Company Name : Your Voice Your Choice Days' Service

Assessment Carried out by : **Caroline Mawdsley**

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Attending Your Voice Your Choice during Lockdown 3 - Risk Assessment

Notes for staff, visitors and service users.

You must not return to work or attend the service if:

- You or anyone in your household currently have Covid-19 or symptoms of coronavirus including mild symptoms, or has been in contact with a confirmed case in the past 14 days.
- If you or someone in your household is shielding
- If you or someone in your household have been told by your doctor that you are clinically extremely vulnerable.
- Have returned from a country outside the UK
- You have a heavy cold or are feeling unwell

The most common symptoms of Covid-19 are

- continuous cough
- fever/high temperature (37.8C or greater)
- loss or change in sense of smell or taste (anosmia)

A new continuous cough is where you:

- have a cough that's lasted for an hour
- have had 3 or more episodes of coughing in 24 hours
- are coughing more than usual

On arrival at the centre staff and service users will have their temperature taken.
If your temperature is 37.8C or higher you will be sent home.

Useful websites:

- Get tested https://www.knowsleynews.co.uk/lets-get-tested-knowsley-2/
- New lockdown rules https://www.gov.uk/guidance/national-lockdown-stay-at-home
- Guidance for support staff https://www.gov.uk/government/publications/covid-19-supporting-adults-with-learning-disabilities-and-autistic-adults/coronavirus-covid-19-guidance-for-care-staff-supporting-adults-with-learning-disabilities-and-autistic-adults
- Travel advice https://www.gov.uk/guidance/travel-advice-novel-coronavirus
- Check if you should return to work https://www.gov.uk/coronavirus-employee-risk-assessment/
- NHS online https://www.nhs.uk/conditions/coronavirus-covid-19/
- Cleaning in non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings
- Local Restrictions https://www.gov.uk/guidance/merseyside-halton-and-warrington-local-restrictions
- COVID-19 Testing information https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
- Self isolation guidance https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested
- NHS Track and Trace https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/
- Covid-19 Testing https://www.gov.uk/get-coronavirus-test
- Face mask and link to exemption cards https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
General health and safety check of the building	• **Staff** • **Service users** • **Parents** • **Visitor**	Building made Covid secure Deep clean the building. Mark communal areas with social distancing markers. Hand sanitisers made available. Signage for social distancing and, hand washing displayed. Legionella tested	Regular deep cleaning taking place during weekends	Tony See	02/09/20 02/01/21	June
Attending the service	• **Staff** • **Service users**	Service users must only attend the service where it is deemed absolutely essential. Refer to KMBC Day Services Letter 12/01/2021. Minimum numbers to attend the centre including staff	Individual risk assessments carried out on all service users and staff. If the service user is assessed as needing to access face to face service a letter must be provided detailing reasons why. Continue to run a full online program and constantly review and update packs to be sent home. Continue with telephone and zoom support calls. Staff to have regular testing. Reduce staffing numbers t a minimum	CM/JD All staff	15/01/21 underway Ongoing	
Spread of Covid-19 Coronavirus	• **Staff** • **Service users** • **Parents** • **Visitors**	**<u>Symptoms of Covid-19</u>** Before being allowed into the building all staff, visitors and service users will have their temperatures taken and questions relating to covid-19 asked. If they have a raised temperature or any of the symptoms/factors they will not be allowed in the building. Staff and	Parent/care and staff to sign a disclaimer agreeing to the new prevention measures, and understand that YVYC cannot be held responsible should a Covid-19	Designated staff member	02/09/20 All actions are in place and are ongoing	02/09/20 ongoing

	• **Anyone delivering a service e.g. FACE**	service users will be sent home and asked to follow the stay at home guidance. If anyone becomes unwell with any Covid symptoms in the workplace they will be sent home and advised to follow the stay at home and self isolating guidance. The manager will maintain regular contact with staff member/service user during this time. If a staff member or service user test positive for Covid-19 they must begin self isolation for 10 days. They may return to the centre after their 10 day isolation period so long as they are well and have no symptoms. Anyone they have been in contact with will be asked to remain home or be sent home and asked to self isolate for 14 days or as required. They do not need a test unless they develop symptoms. If they do have a negative test they must still complete the 14 days isolation. See Public health England guidelines https://www.gov.uk/coronavirus The centre manager (Tony See) must be notified to enable a deep clean.	If anyone exhibits covid-19 symptoms whilst at work they must go home immediately. They must avoid touching anything and be allocated a specific toilet if needed. If staff/service user have to wait for a lift they will be isolated in the designated area in the corridor between both rooms. (service users will be accompanied by staff member or PA). SPOC to inform Knowlsey SPOC team. NHS track and trace. Parents/carers must adhere to NHS track and trace and keep YVYC informed regarding any positive Covid-19 result. The following 2 links should be checked for information https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance Incident log updated with staff/service user name, date/time sent home, outcome of any test. Whether contacted via track and trace.	Manager Staff member or PA Staff		

Getting or spreading coronavirus by not washing hands or not washing them adequately	• **Staff** • **Service users** • **Parents** • **Visitors** • **Anyone delivering a service e.g. FACE**	**<u>Hand Washing</u>** • Hand washing facilities with soap and water in place in toilets, back kitchen and main room. • Stringent hand washing taking place (before eating, after visiting the toilet, following excessive touching of objects, sneezing) • Hand washing posters in place. • Drying of hands with disposable paper towels. • Gel sanitisers available on entry to building, in each room and outside of toilets	Employees and service 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. Regular monitoring to ensure people are following controls. 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. Where tissues are not available staff and service users should sneeze into the fold of the elbow. Signs and posters are displayed to remind people • to wash their hands • how and where to wash hands • where sanitisers are located and how to use them Daily stock take to ensure hand washing, sanitising facilities are adequately replenished for following day. Make sure people are checking their skin for dryness and cracking and tell them to report to manager if there is a problem. (hand cream available)	Staff Assigned employee		

Getting or spreading coronavirus in rooms and common use high traffic areas such as, corridors, toilet facilities, entry/exit points.	• **Staff** • **Service users** • **Visitors** • **Anyone delivering a service e.g. FACE**	**<u>Social Distancing</u>** Limit the number of people in rooms to comply with the 2 metre gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing Re-organise seating and desks in rooms so social distancing rules can be met. Mark one way sytem where possible and place markings in the rooms. Only allow 1 staff member into the toilet at any one time. Service users can be accompanied by a staff member. Disabled toilet at front of building to be used for personal care Stagger arrival and departure times of staff and service users to avoid congestion at entry point. Limit movement between rooms as corridor space is not 2m. Enforce stay to the left rule.	Rigorous checks will be carried out by staff and manager to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Introduce other welcome methods. Display posters to discourage person-to-person contact. Face coverings must be worn when using communal areas within the centre.	All staff JD All staff		

		Redesign activities to ensure social distancing in place. Ensure sufficient breaks for staff and service users. Leave non fire doors open to reduce the amount of contact with doors. Place personal belongings on the allocated chairs (service users allocated seating and table space so that belongings aren't left in the open). **<u>Cleaning</u>** Cleaning regime in place to ensure communal areas are kept clean. Unnecessary item and soft furnishings have been removed Staff to wipe down taps in toilet and toilet seat after each use. Limit use of water urn and microwave. If used, microwave and urn handles to be wiped after each use. Do not use microwave if possible. Wipe down pens, pencils etc and allocate to individuals. If items are brought in from home they must remain in the centre as we cannot risk cross contamination between home and new Hutte. No sharing of cups cutlery etc.	Cleaning rotas and checklists in place. Items that need to be shared must be washed thoroughly. If possible nothing other than lunch and snacks should be brought into New Hutte. Cups in centre will be labelled. Only staff to make tea and coffee and wash cups. Encourage staff and service users to bring their own cups and cutlery into the centre.	All staff		

		There is a take away service from the hub café but no vending machine. Recommend staff/service users bring in their lunch and any additional soft drinks/snacks. Discourage hand shakes and hugs	Appropriate signage showing alternative greeting suggestions			
Getting or spreading coronavirus through workers living together and/or travelling to work together	• Staff • Service User	**Groups** Group together staff and/or service users who live together or travel to work and group them in a work cohort, if possible. When sharing cars passengers should travel in the back of the car and wear a face mask. If using mini bus everyone must wear face mask and be seated at a safe distance	Remind staff and service users who share transport to sit a safe distance from each other. If distance isn't possible to wear a mask and leave the windows open. Sit in the passenger seat diagonally behind from the driver. Staff and families reminded that face coverings are required on public transport	All staff		
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	• Staff • Service users • visitors	**Cleaning** Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, chairs and tables using appropriate cleaning products and methods. Avoid sharing equipment.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Establish a cleaning routine/rota and ensure this is being adhered to throughout the day. Provide instructions on			

		Train people to use PPE (gloves, masks) if using hazardous cleaning materials. Reduce the potential spread of any contamination through touched surfaces by limiting the need for work cohorts to move around. Reduce the contact of people with surfaces by leaving open non-fire doors. Produce more electronic documents and reduce paper work. Clean items such as boxes paint trays, glue guns etc. more frequently. Use anti bacterial spray, disinfectant, water and wipes for cleaning services. Empty bins more frequently. At the end of each day wipe down chairs tables and bins. Any equipment that may have been touched e.g. PlayStation, radio, microphone. Wipe down leather sofas and spray soft seating with an anti-bacterial spray. Ensure area around the hand washing station is left clean and tidy.	• which products to use to clean • precautions they need to follow • the areas they need to clean Daily stock check to replenish cleaning materials, PPE Put in place instructions for a deep clean should someone contract Covid-19	CM		

Mental Health and Wellbeing	• Staff • Service users	**Wearing of Gloves** Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. **PPE** *Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours* **Regular communication** Keep staff and service users updated on what is happening so they feel involved and reassured. Talk openly about the possibility that staff/service users may be affected and what they should do if they are (one to one talks/group talks/open door policy).	Gloves may be needed when assisting service users with personal needs and for cleaning. The manager will offer support to staff who are affected by Coronavirus or has a family member affected. Share information and advice about mental health and wellbeing. Regular communication of mental health information and open door policy for those who			

		Have regular, keep in touch meetings. Include staff in completing risk assessments so they can help identify potential problems and identify solutions **<u>Mental Health</u>** Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing	need additional support.			
Poor workplace ventilation lading to risks of coronavirus spreading	• Staff • Service users • Visitors	**<u>Fresh Air</u>** Ventilate the workplace by opening windows and leaving non-fire doors open. Have breaks outside if possible	Maintain air circulation Conduct activities outdoors			
Increased risk of infection and complications for vulnerable people	• Staff • Service users	Identify who falls into one of the following categories • Clinically extremely vulnerable • Peoples self isolating • People shielding • People with symptoms of Covid-19	Risk assess Staff and service users. Put systems in place so people know when to notify manager that they fall into one of these categories e.g they start chemotherapy			