staff?   | Secure them in a room with ventilation and advise to return home and seek medical advice They will wear correct PPE on leaving the building                    |
|   | What potential contacts need to be considered with COVID-19 to be reviewed prior to every visit to the service?  | Need to know where has the person been e.g. have, they been to hospital, in a large group or have they been sticking to the recommend advise by the government |
|   | What systems do we have in place to ensure someone attending doesn't have COVID-19? <ul style="list-style-type: none"> <li>• Pre-arrival checks?</li> <li>• Temperature checks?</li> </ul> What systems will we need in place to record these checks and this information? | Temperature check, questionnaire and recording information on an iPad  |
|   | What measures are in place if someone starts to exhibit Covid-19 symptoms whilst in the service and what steps will be taken to ensure they are isolated from other people until they can be collected from the service?   | Isolation in a ventilated room until they return home. They will wear correct PPE on leaving the building  |
| <b>PPE for all settings?</b>                        | How will we ensure appropriate use of PPE in line with guidance?   | We would adhere to the government guidelines   |
|   | Do we have a robust supply chain for PPE?  | Yes, high stock at the moment  |
|   | How will we ensure we have adequate PPE before re-opening?   | In stock already   |
| <b>Staffing safety and staffing levels</b>          | Have we conducted a risk assessment for our staff?   | No pending   |
|   | Do we have sufficient staffing levels?   | Pending  |
|   | Do we have staff who are shielding or isolating?   | Yes three  |
|   | Have we consulted with staff and had discussions with any staff advised to self-isolate?   | Yes, on supervision and CEO regular contact  |

|               |   |  |
|---------------|---|--|
|               | What system do we have in place to monitor staff members Covid-19 tests?                              | Pending  |
|               | What reporting systems are in place for staff with symptoms/ positive test results?                   | They will be put on leave and will be contacted at regular intervals. all record of this will be put into their personal file.               |
|               | Can staff get to work?  | Yes  |
|               | Are there issues re childcare for some staff?   | Yes  |
|               | What is the training that we will be expecting all staff to complete?                                 |  |
|               | What training log will be in place to provide evidence that people have completed necessary training? | Training matrix in operation   |
|               | How will info be cascaded within the team from management/trustees?                                   | Email, telephone calls, letters, daily team briefing, team meetings, trustee meetings  |
| <b>Office</b> | How will the office adhere to social distancing? What visual reminders will be in place?              | Office furniture has been removed, desks are at social distancing levels, staff rota is being devised to limit the number of staff in office |
|               | What arrangements will be put in place to permit working from home?                                   | IT equipment, rota will be in place  |
|               | Will we run a rota for office staff?  | Yes  |
|               | What additional cleaning requirements need to be in place?  | All equipment will be cleaned and sanitized at the start and end of each day   |

### Health and Safety and Infection Control

<https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm>

<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protectiveequipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings/covid-19-decontamination-in-non-healthcare-settings>

### Workforce

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>