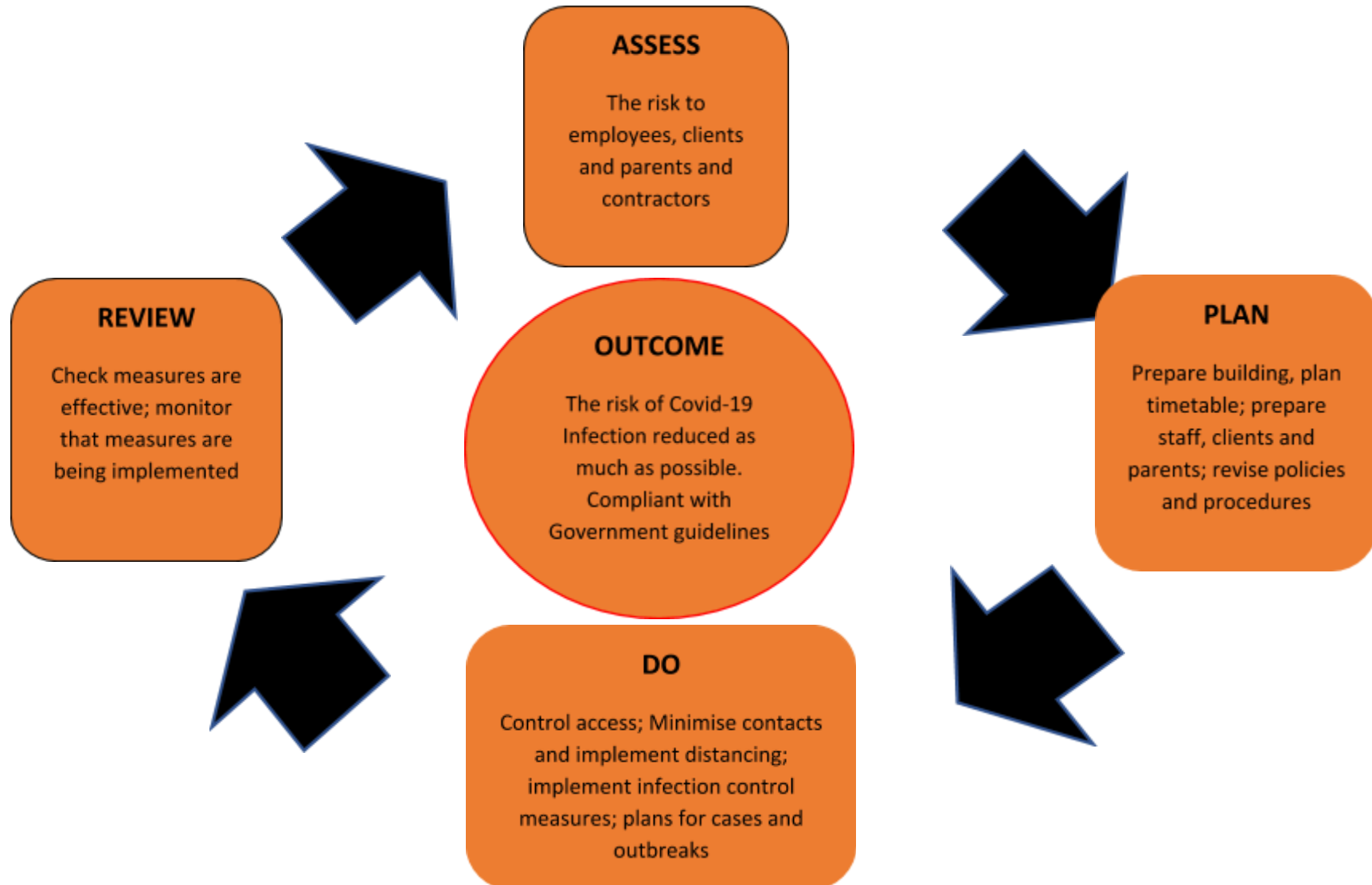


COVID-19 – RISK ASSESSMENT

THE CLUBHOUSE PROJECT DAY SERVICE LTD



COVID-19 RISK ASSESSMENT

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PLAN		DO			REVIEW
Prepare Building, timetables and activities, policies and procedures	Prepare Employees, Parents and Clients and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<p>Buildings</p> <ul style="list-style-type: none"> • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, etc.). • Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). • Make provision for clients who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified. • Ensure TCP has sufficient supplies of PPE including cleaning materials and hand 	<p>Employees</p> <ul style="list-style-type: none"> • Involve employees in plans to return to TCP and listen to any suggestions on preventative measures that can be taken. • Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. • Employees to be fully briefed about the plans and protective measures 	<p>Access</p> <ul style="list-style-type: none"> • Entry points to TCP controlled (including deliveries). • Building access rules clearly communicated through signage on entrances. • TCP start times staggered so 'bubble' groups arrive at different times. • Floor markings outside TCP to indicate distancing rules (if queuing on drop off and pick up). • Shared pens removed and used and clean 	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and TCP will consider how to implement this.</p> <p>'Bubbles'</p> <ul style="list-style-type: none"> • Small, consistent groups of clients split into bubbles. Clients to be seated 2 metres apart. • 'Bubble' groups will be kept together in separate 'bubbles' throughout the day and will not mix with other groups. 	<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> • Anyone with COVID-19 symptoms, or who have someone in their household, not to attend TCP. • If anyone becomes unwell at TCP they will be isolated, sent home and provided with information on what to do next. • Any unwell clients awaiting collection, will be isolated in a suitable room and will need to be 	<ul style="list-style-type: none"> • Consultation with employees on COVID-19 Induction and risk assessments. • Risk assessment published on TCP website along with COVID-19 Checklists • Nominated employees tasked to monitoring protection measures. • Staff encouraged to report any non-compliance. • The effectiveness of prevention checklists will be monitored by the Project Manager.

<p>washing/sanitising liquids.</p> <ul style="list-style-type: none"> ● Provide suitable and sufficient bins to support clients and staff to follow the 'catch it, bin it, kill it' approach. ● Provide sufficient tissues in all rooms. ● Site to be split into two groups to minimise mixing. ● Create capacity plan of the buildings to mark out social distancing/seating. ● Consider door signs mounted to identify max number in room / toilets at one time. ● COVID-19 posters/ signage displayed. ● Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. ● Consider one-way system if possible for circulation around the buildings. ● In areas where queues may form, put down floor markings to indicate distancing. 	<p>identified in the risk assessment.</p> <ul style="list-style-type: none"> ● All staff to where PPE at all times. ● Regular staff briefings. ● Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend TCP. ● Information shared about testing available for those with symptoms. ● Staff to share resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). ● Identify and plan activities that could take place outdoors. ● Consider how online resources can be used to shape remote learning. 	<p>pots of pens to be available.</p> <ul style="list-style-type: none"> ● Hand sanitiser provided at all entrances and at station points around buildings. ● Clients, staff and visitors to remove face coverings at TCP and wash hands immediately on arrival. ● Covered bins provided on entrances to dispose of temporary face coverings. ● Sealable plastic bags provided for reusable face coverings to take home. ● Staff on duty outside TCP to monitor protection measures. <p>Visitors</p> <ul style="list-style-type: none"> ● Wherever possible keep meetings on a virtual platform (e.g. 1:1 session's with professionals, 	<ul style="list-style-type: none"> ● Keep a record of clients and staff in each bubble, group. <p>Minimise mixing</p> <ul style="list-style-type: none"> ● Whatever the size of the bubble, they are to be kept apart from other groups where possible. ● Groups use the same room or area of a setting throughout the day. ● Client movements around TCP site, either in groups or individuals is controlled to limit contact and mixing. ● Groups will stay within a specific "zone" of the site to minimise mixing. ● Large gatherings with more than one group to be avoided. ● Separate spaces for each group clearly indicated. 	<p>collected within 1 hour.</p> <ul style="list-style-type: none"> ● Staff caring for a client awaiting collection to keep a distance of 2 metres. ● PPE to be worn by staff caring for the client. ● Staff to wash their hands after caring for a clients with symptoms. ● All areas where a person with symptoms has been to be deep cleaned after they have left. ● Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. <p>Hand washing</p> <ul style="list-style-type: none"> ● Frequent hand washing encouraged for adults and clients (following 	<ul style="list-style-type: none"> ● This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.
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<ul style="list-style-type: none"> • Can separate doors be used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise rooms for maintaining space between seats • Arrange tables/seating clients/staff to sit side by side and facing forwards. • Inspect rooms and remove unnecessary items and furniture to make more space. <p>Timetabling</p> <ul style="list-style-type: none"> • Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave TCP. • When timetabling, groups should be kept apart and movement around the TCP site kept to a minimum to avoid 	<ul style="list-style-type: none"> • Plan for remote activities for clients in case of a lockdown or clients having to isolate in regional lockdowns. <p>Parents/clients</p> <ul style="list-style-type: none"> • Educate clients before they return about the need to stay apart from others and expectations around hygiene. • Communicate to parents on the preventative measures being taken. • Post the risk assessment or details of measures on TCP website. • Parents and clients informed about the process that has been agreed for drop off and collection. • Ensure parents have a point of contact for reassurance as to 	<p>recruitment interviews, parental meetings etc.).</p> <ul style="list-style-type: none"> • Parents/carers and visitors coming onto the site without an appointment are not to be permitted. • Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where possible visits arranged outside of TCP hours. • A record/Contact Log Questionnaire kept of all visitors to assist NHS Test and Trace. 	<ul style="list-style-type: none"> • Groups do not use outdoor equipment simultaneously. • Limiting the number of clients who use the toilet facilities at one time. • Allow clients to have access to toilets at all times during the day to prevent queues developing. • The same staff(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. • Staff that move between groups, to keep their distance from clients and other staff. • Rotating between activities (e.g. inside, outside accessing vehicles, etc) with cleaning surfaces between groups. Only one 'bubble' group to use TCP 	<p>guidance on hand cleaning).</p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available. • Where there is no sink, hand sanitiser provided in rooms. • Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. • Clients to clean their hands when they arrive at TCP, when they return from breaks, when they change settings and before and after eating and toileting. • Staff help is available for clients who have trouble cleaning their hands independently. • Use resources such as "e-bug" to teach effective hand hygiene etc. <p>Respiratory hygiene</p>	
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<p>creating busy corridors, entrances and exits.</p> <ul style="list-style-type: none"> • Prepare arrangements to allow remote learning to take place should a partial or full closure of the TCP be required, at any point in the next year. <p>Policies and procedures</p> <ul style="list-style-type: none"> • Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> ○ Safeguarding/clients protection ○ Visitors to TCP • Ensure website is compliant with regards to the publishing of policies and procedures. • Establish a visitors'/contractors protocol so that parents, contactors, professionals working with individual clients are clear about the infection control measures that you have in place. <p>Response to any infection</p> <ul style="list-style-type: none"> • Staff understand the NHS Test and Trace process and how to contact their local Public 	<p>the plans put in place.</p> <ul style="list-style-type: none"> • Limit the equipment clients bring into TCP each day. Parents/clients to bring supply their own pencil cases and packed lunches as no cooked lunches will be supplied. • Bags are allowed with only essential items. • Parents informed to not linger in carpark in adult groups.. • Parents and clients encouraged to walk or cycle where possible. • Staggered drop-off and collection times planned and communicated to parents. • Made clear to parents that they cannot gather at entrance gates or doors. 		<p>vehicles on any one day.</p> <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from clients and other staff members. • Where possible staff to maintain distance from their clients, staying at the front of the front of back of the room. • Staff to avoid close face to face contact and minimise time spent within 1. metre of anyone if possible. • The occupancy of rooms to be kept to 'bubble' staff. • Staff in shared spaces to avoid working facing each other. <p>Minimising contact</p> <ul style="list-style-type: none"> • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when 	<ul style="list-style-type: none"> • Adults and clients are encouraged not to touch their mouth, eyes and nose. • Adults and clients encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Tissues to be provided. • Bins for tissues provided and are emptied throughout the day. • Singing and mouth instruments should not take place or be used in larger groups. • Measures to be taken when playing instruments in small groups such as in music lessons include: <ul style="list-style-type: none"> ○ physical distancing; ○ playing outside wherever possible; 	
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<p>Health England Health Protection Team.</p> <ul style="list-style-type: none"> ● Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> ○ book a test if they are displaying symptoms; ○ inform TCP immediately of the results of a test; ○ provide details of anyone they have been in close contact with; ○ self-isolate if necessary. 	<ul style="list-style-type: none"> ● Encourage parents to phone TCP and make telephone appointments if they wish to discuss their son or daughter (to avoid face to face meetings). ● Communications to parents (and young people) includes advice on transport. <p>Others</p> <ul style="list-style-type: none"> ● Communication with activity coordinators that will need to prepare to support plans for opening. ● Parents to liaise with transport providers to cater for any changes to start and finish times and confirm protective measures ie, change of clothing during journeys. ● Communication with other building users (e.g. OGA Hockey, Rugby, 		<p>premises unoccupied.</p> <ul style="list-style-type: none"> ● Staff and clients to have their own individual and very frequently used equipment, such as pencils and pens. <p>PE and TCP Sport</p> <ul style="list-style-type: none"> ● Clients kept in same consistent bubbles during PE and sport. ● Sports equipment thoroughly cleaned between each use. ● Contact sports avoided until guidance changes. ● Outdoor sports should be prioritised where possible. ● Swimming pools will not be accessed until guidance changes. ● Sporting activities delivered by external coaches, clubs and organisations will 	<ul style="list-style-type: none"> ○ Positioning clients back-to-back or side-to-side; ○ avoiding sharing of instruments; ○ ensuring good ventilation. <p>Cleaning</p> <ul style="list-style-type: none"> ● Sanitising spray and paper towels to be provided in rooms for use by members of staff and clients ● Thorough cleaning of rooms at the end of the day. ● Shared materials and surfaces to be cleaned frequently (e.g. books, tables, chairs, doors, sinks, toilets, light switches, etc.). ● Resources that are shared between 'bubble' groups (e.g. sports, art and science equipment) to be cleaned frequently 	
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	<p>regular visitors, etc.)</p> <ul style="list-style-type: none"> • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). <p>Lettings and non-TCP users</p> <ul style="list-style-type: none"> • The use of indoor facilities by adults should remain closed until guidance changes.. • A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. • TCP can ask any hiring organisation to provide evidence of their risk assessment. • Review existing lettings/hire agreements and amend or supplement as 		<p>only go ahead via Zoom until guidance is updated.</p> <p>Visits and journeys</p> <ul style="list-style-type: none"> • Clients grouped together on transport in the same 'bubble' group that are adopted within TCP. • Journey's planned to allow distancing within vehicles (this may mean large vehicles or more are used). • The use of face coverings for staff and clients (if they are happy to wear them). • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. 	<p>and meticulously and always between bubbles.</p> <ul style="list-style-type: none"> • Outdoor equipment appropriately cleaned frequently. • Toilets to be cleaned regularly. • Staff providing close hands-on contact with clients need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. <p>PPE</p> <p>All staff are required to wear PPE at all times. Where a client has routine intimate care needs that involves the use of PPE, in which case the same</p>	
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	<p>necessary to include specifics of what TCP will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.).</p>			<p>PPE should continue to be used.</p> <p>First Aid</p> <ul style="list-style-type: none"> ● Employees providing first aid to clients will not be expected to maintain 2 metres distance. The following measures will be adopted: ● washing hands or using hand sanitiser, before and after treating injured person; ● wear gloves or cover hands when dealing with open wounds; ● dispose of all waste safely. 	
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SIGNED:- Lisa Littlewood

DATE:- 24/08/2020

To be reviewed on 01/12/2020