

## Risk Assessment for Re-Opening During Covid-19 Outbreak

This is a generic risk assessment for dealing with the current Covid-19 outbreak. More detailed individual assessments have been completed for all users of the Centre. This risk assessment is additional to our general health and safety risk assessments and our general policies, procedures and standards still apply.

**Signed off by:**

**Date:**

**Objective:** Manage the risk of an outbreak of Covid-19 Coronavirus at BeSocial@theCentre. Reduce the risk to the lowest, reasonably practical level by taking preventative measures where possible to enable us to re-open.

**IN AN EMERGENCY, ACCIDENT OR FIRE IT MAY NOT BE POSSIBLE TO SOCIAL DISTANCE**

**Risk rating:**

A	Consequences	1	2	3	4	5
B	Likelihood	1	2	3	4	5
C	Risk rating	<b>A x B = C</b>				
Low risk = 1-3, Moderate risk = 4-6, High risk = 8-12, Extreme risk (death) = 15-25						

No.	Hazard	Associated Risk – Who might be harmed	What is already being done	Further action required	A	B	C	Date actioned	Sign off
1	Spread of Covid-19 Coronavirus	Members, staff, visitors, families of members, drivers, contractors, volunteers, delivery drivers, vulnerable groups such as elderly, pregnant, those with existing underlying conditions  Anyone else who physically comes into contact with all of the above	<b>Hand washing</b> Hand washing facilities with antibacterial soap and water in place  Stringent hand washing taking place with guidance around the Centre  Drying of hands with rotatable towels  Gel/foam sanitisers in any area where hand washing is not possible	Members and staff to wash hands/sanitise hands at least 5 times during the day – arrival, before and after lunch, afternoon tea and departure  Members and staff to follow Government guidelines on hand washing  Staff to aid and support members with hand washing after using the toilet and rotate towels after each use  Staff to remind members to catch coughs and sneezes in tissues following Catch it Bin it Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Make more tissues available and staff to take bins to members to limit contact with used tissues  Members to wear face masks to prevent contact between face, nose and	5	1	5		

				<p>mouth with unclean hands throughout the day where individual risk assessments deem it necessary</p> <p>Put up laminated posters and other materials on display reminding everyone of public health advice</p>					
2.			<p><b>Cleaning</b> Cleaning and disinfecting objects and surfaces that are touched regularly throughout the day, such as door handles, toilets, light switches, office equipment using appropriate cleaning products and methods</p>	<p>Centre Manager and Team leader to ensure that the necessary procedures are being followed, or delegated appropriately</p> <p>Implement and display a daily cleaning checklist which is on display for everyone to monitor</p> <p>All walking aids to be sanitised by same member of staff before entering building</p> <p>Only one member of staff to touch and clean door touch pads and other 'hot points' throughout the day to limit cross contamination</p>	5	1	5		

				<p>Employ professional cleaning company for deep cleaning and electrostatic fogging</p> <p>Staggered departure times for members to allow more time for daily clean of premises at end of day</p> <p>Mugs, beakers, crockery and cutlery will be put in dishwasher after every usage as per our general risk assessment and kitchen procedures</p>					
3.			<p><b><u>Social Distancing</u></b>  Maintaining a 2 metre distance from any other person not in our personal 'bubble', or 1 metre+ with PPE as recommended by the Public Health Agency, where possible</p> <p>Team meetings via video calls instead of face-to-face meetings where possible</p>	<p>Staff and members to be reminded regularly of the importance of social distancing both in the Centre and outside of it. Monitored by Centre Manager and Team Leader</p> <p>Reduce number of members a day to adhere to social distancing rules. Initially a maximum of 9 members per day which is to be reviewed weekly by Centre Manager. The same members on the same days with fixed staff rota to limit</p>	5	1	5		

				<p>cross-contamination. No new members accepted for the foreseeable future</p> <p>Staff and members will be allowed onto the premises during the working day. Any other person, including Trustees requiring access can do so by prior appointment only. Centre doors to be locked once all members have arrived</p> <p>All deliveries and collections, including meals to take place outside the building. Signage to be displayed on front of door with directions to delivery drop off point</p> <p>Maintain staff 'bubbles' where possible, and flexible working – work from home where possible</p> <p>Stagger collection and pick-up times for members to limit footfall and enable one-way system</p>					
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				<p>Same member of staff to greet all members on arrival, safely and one at a time</p> <p>One-in-one-out system where possible in toilets, with support from staff to help maintain social distancing. Staff toilets to be separated from members' toilets</p> <p>Hairdressing and beauty services offered by therapist suspended until deemed safe</p> <p>Activities limited to those which can be done individually at a distance without the need for equipment or exchange of objects e.g brain games, discussion, bingo, gentle seated movement. Where a member needs support from staff this is to be given wearing the appropriate PPE</p> <p>Members to remain in same chair throughout the day</p>					
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				<p>with their name on it, and discouraged from moving around the building</p> <p>Maximum of two people in the office or any small room at one time to adhere to regulations provided by Public Health Agency</p> <p>One-way system around Day Room with floor signage</p> <p>Meals to be brought to members whilst they remain seated at a 2m distance – no communal eating places</p> <p>Mini-bus not in use for foreseeable future</p> <p>No outings offered for foreseeable future</p>					
4.			<p><b><u>Wearing of PPE</u></b> Following public health guidance on use of PPE to protect against Covid-19 in a healthcare setting</p>	<p>Personal care – toilets cleaned after every use and face shields to be worn by staff when assisting with toileting, eating and medication</p>	5	1	5		

				<p>Increased supply of aprons and gloves</p> <p>Staff instructed on how to remove and dispose of gloves carefully to reduce contamination</p> <p>All gloves disposed of in clinical waste bin and wash hands afterwards</p>					
5.			<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough, high temperature or loss of smell whilst at the Centre, they will be isolated in the quarantine room, and relative/carer contacted as soon as possible. They are then advised to follow Government Guidance by self-isolating and getting tested</p> <p>If advised that someone has developed Covid-19 after being on the premises, the Centre Manager and Team Leader will contact the Public Health Authority to discuss</p>	<p>Centre Manager and Team Leader will remain in close contact with symptomatic staff members during this time</p> <p>Track and trace form to be completed by everyone who enters the building and kept for 21 days and then destroyed in-line with GDPR</p> <p>All staff to complete online Covid-19 training so they can identify the symptoms</p> <p>Quarantine room to be provided in the event that someone shows symptoms at the Centre. Members to be isolated until transport/ambulance has</p>	5	1	5		

			<p>the case and identify people who have been in contact with them</p> <p>Risks of Covid-19 outbreak at Centre discussed with insurance providers</p>	<p>arrived. Room to be deep cleaned after use.</p> <p>Temperatures of all who enter building to be tested on arrival</p> <p>Staff to complete a return to work Covid-19 health questionnaire before re-opening and after holidays</p> <p>New Covid-19 self-isolation and sickness policies to be implemented by Centre Manager and made accessible to all staff</p>					
6.			<p><b><u>Mental Health</u></b> Centre Manager and Team leader will promote and maintain mental health awareness to staff, members and their families during the outbreak and will offer whatever support they can</p>	<p>Regular team meetings to be held to give staff chance to talk about their mental wellbeing</p> <p>Where possible within social distancing guidelines, we will endeavour to maintain friendships and relationships between members, and take into</p>	5	1	5		

				<p>consideration the emotional and physical wellbeing</p> <p>Maintain a respite service to families/carers of members by continuing to provide a service to the community by re-opening as soon as it is safe to do so</p> <p>Be mindful of the effects of lockdown on the mental health of members and staff by providing a positive atmosphere and space to talk about their anxieties</p>					
	<b>PREMISES</b>	(Spread of Covid-19)							
<b>No.</b>	<b>Hazard</b>	<b>Associated Risk – Who might be harmed</b>	<b>What is already being done</b>	<b>Further action required</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Date actioned</b>	<b>Sign off</b>
1.	One-way system around Centre	Everyone who uses the Centre	Not enforced whilst Centre is closed	<p>Arrows clearly marked on floor</p> <p>Chairs and furniture arranged accordingly</p> <p>All staff and members made aware of system</p>	2	2	4		
2.	Congestion and queuing at hatch during serving	Staff	Not enforced whilst Centre is closed	<p>Staff made aware of social distancing rules</p> <p>Tape on floor marking 2m distances</p>	2	2	4		

3.	Clutter around Centre	Members/staff	Centre cleared of all objects, leaflets, books and other items which could be picked up and get contaminated	Maintain clear surfaces which can be easily cleaned	2	2	4		
4.	Limited ventilation in office and activity cupboards	Staff	Windows left open when room is occupied  No more than two people in office or activity cupboards at one time to maintain social distancing	Maintain 2 metre social distancing and wear masks when not possible	2	2	4		
5.	'Hot points' which are frequently touched by lots of different people	Staff, members, visitors	Liquid soap and rotatable hand towels available for frequent hand washing  Alcohol gel/foam available at entrance and exit of building, and around the day room and office	Posters and signage encouraging 20 seconds of handwashing to be placed around building  Building not used for any other purpose other than BeSocial – all other groups cancelled	2	2	4		
6.	People enter building by mistake, or are not aware of social distancing	Everyone in the building	Risk assessments completed for individual members with reduced capacity	Signage on Centre windows/doors about keeping the 2m distancing rule  Staff to support members to maintain social distance where possible	2	2	4		
7.	Contamination from donations of bric-a-brac,	Staff	No donations accepted until further notice		2	2	4		

	bottles, clothes etc.								
8.	Contamination from cash transactions	Staff, members, families of members	Card payments or Standing Order accepted only	Members supported to pay by card  Families of members made aware of this and encouraged to pay over the phone or by standing order	2	2	4		
9.	Office	Staff	All surfaces to be cleaned before and after each use by different people  Only 2 people allowed in office at one time  Only Centre Manager and Team Leader allowed to work in office	All personal belongings including stationery to be kept in lockers when not in use  Sanitise pens and other stationery used by members before returning them to office  Only Team Leader and Centre Manager to answer phone and wipe down before and after use					
	<b>STAFFING</b>	(Spread of Covid-19)							
<b>No.</b>	<b>Hazard</b>	<b>Associated risk – who might be harmed</b>	<b>What is already being done</b>	<b>Further action required</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Date actioned</b>	<b>Sign off</b>
1.	Team meetings	Spread of virus due to close contact - Staff	Meetings moved to online platform	When online meetings are not possible, meetings to take place in day room with	1	2	2		

				ventilation and 2m social distancing  No external meetings if possible. If unavoidable staff member is to follow social distancing rules					
2.	Volunteers	All users of premises  Difficult to implement 2 metre social distancing rule due to too many people in building	All volunteers cancelled for foreseeable future	Contact volunteers and explain decision	1	2	2		
3.	Staff lunch time	Higher risk of spreading droplets whilst eating - staff	Staff bring own lunches  Adhere to 2 metre social distancing rules	Staggered lunch time so that only 2 members of staff are eating at one time, socially distanced on designated tables  Staff not to leave building during lunch times to ensure that the Centre remains Covid-secure	1	1	1		
4.	Mixed staff teams	Cross-contamination due to more than two households - staff/members	Reviewing schedules including start and finish times, working from home etc. to reduce number of staff on site at any one time	Where possible, fixed teams will work on fixed days of the week – those who are already in a bubble will be rotated together  Staff work from home where possible	2	2	4		

5.	Close contact whilst supporting members with personal care and mobility issues	Contracting the virus - staff	All staff have had training on the symptoms of Covid-19	Staff provided with appropriate PPE and shown how to use it	2	2	4		
6.	Staff shortage due to sickness or annual leave during reduced staffing levels	Unable to open the Centre due to unsafe staffing levels - all users of the Centre	All staff encouraged to have a flu jab which has been arranged by Centre Manager  No new annual leave to be booked without approval from Centre Manager	Staff to have flu jabs and be mindful of the 48hr sickness policy. Must contact Centre Manager or Team Leader as soon as possible so that they can find cover	2	2	4		
7.	Coats, bags and other personal items	Cross-contamination - staff	All staff given designated locker with name on	Staff to be reminded to use own locker only	2	2	4		
8.	Emergency situation or first aid	Contracting/spreading virus - staff	Staff to administer first aid but pay particular attention to sanitation measures afterwards	Staff briefed on this and referred to updated First Aid Policy	5	1	5		
9.	Returning to work	Spreading virus - staff  Effects of lockdown on mental health - staff	All staff to complete a return to work questionnaire, interview and letter  All staff to be risk assessed, especially those with underlying health conditions and at high risk such as pregnancy. Discuss phased return options with	Role-play to run through re-opening procedures as a team  Regular online team meetings to aid with planning, and support from Centre Manager and Team Leader	2	2	4		

			Centre Manager and Team Leader						
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Government guidance consulted for this document July 2020:

- Social distancing guidelines: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>
- Making your workplace Covid secure: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- Managers working in adult social care settings: <https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance>
- Mental health and wellbeing: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing>
- Symptoms and testing: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Garden House Hospice Risk Assessments: <https://www.ghhospicecare.org.uk/covid-19-risk-assessment>