

RISK ASSESSMENT



Risk Assessment Reference: COVID-19	Date of Assessment: 23/03/2021	Risk Assessor: PJM
Title: RISKS re: Manual Handling in house during Covid 19 Pandemic and Personal Care	People Involved in Making This Assessment: PJM	
Task or Process: MANUAL HANDLING IN HOUSE	People at Risk: Staff	
Date of last review: 23/03/2021		

Hazard (hazard and hazard description): Contracting Covid 19 while supporting (social distancing)		
Control Measures (existing):		
<ul style="list-style-type: none"> • The Tables where staff are to sit are placed at social distancing measures away from each other and the and fully sanitized. Staff are to wear full PPE when entering the areas to carry out any support in personal care. • In the confined spaces when supporting a member. • Bathroom / area used has been fully sanitized, and all aids and adaptations sanitised and up to date service records shown on labels on all equipment. • In the hall area assisting members at mealtimes with food and drink, staff will wear appropriate PPE and sit a safe distance away all equipment and areas used will be fully sanitised before and after use. 		
Control Measures Required:	Assigned To:	Due Date:
Equipment has been fully serviced and sanitized staff will sanitize again before the next use as are wearing full PPE.	PJM	Completed on 01.03.21
Fully Sanitize all areas of the trolleys regularly re making and serving refreshments.	Staff	Completed on Daily
All areas are cleaned and sanitized AM and PM even if not in use to kill air borne germs.	PJM	Ongoing Daily

Hazard (hazard and hazard description): Correct Use of PPE Donning and Doffing		
Control Measures (existing): All staff are familiar use of PPE in the workplace and have had training in this area.		
Further Control Measures Required:	Assigned To:	Date:
• Staff using the disabled bathroom in training will be required to use full PPE	PJM all staff completed	Ongoing
• Staff will sanitise the bathroom after use ready for the next session. (In Pauls Place Risk assessment on Covid 19)	PJM all staff completed	Ongoing
• Staff know the appropriate way to discard any used PPE in the correct manor.	PJM all staff completed	Ongoing

Hazard (hazard and hazard description): contacting Covid (Cleaning and sanitizing) cont		
Control Measures (existing): Personal property		
<ul style="list-style-type: none"> • Staff are to keep their own personal property away in an area designated. • Staff aware of cleaning after use of said areas. • Staff to dispose of all litter / unwanted items and discard in appropriate bins. 		
Further Control Measures Required:	Assigned To:	Due Date:
• Staff are to sanitise Face shields after use.	All in attendance	Ongoing
• Staff to sanitise tables and chairs at the end of the session. Alcohol wipes are available.	All in attendance	Ongoing
• All staff will clean and sanitized the staff toilet after each personal use.	All in attendance	Ongoing

Hazard (hazard and hazard description): Training in house		
Control Measures (existing): Staff are asked to keep their personal belongings on the table allocated to them to prevent others touching to control (cross contamination.)		
Further Control Measures Required:	Assigned To:	Due Date:
Staff have their own area to place bags coats and all belongings.	All	08.03.2021

Staff will take all away of their own personal property that may have been brought with them.	ALL	08.03.2021
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Hazard (hazard and hazard description): End of the training preventing contamination.		
Control Measures (existing):		
<ul style="list-style-type: none"> • Staff will put all seating back and tables after use once sanitized. • Staff will leave all areas cleared and all aids and adaptations put in the appropriate areas. 		
Further Control Measures Required:	Assigned To:	Due Date:
Leaving the event Staff will dispose appropriately all items used.	PJM	08.03.2021
TRAINERS WILL BE GIVEN ALL GUIDANCE PRIOR TO THE TRAINING		
Appropriate risk assessments and policies will be sent out prior to any training in the facility.	PJM	08.03.2021

Review Date:	Reviewer:	Comments:
08.03.21	PJM	Updated as and when new standards of legislation are amended by professional bodies, Local Authorities, and government guidance. Updates as we reopen 06/04/2021
23.03.21	DC	No Changes