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Location/Department: MAIN BUILDING		RA Ref. No:
Job Title: Main Centre	Name: Malcolm Turley	Date of Assessment: 24 September 2020
Task/Activity/Process: Covid 19		Review Timescale: Monthly- Last review 21 September 2021.

B

People/Persons at Risk – Numbers at risk							
General				Specific - Vulnerability			
1. Employees	31	5. Customers		9. New & Expectant Mothers		13. Shift/Night Workers	
2. Co-Workers		6. Clients		10. Young Persons		14. Temporary/Volunteer W	
3. Public		7. Patients		11. Mobile Workers		15. Homeworkers	
4. Pupils/Students		8. Service Users/Residents	104	12. Disabled People	104	16. Visitors	x
Others:							

C

HAZARDS													
Workplace				Work Equipment		Occupational Health				Specific Activities/Situations			
Structure		Access/Egress	x	Storage		Mechanical		Manual handling		Vibration		Working Alone	
Services		Housekeeping	x	Glazing		Lifting		Noise		Violence & Aggression		Working at Height	
Security		Welfare	x	Temperature		Electrical		Chemicals Agents		Stress		Confined Spaces	
Signage		Transport	x	Lighting		Pressure		Biological Agents	x	Dusts & Particles		Working near or over Water	
External Ground Conditions		Ergonomics	x	Ventilation		Thermal		Radiation				Fieldwork	
		Fire & Explosion					Dangerous Substances		Fire & Explosion		Hot Work		
OTHERS – SPECIFY:													

D

TASK/ACTIVITY	HAZARD		EXISTING CONTROL MEASURES	INITIAL RISK H / M / L	ADEQUATELY CONTROLLED
List major steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No
Room occupancy	Social distancing may be compromised.	Users/Staff	Maximum occupancy per room is 60 as advised by Infection control nurse Clair Stokes.	L	Yes
Staffing numbers	Staff numbers could fall below the number required due to illness or track & trace requirements.	Users	Twice weekly LFT testing and one weekly PCR Testing of staff. Only staff with symptoms or positive test need to self-isolate. Track & Trace advisory only.	L	Yes
Start and end of day	People congregating together, not socially distanced. Users/staff arriving with symptoms.	Users/Staff	Start and end of day to be staggered, all entrance/exit doors to be used. Staff have been instructed in this practice. An electronic thermal thermometer is available to check temperatures of all users on first contact each day, anyone that is displaying symptoms and for visitors.	L	Yes
Movement around the building	Social distancing may be compromised.	Users/Staff	Reduced numbers of visitors or parents in the building. Cash from people that have been subsequently diagnosed with Covid 19 to be disinfected with wipes before counting, if it has remained isolated.	L	Yes
Board involvement	Board may not be fully informed or involved in key decisions.	Board	Online meetings with Board to keep them fully informed in key decisions regarding reopening.	L	Yes
Existing policies for Fire evacuation etc.	Existing policies may no longer be fit for purpose.	Staff/Users	Review and revise all existing policies. A drill to be held to test evacuation of new room configurations as they evolve.	L	Yes
Communication	Staff and Users may not be aware of new procedures putting safety at risk.	Staff/Users	Regular and repeated briefings regarding new policies to be implemented. A leaflet to be send home with any user displaying symptoms instructing them that the government guidance on testing and isolation must be followed.	L	Yes
Non adherence to social distancing	Some users may not be able to adhere to social distancing rules.	Staff/Users	We recommend that users wear a mask.	L	Yes

Hand washing/sanitising	Inadequate hand washing/sanitising facilities.	Staff/Users	Hand sanitiser (automatic dispenser), surface wipes, face masks, gloves and plastic aprons and hand washing stations are available throughout the service.	L	Yes
Clean Clothes	Risk of Covid 19 transmission.	Staff/Users	We recommend that clothes are changed every day.	L	Yes
Fabric chairs/Cushions	The use of fabric chairs and cushions may increase the risk of the virus spreading,	Staff/Users	Fabric chairs and cushions to be taken out of use wherever possible.	L	Yes
Testing	Testing not used effectively	Staff/Users	Whenever symptoms occur the person will be transported home and a negative PCR test will be required or ten days isolation before return.	L	Yes

<p>Infection transmission</p>	<p>Infection transmission in the building.</p>	<p>Staff/Users</p>	<p>Double vaccinations are required for all new users before starting the service, unless there is a medical reason for exemption. Double vaccination required to use TASC transport without a face mask. A face mask type I or II is to be worn that covers the nose and mouth at all times when you are in the vicinity of others (staff). Users to be encouraged to do the same. Reusable masks must be freshly laundered each day. Employees and users to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Face shields must also be used for personal care when near anyone displaying symptoms. Robust collection of data on reasons for absence. Any member of staff that displays symptoms at work must go home without delay and arrange for a test. They must remain absent from work until the test result is clear or the quarantine period is over. Any user must go to the quarantine room until TASC transport is arranged to take them home. The room and vehicle to be sanitised. Staff involved in the care and transport of a person displaying symptoms should don the high level protection PPE first and support the person in the quarantine room until transport has been organised to take them home. A second person displaying symptoms to be supported in the I.P.P room, any additional users displaying symptoms to be supported in outdoor spaces. . An electronic thermal thermometer is available to check temperatures of anyone that is displaying symptoms. <i>Once symptomatic, all surfaces that the person has come into contact with must be cleaned as per detailed instructions in appendix 2.</i> The Health Protection team to be informed of more than once case of Covid 19. Public Health England Health Protection Team on 0300 303 8596 option 1. Out of hours for health professionals only: please phone 0191 269 7714</p>		
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			<p>The health protection team will work with TASC in this situation to guide us through the actions we need to take.</p> <p>A template letter will be provided, on the advice of the health protection team, to send to parents and staff if needed. TASC must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>		
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			<p>If someone develops symptoms they should get a PCR test, and:</p> <p>If the test result is positive, they should inform TASC immediately, and must isolate for at least 10 days from the onset of their symptoms. They must inform NHS track & Trace.</p>	M	Yes
Quarantine room	Risk of Covid 19 transmission.	Staff	The room must be deep cleaned and ventilated after use. Staff must wear high level PPE. Staff trained in PPE use.	L	Yes
Toilet use & equipment	Queues for toilets may breach social distancing measures. Cleaning down after each use may be poor.	Staff/Users	Floor markings to encourage social distancing. Middle urinals to be taped off.	M	Yes
Taking money	Risk of Covid 19 transmission.	Staff/Users	Money/cheque handling to be done wearing gloves. Staff instructed in safe money handling.	M	Yes

Transport	Risk of Covid 19 transmission. Users could be symptomatic.	Staff/Users	Staff must wear masks, users to be strongly encouraged to wear them or use alternative transport. Staff to follow the established social activity systems and procedures. It will not be possible to observe social distancing on centre transport. Use of hand sanitiser upon boarding and/or disembarking. Additional cleaning of vehicles as per cleaning schedule. Organised queuing and boarding where possible. Priority should be given to those users with most need and others encouraged to make alternative arrangements to get into TASC. Users that cannot wear a mask will be excluded from transport until October 4 th , after this date it will only be recommended that users wear a face mask. When transporting users that are displaying symptoms home staff must don additional protection and carry out a deep cleaning of the vehicle afterwards.	M	Yes
Staff mental health	Staff may feel anxious.	Staff	Staff to be advised that unpaid leave will be considered if they don't feel safe to return, after all safety measures are explained to them. Bright HR counselling and health service available to all staff.	L	Yes
Users mental health	Users may feel anxious.	Users	Staff will reassure users and all safety measures will be explained to users.	L	Yes
Systems	Water system may harbour legionaries through lack of use.	Staff/Users	Full disinfection of water system to be carried out annually.	L	Yes
Contractors	Risk of Covid 19 transmission.	Staff/users	Assurances sought from contractors that all staff attending are symptom free. Contractors to be instructed on movement around building and social distancing rules. Work to be undertaken outside of opening hours wherever possible. Contractor's telephone numbers and temperature to be taken as part of signing in process to support Track & Trace.	L	Yes

Cost	The cost of additional PPE and other measures against reduced income may place the organisation in financial difficulties.	Organisation	The Board to be provided with monthly budget reports highlighting particular pressures and overspends. PPE is currently available from MBC stores.	H	Yes
Pool	Risk of Covid 19 transmission.	Staff/Users/External users	The pool is open to internal users from 22 September 2021. At present we are not reopening the pool to external users.	H	No
Foreign travel	Risk of Covid 19 transmission.	Staff/Users	Employees/Users/Volunteers who have returned from foreign travel must quarantine themselves as per government guidelines, even if they do not show any symptoms.	L	Yes

Personal care	Risk of Covid 19 transmission.	Staff/Users	<p>People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately before, during, and afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the organisation to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission. Further mitigating actions include:</p> <ul style="list-style-type: none"> • Use of PPE- Follow the PPE guide from Public Health England that has been sent to all staff through Bright Hr. Training for staff has been provided by JD training and Clair Stokes from HNS Infection Control. • All used PPE must go in clinical waste • Increasing the frequency of handwashing and surface cleaning; • Keeping the activity time involved as short as possible; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and <p>Users slings to be stored in washable suit cases with the users name on the front. ALL PPE to be changed between users, including face masks.</p>	M	Yes
Deliveries/post	Risk of Covid 19 transmission.	Staff/Users	All deliveries/post to be made to front door and collected from there.	L	Yes

Meetings	Risk of Covid 19 transmission.	Staff/users/ visitors	<p>Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for user or business needs and kept as short as possible.</p> <p>Staff using Conference and meeting rooms instructed to follow Government advice and maintain a 1m separation distance whenever possible.</p> <p>Staff instructed that the same 1m distance rule must be applied to any meetings with clients or visitors.</p> <p>Staff told to avoid physical contact with users and visitors, such as handshakes, hugs, etc. and to give a polite explanation of this policy if required.</p>	M	Yes
Telephone use	Risk of Covid 19 cross contamination.	Staff/Users	<p>Staff instructed not to share phones, pens, head sets and personal mobile phones with others to prevent accidental cross contamination.</p> <p>Telephone equipment/walkie talkies to be cleaned at the end of each use and during the day by the cleaner.</p> <p>Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.</p> <p>Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day.</p> <p>Suitable wipes and cleaners that do not damage equipment are provided.</p>	M	Yes

Meals	Risk of Covid 19 transmission.	Staff/users	Only kitchen staff to enter food preparation area. Member's kitchen will be reopened in late September. Kitchen staff to wear masks when not socially distanced and at all times when outside the kitchen.	L	Yes
Activity resources	Risk of Covid 19 transmission.	Staff/Users	Activity resources must be used by an individual and not shared before wiping down. Individuals will have their own activity box for daily use items. I pads and laptops must be cleaned with appropriate wipe before being reallocated. Staff will not share resources, such as pens. Games that share items such as dominoes, darts, dice games etc- Avoid games where items are passed around or touched by more than one person.	L	Yes
First aid	Risk of Covid 19 transmission.	Staff	It is recommended that prior to any first aid intervention that the first aider dons PPE, gloves, aprons and if any risk of respiratory droplet a face visor. Compressions only, no rescue breaths unless absolutely necessary when a one way face mask should be used.	M	Yes
Seizure support	Risk of Covid 19 transmission.	Staff	Provide support as per protocol but wear PPE if possible as you will not be able to observe social distancing. Consider using a face visor.	M	Yes
Members over seventy	For users who are over 70, the current UK Government guidance defines them as clinically extremely vulnerable. We strongly recommend that these users are double jabbed and receive boosters when called.		It may not be helpful to create a blanket policy about whether to allow older users to return or not. Instead, it may be more appropriate to consider each user individually and to create a specific risk assessment for each one.	M	Yes
BAME community	People from the Black and Minority Ethnic community are statistically more vulnerable.	Staff/Users	BAME staff to speak to line manager - identify any concerns and take appropriate action. Individual risk assessment to take additional risk into account. Specific plan for each BAME Member will be produced, if required	M	Yes

Singing/Raised voices	Potential for increased risk of transmission – particularly from aerosol and droplet transmission.	Users/Staff	Music/TV levels to be kept low to reduce need for raised voices. No Karaoke sessions. Members should be encouraged to speak at low level.	Low	Yes
Dancing/Close contact activities	Potential for increased risk of transmission through close contact.	Users/Staff	Members to be advised that dancing, beauty care etc. are activities with a higher risk.	Low	Yes
Parents/Visitors	Risk of Covid 19 transmission.	Users/Staff	Parents/Carers/Post to drop off at door. Staggered start times for users. Social Workers. Physio Therapists etc to be advised that only essential meetings to be held at TASC. Physio sessions can resume from October 2021. Visitors' telephone numbers to be taken as part of signing in process to support Track & Trace.	Low	Yes
Students	Risk of Covid 19 transmission.	Users/Staff	Students can be hosted again from October 2021.	Low	Yes
1 to 1 and P.A's	Risk of Covid 19 transmission.	Users/Staff	1 to 1 workers and P.A's must undergo an induction before returning to TASC. All workers must follow this risk assessment.	Low	Yes
Respite	Risk of Covid 19 transmission.	Users/Staff	Users can now attend more than one provider, including respite.		

<p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Additional guidance, information and instruction when cleaning:</p> <ul style="list-style-type: none"> • Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one of the following options below: <ul style="list-style-type: none"> • A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or • A household detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. <p>NB: If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p> <ul style="list-style-type: none"> • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered (for example, upholstered furniture and mattresses), steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • If possible keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. <p>Laundry</p> <ul style="list-style-type: none"> • Wash items in accordance with the manufacturer's instructions. Use the warmest water setting (65 degrees Celsius at least) and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. • Do not shake dirty laundry – this minimises the possibility of dispersing virus through the air. • Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. <p>Waste</p> <ul style="list-style-type: none"> • Waste from cleaning areas should be put in a plastic rubbish bag and tied when full. • The plastic bag should then be placed in a second bin bag and tied. • It should be put in a suitable and secure place away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. 	<p>Staff are trained in this process.</p>	<p>L</p>
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RECOMMENDATIONS			IS A DETAILED RISK ASSESSMENT REQUIRED SPECIFY	
Is a Safe System of Work Required?	Yes	No	Workplace	
Is a Work Instruction required?	Yes	No	Work Equipment	
Is further information required	Yes	No	Materials/Substances - COSHH	
WILL this activity require a Permit to Work?	Yes	No	Materials/Substances - COSHH	
Any Additional Comments/Observations:			Manual Handling	
			Display Screen Equipment	
			Noise	
			Fire	
			Other:	

SIGNATURES					
ASSESSORS				Review Date	
NAME	MALCOLM TURLEY	SIGNATURE		POSITION	General Manager Day Services.
NAME		SIGNATURE		POSITION	

Guidance for the Completion of the Risk Assessment Record

Table A

Activity Assessed: Describe the activity that is being assessed. This could be a specific task e.g. floor cleaning, operation of a machine; maintenance activities etc.

Location: Describe the location of the activity.

Review Date: Enter the date that the assessment will be reviewed.

Table B

Those affected: When carrying out a risk assessment any person who may be affected by the work that is being assessed must be identified. Should there be categories of persons not identified, then enter additional categories in the boxes provided.

Table C

Hazards: Identify the hazards in the activity being assessed by putting a cross in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not on the list then enter additional hazards in the boxes provided.

Note: The definition of a **HAZARD** is:- something with the potential to cause harm.

Table D

Hazards: List the hazards identified in Table C.

Existing Control Measures: Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

Risk

Assess the risks arising out of the hazards identified using the criteria set out below. When carrying this out consideration must be given to, what is reasonably foreseeable in relation to the identified hazards and recognition of the existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the information contained within the assessment disseminated to those affected. However if the overall risk category is medium or high then Additional Control Measures are required (see below).

Note: The definition of a **RISK** is:- the likelihood that harm from a particular hazard will be realized and consequences.

Risk Acceptable – If the risk is acceptable, say Yes if not put No and complete next sections.

MATRIX	LIKELIHOOD	
SEVERITY	Certain or near certain to occur	Reasonably likely to occur
Fatality; major injury or illness causing long term disability	HIGH	HIGH

Injury or illness causing short term disability	HIGH	MEDIUM
Other injury or illness	MEDIUM	LOW
		RISK

Table E

Additional Control Measures:

Additional control measures that will reduce the risks further should be noted. For example, elimination of the hazard should be considered first. If this is not possible, then try to reduce the risk E.g. risks from electrical hazards might be reduced by using low voltage electrical appliances. Also consider: safer design; additional guards; additional procedures and instructions; increased supervision; personal protective equipment (PPE). The completion date for the introduction of each control measure should be recorded.

Residual Risk:

The assessment process must be repeated, taking into account, the existing and additional control measures. Enter the appropriate letter, L for low, M for medium or H for high. If the residual risk category is low, then the assessment is complete and the information should be disseminated to those affected. If the overall risk is **medium** then additional control measures should be introduced within the completion date period and the information contained within the assessment disseminated to those affected. If the Residual Risk remains **high**, work **must not** proceed and the risks arising out of the hazards re-assessed to identify further risk reduction measures.

Table F

Identify any further requirements that may need to be actioned to ensure the risk assessment process is complete!