



RISK ASSESSMENT

THE CLUBHOUSE PROJECT DAY SERVICE LTD – COVID-19

Title:	Covid-19 Specific Infection Control		
Document No.:	Version 3	Date:	Reviewed 8/2/2022
Location:	Old Georgians' Clubhouse, St George's College, Weybridge Road, Addlestone, Surrey KT15 2QS	Duration:	Ongoing and until advised otherwise.
Prepared by:	Lisa Littlewood	Position:	Project Manager
1st Review Due:	30 th July 2022	2nd Review Date:	October 2022
Reviewed By:	Lisa Littlewood / Lisa Keep	Position:	Project Manager / Dept

This risk assessment is undertaken in accordance with current government guidelines under Community Settings.

The risk level for Covid-19 is recognised as high and must be treated as such, even with control measures in place. It will remain a high priority and every effort must be made to reduce the risk level so far as is reasonably practicable, where possible. This document is subject to undergo an ongoing review process to ensure current guidance is being met and is in accordance with the fluctuating rate of infection. This risk assessment outlines the measures to be taken within the UK under the restrictions placed by the ongoing Covid-19 pandemic. An individual risk assessment for each client outlining their needs and risk levels forms part of this process.

All work at the project must be in accordance with these overall guidelines and any visitor/third party/contractor must follow guidelines.

It is imperative that any employee who feels they cannot work safely on site at any time immediately informs the Project Manager who will address their concerns at the first opportunity.

PPE: All staff to receive PPE training in line with current guidelines. All PPE to be purchased by Kathy Prior from an authorised supplier. Only PPE issued by KP is to be worn. Deputy Manager is to evaluate stock levels weekly and re stock in a timely fashion, before levels become limited.

Training: All staff must complete the Infection Control, PPE and Food Handling training. This training is in addition to the modules already undertaken as standard.

Testing: Covid-19 testing to be undertaken if the person has any Covid related symptoms. They must be symptom free and have a negative test result before returning to the project.

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Social Distancing: Government guidelines are a 2m distance between you and others. Where 2m is not possible 1m+ distancing is to be observed. **First Aid:** All First Aiders to be notified of changes to the guidance considering Covid-19 restrictions. Usual infection control guidelines apply and PPE must be worn, including aprons and gloves, as soon as possible. Undertake CPR as normal, avoiding rescue breaths.

<p>1 : Person to person Infection</p>		<p>1.1: Clients, Staff, Visitors and any other persons entering the project</p>	<p>1.2: People coming into the project</p>	<p>1.2a: All staff, clients and visitors are asked not to travel to the project if they are displaying any of the symptoms listed, however mild:</p> <p>A new continuous cough. A high temperature. A loss of, or change in, your normal sense of taste or smell</p> <p>1.2b: Anyone who is considered a vulnerable person (by virtue of their age, underlying health condition and/or clinical condition) should follow recent government advice.</p> <p>1.2c: Carer drop-off and pick up protocols in place that minimise adult to adult contact</p> <p>1.2d: Visitors to be limited in the setting to only those essential to the running of the project. Service works to be undertaken on a Monday or before 09.30am and after 4pm Tuesday to Friday.</p> <p>1.2e: Staff from other working areas outside of the project environment will be required to limit their time in this space to a thoroughfare to the toilet area and back.</p>	<p>Project manager to allocate this task daily.</p> <p>If a client of staff or project client is displaying any of the symptoms noted, they are to remain at home and self-isolate in line with government guidelines This will also apply if anyone in the household in which they live are displaying any of these symptoms. If they begin to display any of these symptoms while at the project, they are to isolate and must return home to self-isolate in line with government guidelines.</p> <p>Project Manager to oversee all visitors follow any and all guidelines when entering the setting.</p>	
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			<p>1.3: Close contact with others</p>	<p>1.3a: Only essential activities that require close contact will be carried out. For all other activities, Day Care staff will work alone with a clear 2 metre space from any other persons. A 1 metre + distance to be observed with enhanced measures in areas where a 2 metres distance is restrictive. Staff are to work in predetermined groupings with clients.</p> <p>1.3b: A client of staff will be designated each day to step up in the event of an unforeseen</p>	<p>Staff team meeting will be undertaken each day to reinforce tasks and actions and the correct use of PPE.</p> <p>Project Manager to reinforce Covid19 testing for all staff prior to opening.</p> <p>Signage in prominent/relevant areas to inform and reinforce guidance.</p>	
				<p>circumstance requiring the staff/client groupings to change and/or for covering breaks.</p> <p>1.3c: National guidelines for good hand hygiene and the use of PPE to be followed as a minimum</p>	<p>All staff, including volunteers to wear appropriate PPE at required times.</p> <p>Project Manager will oversee.</p>	

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			<p>1.4: Coughing and sneezing around others</p>	<p>1.4a: Clients should be encouraged to use single use tissues provided. Waste paper bins with liners should be offered up to the client to dispose of the used tissues. These must be emptied at regular intervals throughout the day. In the event of a tissue not being available, where possible the crook of the arm should be encouraged. Handwashing and sanitizing after the event.</p> <p>1.4b: In the event of an unprotected sneezing/coughing episode cleaning of the surrounding area must be undertaken by a client of staff. This in addition to hand washing/sanitizing. PPE must be worn when undertaking a cleaning task.</p> <p>1.4c: Clients should be asked not to bring a handkerchief to the project to discourage its use.</p> <p>1.4d: Staff must follow the advice above in the event of cough or sneezing.</p> <p>1.4e: Do not touch your eyes, nose or mouth if your hands have not been cleaned</p> <p>1.4f: If a cough is persistent, the person must be isolated and guidance followed.</p> <p>1.4g: The project must remain well ventilated with a good fresh air flow throughout the day.</p>	<p>All staff clients are to encourage and reinforce guidance.</p> <p>All staff to ensure windows/doors are opened to ventilate the area on opening.</p> <p>Manager will ensure that during cold spells the patio doors are to remain open during set up before clients arrive and after they leave whilst cleaning and closing. Re open the doors to refresh the air mid-day – need not be fully opened – just enough to allow a through air. Ensure the room temperature remains at a comfortable level for the everyone.</p>	
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		<p>1.5: New client visits</p>	<p>1.5a: When prospective new client visits restart, all previous protocols are to be adhered to following social distancing and good hand hygiene with the following measures applied to reinforce client and staff safety.</p> <p>1.5b: Where possible the visits will be limited to after the clients have left for the day. If this is not convenient the garden area may be used for a short period of time – no longer than 30 mins. Walk arounds will not be permitted.</p> <p>1.5c: The wearing of face masks for carers must be adhered to.</p> <p>1.5d: For the person with a LD the wearing of a face mask should be encouraged but not forced. If a mask is not worn a 2m distance must be observed during the meeting at all times.</p> <p>1.5e: Refreshments will not be served.</p> <p>1.5f: Second visits will not be undertaken during the Covid pandemic.</p> <p>1.5g: All paperwork for the new client must be undertaken at another time preferably over the phone. Any documents that need to be signed can be posted or scanned and emailed.</p> <p>1.5h: Any physical contact must be avoided during the meeting.</p>	<p>The manager should offer a visit time outside of clubhouse hours in the first instance.</p> <p>The manager must advise the carer of the requirements to wear a face mask for the visit, which will be provided and that an LFD test must be completed before arrival.</p> <p>The manager will remind the visitor not to attend the project if they or anyone in their household is unwell with Covid like symptoms.</p>	
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2: Infection by the touching of a contaminated surface	2.1: Clients, Staff, Visitors and any others entering the project.	2.2: Transport to work	<p>2.2a: Staff will be encouraged to travel to work alone. Wherever possible staff should avoid public transport and travel to work in a way that restricts being within 2m of someone they do not reside with.</p> <p>2.2b: On entry to project, 2metre markings will be placed on the ground to ensure adequate social distancing. As soon as the client of staff has entered the project, they will go straight to the hand washing facilities provided and wash their hands with soap and warm water for a minimum or 20 seconds.</p> <p>2.2c: PPE is to be worn as per project guidelines.</p>	All staff and volunteers	
		2.3: Poor Hygiene	<p>2.3a: Staff are to clean hands with warm water and soap (following hand washing procedures) at the beginning/end of each day and any given time in between, such as assisting clients with personal care before mealtimes, using the bathroom, etc.</p> <p>2.3b: Staff will encourage clients to follow good hand hygiene practise and assist when necessary.</p>	All staff and volunteers to follow guidance. Staff are responsible for overseeing good hand hygiene of clients.	

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		2.4: Cleaning & Infection Control	<p>2.4a: If you are involved in deep cleaning at the Project it should focus on the following areas.</p> <ol style="list-style-type: none"> 1. Access and egress (departure points) 2. Taps and washing facilities. 3. Toilet flush and seats. 4. Door handles & Keypads 5. Equipment controls 6. Food preparation and eating surfaces. 7. Seats, seating areas including dining and occasional tables 8. Telephone equipment, keyboards, photocopiers, and other office equipment used 	<p>All staff will undertake cleaning of specific areas as and when required. This is in addition to a more enhanced cleaning at the end of each day.</p> <p>PPE to be worn relevant to task undertaken.</p>	
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			<p>2.4b: Cleaning schedules/records to be kept in key areas. All staff to use own pen when signing any documents.</p> <p>2.4c: Only authorised cleaning products to be used and in accordance with manufacturers guidance.</p> <p>2.4d: Any equipment brought into the project by clients must be wiped down by a client or staff on entry and exit, with wipes provided.</p>		
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		2.5: Group sizes for activities	<p>2.5a: Clients will be in smaller, socially distanced groups, utilizing the sofa, patio and table areas. For table top activities, 2 clients per table supported by staff client in PPE.</p> <p>2.5b: For activities in the seated area, chairs will be spaced to observe social distancing with occasional tables and markings placed in between to discourage chairs and seats to be moved.</p> <p>2.5c: Groups will be led by day project staff with assistance from volunteers.</p> <p>2.5d: Public Health England note that brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>2.5e: Any equipment used for activities will be cleaned after use and stored when dry.</p> <p>2.5f: Packs containing pens/pencils and pictures for colouring to be made up for individual use by clients. These must be labelled with the</p>	<p>Deputy manager to oversee groupings and to inform staff at morning meeting.</p> <p>All staff are responsible for but are not limited to their groups. In the event of an incident requiring any changes to the groupings the Deputy manager will direct staff as required.</p> <p>Staff and volunteers to wear PPE when sat with clients at tables.</p>	
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			Client's names and sharing must be discouraged. All items to be cleaned before returning to the pack.		
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		2.6: Lunch times and breaks.	<p>2.7a: All dining tables will be spaced to observe social distancing. There will be 4 people per table. Areas around the tables will be kept clear to avoid congestion.</p> <p>2.7b: Food will be plated in the kitchen and served to the tables. Gloves and mask must be worn by staff during service and groupings should be observed where possible.</p> <p>2.7c: All condiments will be handled by staff only. Drinks will be individually poured from jugs in the kitchen and served from there.</p>	<p>Only group staff and designated clients to serve food.</p> <p>Only one designated staff member to be present in the kitchen at any one time.</p>	
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			<p>2.7d: Paper towels will be used in place of tea towels. The dishwasher will be used for the cleaning of all plates, mugs and cutlery.</p> <p>2.7e: Good hand hygiene to be observed before and after breaks are taken. PPE worn inside the project must not be worn outside of the setting. Staff to be encouraged to access fresh air and for their breaks and undertake good hand hygiene precautions on their return. They should observe social distancing and PPE guidance when in the community.</p>		
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		2.7: Assisting clients in the toilet and personal care	<p>2.8a: Full PPE to be worn by staff:</p> <p>2.8b: Single use apron, disposable gloves, face mask or face visor (dependent on client and the risk of splashing)</p> <p>2.8c: There will be a designated member of staff each day to assist with personal care needs. Those times when more assistance is required the deputy manager will allocate another client of staff to assist.</p>	<p>Staff will be required to help clients to the toilet. The toilet is restricted, and social distancing would be difficult. Please try and ask the client to be as independent as possible to minimise risk.</p> <p>Always ask client to wash hands thoroughly after using toilet. Staff client to wash their hands, discard gloves and plastic apron in bin provided.</p>	
3: Therapy Dogs	3.1: Clients, Staff, Visitors and any others entering the project.	3.2: Handling & Petting.	<p>3.2a: Handlers must be Covid-19 symptom free when attending the project.</p> <p>3.2b: Hand sanitizing after petting the dogs must be reinforced.</p> <p>3.2c: Handlers are subject to project guidance on reporting of symptoms and isolating.</p> <p>3.2d: All dogs are to be kept out of the project and be kept to patio areas.</p>	<p>Handlers to notify project manager of any Covid-19 symptoms resulting from their visit.</p> <p>Handlers are responsible for their dogs for the duration of their visit.</p> <p>All staff to ensure good hand hygiene is reinforced after contact with dogs.</p> <p>Project manager to schedule and assess any visit and beforehand based on their individual merit.</p>	

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		3.3: Waste disposal and cleaning	3.3a: PPE to be worn when cleaning accidents, followed by handwashing and sanitising.	Handlers are responsible for the cleaning of accidents and disposing of waste.	