

## RISK ASSESSMENT RED2GREEN

<b>Date of assessment:</b>	25.6.2020	<b>Assessed by (job title / name):</b>	Liz Taylor Deputy CEO
<b>Name and address of service:</b>	Red2Green	<b>Other people involved with this assessment:</b>	Jackie Fernandez (CEO) Jane Miller (Chair of Trustees) Ruth Rogers (Trustee) Sonia Santry (Options Coordinator) Emily Rogers (Options Coordinator) Alison Martin (Aspirations Tutor)
<b>Identification of risks:</b>	<ol style="list-style-type: none"> <li>1. Infection Control</li> <li>2. Social Distancing</li> <li>3. PPE</li> <li>4. Staff and their family groups</li> <li>5. Learners and their family groups</li> <li>6. First Aid/ Medical Needs</li> <li>7. Premises Management</li> <li>8. Risk Administration</li> </ol>		
<b>Harm which could occur:</b>	<p>Catching or spreading the COVID-19 virus. This is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p>Infection may happen through contact with someone with a confirmed case of COVID-19, those who have come into contact with a confirmed case of COVID-19 and those who have been notified by a Public Health Agency that due to contact with a diagnosed case they are open to exposure.</p> <p>Categories of people who are especially at risk from infection are clearly described in the Government's published guidelines (link at end) and those people should be shielded or self-isolating.</p> <p><b>ALL personnel should be consistently adherent to the social distancing rules.</b></p>		

<b>What are the hazards or where are the dangers?</b>	<b>Control Measure</b> These are things which are needed to control the spread of the virus as far as reasonably practicable.
<b>1.0</b> <b>Catching and spreading the virus due to not having appropriate Infection Control measures in place</b>	<ol style="list-style-type: none"> <li>1. We provide welfare facilities for staff and learners which contain suitable amounts of handwash and the correct temperature of water</li> <li>2. We ask that everyone washes their hands thoroughly for at least 20 seconds, and as frequently as advised by PHE We have appropriate signage at every sink and we have extra hand washing stations.</li> <li>3. As far as possible, we monitor learner's hand hygiene after they use the toilet in line with usual hygiene practice</li> <li>4. We provide hand sanitiser for when soap and water is not readily available</li> <li>5. We provide hand sanitiser at the entrance and we have a sink station</li> <li>6. We provide tissues for those suffering from hay fever / common cold etc. Everyone is instructed to use their tissues when coughing or sneezing and then place the used tissue in the bin before washing their hands. Each bubble has their own box.</li> <li>7. We provide lidded bins with pedals where reasonably practical.</li> <li>8. Anyone either suspected or confirmed as having caught COVID-19 will be isolated and the appropriate measures followed in line with Government / PHE advice. We have a policy in place, and letters ready to go home.</li> <li>9. Everyone is reminded to not touch their eyes, nose or mouth and to wash hands afterwards if this occurs.</li> <li>10 We will try to avoid working with paper/other materials that are shared in a way that may aid transmission. Each learner will have an individual pack which they will contain the equipment that they need. A lot of our activities involve paper, therefore they will have their own.</li> <li>11 We wipe down any items which learners have used, in between users, to include working tools, stationery etc. Each bubble will have its own wipes to wipe down equipment</li> <li>12 We ensure that all surfaces are frequently wiped clean with the advised solutions or wipes.</li> <li>13 We have a deep cleaning schedule, and will get a company in to do a deep clean if we have a case of covid. We have bought professional disinfecting equipment.</li> <li>14 We have scheduled a more frequent cleaning procedure throughout the service particularly in communal areas and at touch points . See separate cleaning list.</li> <li>15 We are encouraging staff to bring in their own mugs etc for their own use each day, and to take them home after washing.</li> <li>16 We have a system in place to ensure visitors to the Service are only those making essential visits (e.g., pre-planned maintenance / social care emergencies etc)</li> <li>17 We have had our fire doors changed to have mechanisms that stay open and then close automatically with the alarm goes off.</li> </ol>
<b>2.0</b> <b>Catching and spreading the virus due to not ensuring 2m</b>	<ol style="list-style-type: none"> <li>1. We maintain, as far as possible, two metre social distancing in line with PHE guidance and educate our learners and staff on this consistently</li> <li>2. We are running a bubbles system to reduce contact with others in the organisation. Each bubble has its own arrival and departure time, their own toilet and space.</li> </ol>

<p><b>social distancing is followed in Service</b></p>	<ol style="list-style-type: none"> <li>3. We have a letter which goes out to those who are returning which states their arrival time and their leaving time and how everything is organised.</li> <li>4. We have reviewed the total space available for activities and have deemed the areas 'controllable' and safe</li> <li>5. We are unable for learners to all sit 2m apart. We are distancing out tables as much as possible, and bubbles will not come in to contact with other bubbles. We will use side-to side and back to back where 2m is not possible</li> <li>6. We have moved furniture and equipment so that safe movement is possible and where possible this is 2m apart.</li> <li>7. We have ensured that fire exits, and routes are not compromised.</li> <li>8. We have considered the manual handling issues surrounding these tasks and will refer to our separate manual handling risk assessment so it can be done safely.</li> <li>9. We are only using the front door, so that bubbles do not cross. There are separate timings for entrance and exits for the bubbles.</li> <li>10. We monitor how many people are on site at one time and where they 'should' be.</li> <li>11. Personal Emergency Evacuation Plans (PEEPs) already in place will continue and we have reviewed these in light of changing the Day Service space.</li> <li>12. We have reminded learners and staff that if a service evacuation is needed (e.g., fire alarm) then the social distancing rules will still apply as far as reasonably practicable. We have new procedures in place.</li> <li>13. We will stagger breaks / lunchtimes to achieve social distancing as far as reasonably practicable. Staff lunch will be staggered so that they can eat without the facemask away from the learners in their bubble.</li> </ol>
<p><b>3.0 Catching and spreading the virus due to not using appropriate PPE when social distancing is not possible</b></p>	<ol style="list-style-type: none"> <li>1. Where social distancing is not possible in Day Service settings (such as intimate care) we provide PPE in line with PHE advice and 'donning and doffing' advice. Staff will be wearing FRSM facemasks all day and face shields. Normal PPE for intimate care will be used. All staff have had infection, prevention, and control training</li> <li>2. We assess and provide appropriate PPE where it is needed.</li> </ol>
<p><b>4.0 The impact on staffing, and staff welfare due to the risk of catching and spreading the virus</b></p>	<ol style="list-style-type: none"> <li>1. Any existing individual staff risk assessments (to include those with disabilities, new / expectant mothers etc) have been reviewed in light of the potential reopening, and we work with that staff member to ensure they are not further compromised.</li> <li>2. Staff are aware of what to do if anyone on the premises finds they have a new, persistent cough and/or a high temperature.</li> <li>3. All staff are aware of what action to take if members of their household need to self-isolate OR are confirmed as having the virus.</li> <li>4. We have ensured that all staff understand the responsibility of cleaning down in their own areas.</li> <li>5. All support staff have had mandatory training including administering medication, infection prevention and control, and have undertaken additional Covid-19 training.</li> <li>6. We risk assess on an individual basis if we have staff member who meet the criteria of being at a 'moderate' or 'high' risk of infection. This identifies any suitable control measures that must be in place before returning to service.</li> <li>7. We ensure that all staff are informed in a timely way of any changes at the service and of any risks to their health and wellbeing.</li> <li>8. We ensure that all staff are listened to, and their concerns taken on board.</li> </ol>

	<ol style="list-style-type: none"> <li>9. We have ensured that a staff shift rota is in place so as to keep social distancing maintained.</li> <li>10. We have designed an induction session (or sessions) for those staff and learners who have not been present at the service so they are clearly aware of any changes to the day to day running of the Service.</li> <li>11. We are creating a page on our website with all the information for parents and carers. We will be publishing videos about the changes to services.</li> <li>12. We have ensured that all staff are aware of any changes in health and safety protocols, especially if they are returning to work.</li> </ol>
<p><b>5.0</b>  <b>The impact on learners' welfare due to the risk of catching and spreading the virus</b></p>	<ol style="list-style-type: none"> <li>1. We regularly remind parents / carers of what to do if members of their household need to self-isolate OR are confirmed as having the virus.</li> <li>2. We have completed Risk Assessments/ checklists for all our learners with them or their parents / carers</li> <li>3. We understand that any learners that are within the <a href="#">Clinically extremely vulnerable group</a> must not attend Service as per the Government guidelines until clinical professionals (NHS / PHE) confirm it is safe – this also includes those who live with extremely vulnerable people.</li> <li>4. We risk assess on an individual basis if we have learner who meet the criteria of being at a 'moderate' risk of infection. This identifies any suitable control measures that must be in place before returning to service. If their safety cannot be assured, they will not be required to attend, and they will be consulted with.</li> </ol>
<p><b>6.0</b>  <b>Catching and spreading the virus when giving or receiving first aid and / or supporting learners and staff with medical needs</b></p>	<ol style="list-style-type: none"> <li>1. Every bubble has at least one person trained with Emergency first Aid at Work and their own first aid kit and appointed person.</li> <li>2. We currently have appropriate numbers of, and appropriately qualified first aiders for our cohort.</li> <li>3. We have ensured that access to first aid facilities is maintained and our service is suitably stocked with first aid equipment.</li> <li>4. We have ensured that all our equipment for moving and handling of learners has been inspected before use. This includes the statutory 6-month checks (under LOLER).</li> <li>5. We have ensured that relevant cleaning materials to include wipes are provided wherever the equipment is.</li> <li>6. Full PPE is to be worn when giving first aid.</li> </ol>
<p><b>7.0</b>  <b>Catching and spreading the virus whilst maintaining premises management controls</b></p>	<ol style="list-style-type: none"> <li>1. If we have contractors on site, we have asked that they must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19.</li> <li>2. We ensure that all planned or reactive maintenance is carried out, out of hours unless seen as an emergency.</li> <li>3. The service has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>4. We ensure that all internal waste bins in every room and welfare facility are emptied daily and that the bin liners are fully secured before disposing of them.</li> </ol>
<p><b>8.0</b>  <b>Administration and the continual knowledge of the risks of catching and spreading the virus</b></p>	<ol style="list-style-type: none"> <li>1. We regularly review national guidance from Public Health England, the NHS and the Education related pages on GOV.UK</li> <li>2. We get regular updates from Cambridgeshire County Council and Suffolk County Council.</li> </ol>

## Sources and information:

Public Health England COVID-19 resources: <https://coronavirusresources.phe.gov.uk/>

Clinically vulnerable groups: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

HM Government and NHS 'Coronavirus – Stay Alert, Stay Safe at Work': <https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19-business-support#/keeping-your-business-safe/working-safely-guidance>

Suffolk County Council – general COVID-19 information: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

Coronavirus (COVID-19): looking after people who lack mental capacity: <https://www.gov.uk/government/publications/coronavirus-covid-19-looking-after-people-who-lack-mental-capacity>

Working safely during coronavirus (COVID-19): <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

Coronavirus (COVID-19): guidance for care staff supporting adults with learning disabilities and autistic adults: <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#protecting-yourself-and-the-person-you-care-for>

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

COVID-19: infection prevention and control (IPC): <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Working safely during the coronavirus outbreak – a short guide: <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>