

Risk Assessment – Working during the COVID-19 pandemic

All services

Emergency planning

This risk assessment is for all residents, staff, visitors, contractors, family and friends.	
People Completing the Assessment	
Jenna Button, Jan Halford, Sam Collins, Barbara Mitchell, Lynsey Paterson, Tommy Allen, Tertia Herman and Kim Pankhurst	
11.09.2020	
Senior Management Team	
About the Activity/Task	
Risk reference number: COV 4	Working during the pandemic
Emergency Planning	Activity/Task takes place at: All care homes At central office – see risk assessment for Lander House
Stay Alert/Winter pressures	Day and night and at weekend Visits to care homes during the week
Potential Hazards	Control Measures in Place
<ol style="list-style-type: none"> 1. Introduction of virus to the staff and residents through contact with others 2. Introduction of virus to the staff and residents from contact with contaminated sources (hard surfaces) 3. Cross-infection between staff and residents from working closely together 4. Spread of infection to families/community 5. Spread of the infection among staff teams resulting in increased sickness absence/poor quality of service 6. Spread of infection through poor or lack of appropriate PPE 	<ol style="list-style-type: none"> 1. Maintaining social isolation (remaining in household groups outside of work – rule of 6 ensuring that you are never in a group of more than 6 people) 2. SPACE - Maintain social distancing (stay 2 metres away from anyone who is not in your household group) 3. Avoiding driving to/from work with others outside your work team 4. Follow 'Safe home' guidance to and from work. Change your clothes and wash your hands/equipment on arrival and leaving. 5. HANDS - Handwashing reminders – please wash your hands more often, for more than 20 seconds and with warm water and soap. For staff and residents 6. Ensure a risk assessment is completed for prospective residents 7. Ensure that ALL residents are tested and have a negative result prior to admission 8. TEST – weekly testing for staff and monthly for residents for all elder care homes. LD homes will complete testing if there is a) a suspected/confirmed case (staff/resident) b) if there is contact with a positive case (by staff or resident) c) monthly. 9. TEMPERATURE – temperature checks should be in place for all staff whenever they visit a Swallowcourt site.

10. Use of PPE (masks and [visors](#)) sessional use – replace at end of session e.g. when you go for a break. Use of Risk Assessments [where face masks cannot be worn](#)
11. Use of PPE for barrier nursing for suspected or confirmed cases/ where people are unwell/anyone with a cough or chest infection – [See the eye protection risk assessment for more information \(Gowns/Visors/Masks/Gloves/Aprons\)](#)
12. Use of PPE (gloves and aprons) for each interaction – replace after each contact with a client
13. Maintaining social grouping at work (working in smaller teams, assigned to floors or areas) Ensuring these are remain separated for breaks.
14. For Hairdressers completing a risk assessment based on their practice and providing this to the organisation. [Poldhu Ponsandane](#)
15. For contractors/external professional a risk based approach to whether their work is required is taken prior to their attendance at the home see [contractors and external professional risk assessments](#)
16. Ensure pair working for carers (working with the same person throughout the shift)
17. Sit (residents/staff) side to side or back to back rather than face to face
18. [Visiting should not be allowed in a group of more than 6](#) – See [visitors risk assessments](#) external [and in covered areas](#)
19. Regular cleaning of all surface areas with antibacterial wipes [and use of Zoono fogging machines weekly for high use and communal areas.](#)
20. Ensure PPE is put on and removed following guidance provided by public health England with full use of all preventative measures such as hand gel, hand washing facilities – [see guidance and videos provided. Staff to complete competency assessments](#)
21. Change PPE if it becomes damp or you touch your face mask
22. Use cohort nursing and sign in sheets for isolation areas
23. Assign equipment to individuals for single use and ensure decontamination between uses (hoists, pens, phones etc.)
24. [Keep individual room doors closed to support social shielding if this is not possible individuals should be assessed for use of stair gates.](#) These should only be used if there is no other alternative, line of sight has to be maintained and the residents are not at risk of use. [Ensure they are well secured \(the usual fixings will not be sufficient\).](#)
25. Ensure doors in corridors and thoroughfares are kept open when/where possible or wiped down regularly (door/handle)
26. AIR - [Ensure good ventilation](#)

<p>27.Keep the home clean, ensure a programme of regular cleaning and decontamination for all</p> <p>28.Ensure teams enter and leave the building separately</p> <p>29.Use paper plates and dispose of these for residents who are symptomatic</p> <p>30.Double bag high risk/infected laundry in dissolvable red bags</p> <p>31.Ensure continued used of remote working where appropriate (e.g. during outbreaks)</p> <p>32.Complete individual risk assessments for those who have health concerns or underlying conditions</p> <p>33.Ensure waste is separated into general (black) clinical (yellow) and infectious (during outbreaks) (orange) bags and these are then put into the correct external bins</p> <p>34.Ensure workers mental health is maintained</p> <p>35.Delivery and pick up areas defined</p> <p>36.Clear communication and reporting by staff – please use incident reports for concerns around infection control, PPE, low staff numbers etc.)</p> <p>37.Regular Infection Prevention Control Audits to be completed to ensure compliance – Actions to be added to the home action plan.</p> <p>38.Further Risk Assessment to be completed following a confirmed outbreak see COVID-19 Confirmed Case pack</p> <p>39.More information available in the COVID Folder and End of Life Pack</p> <p>40.Report concerns, suspect and confirmed cases to the COVID catch up meetings and identify any changes to numbers of residents, staff and PPE in order to update the capacity tracker</p>			
Risk Rating			
Initial Risk			
Probability (1 to 5)	X	Severity (1 to 5)	X
5	X	5	X
<i>If the residual risk rating is between 6-25 please complete method statement</i>			
Action Required			
All staff to watch the following Training video here: Video link			
PPE don/doff Posters to be in place with clean and dirty areas designated			
Follow COVID-19 Guidance			
Residual Risk			
Probability (1 to 5)	X	Severity (1 to 5)	X
3	X	2	X
Medium	6		
Date to be reassessed:	Daily review And at the weekly continuity meetings		

Date