

## RISK ASSESSMENT



<b>Risk Assessment Reference:</b> COVID-19	<b>Date of Assessment:</b> 03.08.20	<b>Risk Assessor:</b> PJM
<b>Title:</b> VISITORS TO THE DAY FACILITY	<b>People Involved in Making This Assessment:</b> PJM, CEO, SH	
<b>Task or Process:</b> Visitors Contamination Prevention	<b>People at Risk:</b> Members, staff, other visitors, volunteers, cares and Personal Assistants (PA's)	
<b>Date of last review:</b> 23.03.21		

<b>Hazard (hazard and hazard description):</b> Contamination control from external visitors		
<b>Control Measures (existing):</b>		
<ul style="list-style-type: none"> <li>• Signs are put up in the entrance to stop visitors to the day facility just walking into the main hall.</li> <li>• They are asked to remain in-between the white doors until they have had a temperature check, sanitised hands, asked questions relating to being in contact with anyone with Covid-19 or if they have any symptoms and staff will ensure they are wearing appropriate PPE.</li> <li>• Any visitor will be asked to leave the day facility if they have a temperature over the limit or have knowingly been in contact with anyone and instructed to take a covid test.</li> </ul>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
<ul style="list-style-type: none"> <li>• Hand sanitiser and PPE equipment, are provided by Paul's Place on a table by the entrance for Members &amp; visitors to use?</li> <li>• 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.</li> </ul>	All & Nominated persons	Ongoing until update from government guidance
<ul style="list-style-type: none"> <li>• All Members and visitors will be asked a set of questions and are only to enter if invited in.</li> </ul>	All & Nominated persons	Ongoing until update from

		government guidance
<ul style="list-style-type: none"> <li>Any person in the day facility would be asked to notify a staff member if they are feeling unwell.</li> </ul>	All	Ongoing until update from government guidance
<ul style="list-style-type: none"> <li>All persons entering are asked to wear a mask while in the day facility unless they are exempt medically</li> </ul>	All	Ongoing until update from government guidance
<ul style="list-style-type: none"> <li>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.</li> </ul>	All	Ongoing until update from government guidance

<b>Hazard (hazard and hazard description):</b> Contamination from taxi drivers picking up and dropping off		
<b>Control Measures (existing):</b>		
<ul style="list-style-type: none"> <li>Taxi Drivers dropping members to the day facility. Will be asked to keep the social distancing and not come into the day facility.</li> <li>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.</li> </ul>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
<ul style="list-style-type: none"> <li>They should only help members out of the vehicle. Staff will receive the member socially distancing from the driver.</li> <li>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 temperature check and to sanitise hands.</li> <li>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 .</li> </ul>	Drivers, carers, and members	Ongoing

<b>Hazard (hazard and hazard description):</b> Contamination from taxi drivers picking and dropping off		
<b>Control Measures (existing):</b>		
<ul style="list-style-type: none"> <li>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 must adhere to prior to entering the day facility.</li> </ul>		
	<b>Assigned To:</b>	<b>Due Date:</b>
<ul style="list-style-type: none"> <li>Adhere to all cleaning procedures after use of the toilets</li> </ul>	All staff	Ongoing
<ul style="list-style-type: none"> <li>Donning and doffing PPE</li> </ul>	All staff	Ongoing
<ul style="list-style-type: none"> <li>Disposing of PPE effectively.</li> </ul>	All staff	Ongoing

<b>Hazard (hazard and hazard description):</b> Visitors		
<b>Control Measures (existing):</b>		
<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
<ul style="list-style-type: none"> <li>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.</li> </ul>	All	Ongoing

<b>Review Date:</b>	<b>Reviewer:</b>	<b>Comments:</b>
Ongoing	PJM	As an when guidance is altered or lifted by Authority's
23/11/20	SH	No changes
08.03.210	PJM	Some changes to bring this up to date for reopening
23/03/21	DC	Minor changes