



## Risk Assessment

### The Clubhouse Project Day Service Ltd – Covid-19

<b>Title:</b>	<b>Covid-19 Specific Infection Control</b>		
<b>Document No.:</b>	2	<b>Date:</b>	Reviewed April 2021
<b>Location:</b>	Old Georgians' Clubhouse – St George's College, Weybridge Road, Addlestone KT15 2QS	<b>Duration:</b>	Ongoing and until advised otherwise.
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<b>1<sup>st</sup> Review Due:</b>	22 <sup>nd</sup> June 2021	<b>2<sup>nd</sup> Review Date:</b>	22 <sup>nd</sup> September 2021

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

#### **Covid-19 Version 1.**

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 Clubhouse Project** Day Service under the restrictions placed by the ongoing Covid-19 pandemic. An individual risk assessment for each member 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 KP from an authorised supplier. Only PPE issued by KP is to be worn. Senior Support Worker 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 twice weekly by TCP staff and if the person has any Covid related symptoms. LFT's Monday's and Thursday's and PCR tests on Thursday's. All staff and clients must be symptom free and have negative test result before returning to the project.

**Social Distancing:** Government guidelines are a 2m distance between you and others. Where 2m is not possible 1m+ distancing is to be observed with added measures.

<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>What is the risk?</b>	<b>What actions do you need to take to control the risks?</b>	<b>Who needs to carry out the action?</b>	<b>Done</b>
<b>1: Person to person Infection</b>	1.1: Clients, Staff, Visitors and any other persons entering the project	1.2: People coming into the project	<p>1.2a: All staff, project clients and visitors are asked not to travel to project if they are displaying any of the symptoms listed, however mild:</p> <p style="color: red;"><b>A new continuous cough. A high temperature. A loss of, or change in, your normal sense of taste or smell.</b></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: Parent/Carer drop-off and pick up protocols in place that minimise adult to adult contact</p> <p>1.2d: Visitors to be limited to 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>If a member of staff or 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.</p> <p>Staff understand the NHS Test and Trace process and how to contact their local Public Health England Health Protection Team.</p> <p>Welcoming staff member to carry out initial welcome check.</p> <p>Staff to fill in Staff Daily COVID-19 Checklist <a href="#">Staff Daily Checklist</a></p> <p>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> <p><a href="#">COVID-19 PRE APPOINTMENT QUESTIONNAIRE.docx</a></p> <p><a href="#">Coronavirus Vaccine Policy.docx</a></p>	On-going

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		1.3: Close contact with others	<p>1.3a: Only essential activities that require close contact will be carried out. For all other activities, 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 bubble groupings with clients. Bubble groups will stay within specific “zones” to minimise mixing. Each group will use the same room or area of setting throughout the day as well as separate toilets.</p> <p>1.3b: A member of staff will be designated to step up in the event of an unforeseen circumstance requiring the staff/member groupings to change and/or for covering breaks. (Staff to see Contingency Plan).</p> <p>1.3c: National guidelines for good hand hygiene and the use of PPE to be followed as a minimum</p>	<p>Staff team meeting will be undertaken each month to reinforce tasks and actions and the correct use of PPE.</p> <p>Project manager to reinforce Covid19 testing for all staff and clients if able.</p> <p>Signage in prominent/relevant areas to inform and reinforce guidance. Signage to also be relevant to bubble groups in picture/word form.</p> <p>All staff, including volunteers to wear appropriate PPE at required times.</p> <ul style="list-style-type: none"> <li>- Medical grade masks to be worn at all times, by all staff and clients who are able.</li> </ul> <p><a href="https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm">https://www.hse.gov.uk/coronavirus/cleaning/handwashing-using-hand-sanitiser.htm</a></p>	On-going

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		1.4: Coughing and sneezing around others	<p>1.4a: Clients should be encouraged to use single use tissues provided. Waste bins with liners should be offered up to the clients 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 sanitising 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 member of staff. This is in addition to hand washing/sanitising. Full 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><b>1.4e: Do not touch your eyes, nose or mouth if your hands have not been cleaned</b></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 members to ensure windows/doors are opened to ventilate the area on arrival.</p> <p>All staff to ensure that during cold spells the patio doors are to remain open during set up before clients arrive and after clients leave whilst cleaning and closing.</p> <p>Re open the doors/windows 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 clients.</p>	On-going

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		1.5: New client visits	<p>1.5a: When prospective new clients visit, previous protocols are to be adhered to following social distancing and good hand hygiene with the following measures applied to reinforce member 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 patio 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 parents/carers must be adhered to.</p> <p>1.5d: For clients 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 emailed.</p> <p>1.5h: Any physical contact must be avoided during the meeting.</p> <p>1.5i: Wherever possible keep meetings to a virtual platform.</p>	<p>The manager should offer a visit time outside of client attendance hours in the first instance.</p> <p>LFT tests to be undertaken by clients on the morning of their visit at home or on arrival at TCP.</p> <p>The manager must advise the carer of the requirements to wear a face mask for the visit, which can be provided.</p> <p>The project manager will remind the visitor not to attend the project if they or anyone in their household is unwell with Covid like symptoms.</p> <p>The Contact Log will need to be filled in on arrival for all visitors/contractors to assist NHS Test and Trace.</p> <p>COVID-19 Pre-appointment Questionnaire filled in before any visitors to the project and this needs to be filled in arrival or on arriving at the project.</p>	On-going

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<b>2: Infection by the touching of a contaminated surface</b>	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 member 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	On-going
		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 and prompting of use of hand sanitiser after toileting and entering and leaving the building.	
		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"> <li>1. Access and egress (departure points)</li> <li>2. Taps and washing facilities.</li> <li>3. Toilet flush and seats.</li> <li>4. Door handles &amp; push pads</li> <li>5. Equipment controls</li> <li>6. Food preparation and eating surfaces.</li> <li>7. Seats, seating areas including tables and coffee tables</li> <li>8. Telephone equipment, keyboards, photocopiers, and other office equipment used</li> </ol>	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.  PPE to be worn relevant to task undertaken.	

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			<p>2.4b: Weekly Covid-19 Compliance audit to be completed. Any actions requiring attention to be reported immediately to project manager.</p> <p>2.4c: Cleaning schedules/records to be kept in key areas. All staff to use own pen when signing any documents.</p> <p>2.4d: Only authorised cleaning products to be used and in accordance with manufacturers guidance.</p> <p>2.4e: Any equipment brought into the project by clients must be wiped down by a member of staff on entry and exit, with wipes provided.</p>		
		2.5: Group sizes for activities	<p>2.5a: Clients will be in smaller, socially distanced groups, utilizing the patio and table areas. For tabletop activities, 2 clients only per table if from the same household, if not to be seated at socially distanced tables. Sofa's to be marked with non-seating spaces to enable social distancing.</p> <p>2.5b: For in-house activities, chairs will be spaced to observe social distancing with occasional markings placed in and between tables to discourage chairs being 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>Project manager to oversee groupings and to inform staff at morning meeting.</p> <p>All staff are responsible for but are not limited to their bubble groups. In the event of an incident requiring any changes to the groupings the project manager will direct staff as required.</p> <p>LFT tests to be carried out before any change of staff to a different bubble group and on return to original group.</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/parents/carers. These must be labelled with the client's names and no sharing allowed. All items to be cleaned before returning to the pack and at the end of each day</p>		
		2.6: Use of other areas including office and kitchen facilities	2.6a: The kitchen area is to be restricted to one staff member at any given time. There will be no access to clients.	Level of admin support and allocation of tasks to be determined by the project manager.	On-going
		2.7: Lunch times and breaks.	<p>2.7a: Lunch boxes will be placed on the kitchen hatch on arrival once placed in transparent food bags and staff to allocate them to fridges.</p> <p>At lunch time, food bags will be placed on the kitchen hatch and served to the tables. Gloves and mask must be worn by staff during service. Staff to heat up any lunches and deliver them to the individual's table.</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>	Only staff to serve food.  Only one designated staff member to be present in the kitchen at any one time.	
			<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, jugs 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 during their breaks and undertake good hand hygiene precautions on their return. They should observe social distancing and PPE guidance when in the community.</p>		
		2.8: Assisting clients in the toilet and personal care	2.8a: Full PPE to be worn by staff:	Always remind client to wash hands thoroughly after using toilet. Staff member to wash their hands,	On-going

		<p>2.8b: Single use apron, disposable gloves, face mask or face visor (dependent on member and the risk of splashing)</p> <p>2.8c: Only one client to enter the toilets at any one time. Staff to remind clients about using 'STOP' 'GO'</p>	discard gloves and plastic apron in bin provided.	
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<b>3: Vehicles/Minibus uses</b>	3.1: Clients, Staff, Visitors and any others entering the project.		<p>3.2a: Seating plans to be visible in all vehicles for designated social distanced seating.</p> <p>3.2b Masks to be worn at all times by all clients/staff.</p> <p>3.2c: Cleaning products to be checked weekly and stocks replenished. Cleaning to take place after every journey and cleaning sheet to be filled in and signed.</p>	All staff	