

RISK ASSESSMENT



Risk Assessment Reference: COVID-19	Date of Assessment: 03.08.20	Risk Assessor: PJM
Title: VISITORS TO THE DAY FACILITY	People Involved in Making This Assessment: PJM, CEO, SH	
Task or Process: Visitors Contamination Prevention	People at Risk: Members, staff, other visitors, volunteers, cares and Personal Assistants (PA's)	
Date of next review: Jan 2021		

Hazard (hazard and hazard description): Contamination control		
Control Measures (existing): Signs are put up in the entrance to stop visitors to the day facility just walking into the main hall .		
Further Control Measures Required:	Assigned To:	Due Date:
Hand sanitiser and PPE equipment, are on a table by the entrance for Members & visitors to use? Temperatures are taken by a nominated person before anyone enters the day facility if a temperature registers above the higher-level entrée to the facility will not be given.	All & Nominated persons	Ongoing until update from government guidance
All Members and visitors will be asked a set of questions and are only to enter if invited in.	All & Nominated persons	Ongoing until update from government guidance
Any person in the day facility would be asked to notify a staff member if they are feeling unwell.	All	Ongoing until update from government guidance

All persons entering are asked to wear a mask while in the day facility unless they are exempt medically	All	Ongoing until update from government guidance
Any person entering the premises will be asked to adhere to all measures set out in this assessment. Failure to do so will result in visitor to remove themselves from the premises.	All	Ongoing until update from government guidance

Hazard (hazard and hazard description): Contamination

Control Measures (existing):

Taxi Drivers dropping members to the day facility. Will be asked to keep the social distancing and not come into the day facility. They will be asked to stay outside until the members temperature check has been completed, not drive away until they are given a wave off by staff once checks are completed

Further Control Measures Required:

They should only help members out of the vehicle. Staff will receive the member socially distancing from the driver. Staff will then sanitize the handles of the wheelchair the arms and the tray ,full PPE is worn and then staff member to escort the member into the day facility for a temperatures check and to sanitise hands ,once all is checked and the member has answered the relevant questions and staff are confident there are no issues to be concerned about they will signal an ok and wave the driver off .

Assigned To:

Drivers, carers and members

Due Date:

Ongoing

Hazard (hazard and hazard description):

Contamination

Control Measures (existing):

Drivers and or visitors are not permitted to use the day facility toilets without first going through all respective safety measures and precautions that all members, staff, and volunteers have to adhere to prior to entering the day facility.

	Assigned To:	Due Date:
• Adhere to all cleaning procedures after use of the toilets	All staff	Ongoing
• Donning and doffing PPE	All staff	Ongoing
• Disposing of PPE effectively.	All staff	Ongoing

Hazard (hazard and hazard description): VISITING**Control Measures (existing):**

Staff devising a visit should first look if the visit needs to go ahead in the facility or if it can be held in an alternative way (Phone or skype and zoom or held away from the day facility in an alternative venue or the members home.

Further Control Measures Required:

If they must have the visit at the premises, they must go through the above measures the same way as all who enter the facility

Assigned To:

All

Due Date:

Ongoing

Review Date:	Reviewer:	Comments:
Ongoing	PJM	As an when guidance is altered or lifted by Authority's
23/11/20	SH	No changes