



**Covid 19 Risk Assessment**  
**Date of Assessment: 1/6/2020 ( replacing Covid 19 Action Plan)**

Identified Issue	Risk	Individuals at Risk	Control Measures
Covid positive Member coming onsite	Infection	Staff, Members and visitors	<p>If a member comes on site with Covid 19 symptoms, they will be isolated until they can be collected and returned home. Members returning to the project will be screened to assess whether they have had or are showing symptoms of Covid 19 and only allowed to return when they have been assessed as being low risk of having covid 19 either through isolation or testing.</p> <p>Information and regular contact by staff with members and carers will provide information and guidance on the signs and symptoms as well as conditions for returning to heathlands.</p>
Staff with Covid symptoms	infection	Staff, Members and visitors	<p>All staff are briefed on latest symptoms and guidance as to self isolation if symptomatic (<a href="#">Social Care Workers Advice</a>).</p> <p>Staff to contact managers ASAP who will help coordinate arranging a test.</p> <p>Staff will only be allowed to return to work once the isolation criteria has been met or having tested negative and showing no symptoms.</p>
Someone onsite starts displaying symptoms	infection	Staff, Members and visitors	<p>If someone develops symptoms while on site with Covid 19 symptoms, they will be isolated until they can be collected and returned home.</p> <p>Areas of the site that have potentially been used by that individual will be immediately deep cleaned (see <a href="#">enhanced cleaning procedure</a>).</p> <p>Managers will follow up with the individual to see if the symptoms have developed or a</p>

			diagnosis has been made. If it is strongly suspected or diagnosed as Covid 19 Manager will follow the potential Outbreak procedure.
Visitors to Site	Cross infection	Staff and Members	<p>Visitors to the site will be limited where possible in line with current guidance.</p> <p>Where this is not possible they will be asked to follow our infection control procedures.</p> <p>Movement around the site will be limited to the bare minimum.</p> <p>Any person showing symptoms will be asked to leave immediately.</p>
Infections control - environmental cross contamination	infection	Staff, Members and visitors	<p>Catch It, Bin It, Kill It posters will be put up around the site.</p> <p>Everyone will be reminded to cover their cough or sneeze with a tissue, then throw the tissue in a bin then wash hands or use hand gel.</p> <p>Ensure there are adequate supplies of tissues and identified bins for disposal. Ensure bins are able to be closed, emptied regularly by staff wearing gloves.</p> <p>Guidance and prompting will be given by staff during the day about washing hands often - with soap and water, or using alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available -</p> <ul style="list-style-type: none"> <li>● On arrival</li> <li>● after using the toilet</li> <li>● after breaks and sporting activities</li> <li>● before food preparation</li> <li>● before eating any food, including snacks</li> </ul> <p>Basic hygiene and cleaning to be enhanced and done more frequently, see <a href="#">enhanced cleaning procedure</a>.</p> <p>All People will be asked to use hand gel, or soap and water when they enter the building.</p> <p>Easy read Information sheets/poster to be displayed</p> <p>Managers to monitor latest official guidance and update as necessary</p>
Infection control - social distancing	infection	Staff, Members and visitors	<p>Easy read Information sheets/poster to be displayed</p> <p>Staff to use prompts and demonstration to reinforce the guidance.</p> <p>Physical/operational alternation to help ensure social distancing put in place - see social distancing arrangements</p>

			Managers to monitor latest official guidance and update as necessary
Personal Care	Cross infection	Members and Staff	Staff to use normal procedure with additional PPE advised in - <a href="#">PPE use at Heathlands during Covid 19</a> - unless otherwise instructed No staff in the clinically vulnerable/extremely vulnerable group will do intimate personal care or feeding Staff will follow the <a href="#">NHS donning and doffing PPE Guidance</a>
Staff Absences due to isolation.	Breakdown in support/Safe support levels	Members	Managers will use the furlough scheme to cohort staff into small teams to ensure that staff are available should staff currently working need to isolate. This will be monitored as members return to Heathlands to ensure the working cohorts are sufficient to meet the current safe staffing levels.
Confirm Covid 19 outbreak on site or Track and Trace Alert	Infection	Members and Staff	Managers will work with the Local HPA to deal with the outbreak. The Outbreak Contingency plan will come into place.
Confirm Covid 19 outbreak on site or Track and Trace Alert	Business interruption/ risk to individual through loss of support	Members	The Outbreak Contingency plan will come into place. Managers will liaise with ASC, other agencies/orgs and families to ensure disruption and distress to members is minimised.
Clinically vulnerable Staff	Higher risk of severe illness	Individual	Staff who fall into these categories will work from home or be furloughed. They will not return to work until government advice changes. They will only be allowed to return once an individual risk assessment has been done with the employee and any relevant medical advice.
Clinically vulnerable Members	Higher risk of severe illness	Individual	Members who fall into this category will only return after risk assessment and discussion with carer, medical professional and social workers.

**Assessment done by:** Mike Borgia  
**Signature:**

A handwritten signature in black ink, appearing to read "W. Borgia", with several horizontal strokes underneath.

**Assessment Review date:** ongoing