

# Managers Guide to Developing Covid-19 Risk Assessments

## Introduction

As an employer and charity that provides a service to our clients, we must protect people from harm. This includes taking reasonable steps to protect our workforce, clients, and others from coronavirus.

To do this we will produce COVID-19 Activity and Location-Based Risk Assessments for each of our Regional Centres.

This document is designed to assist in developing those risk assessments and should be used in conjunction with “Thrive Client Services Covid -19 Safer Operating Framework”.

As someone with in-depth knowledge of your Regional Centre, the clients and the delivery of STH, you have been nominated as the manager to develop these risk assessments.

Government guidance identifies two main routes of infection:

- Contracting and spreading of infection from persons to person.
- Contracting infection from contaminated surfaces

With this in mind, you should complete a risk assessment for each unique geographic location, or significantly dissimilar activity.

When carrying out the risk assessment consider factors:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

Listed below are a range of possible control measures and key guidance to help you develop those risk assessments.

This is an advisory document, the control measures you develop for your own Regional Centre should be modelled around your clients, workforce, environment, and facilities.

## Control Measure Examples

|    |   |
|----|---|
| 1  | Internal activities will not take place   |
| 2  | Activity will only take place in the garden, if the weather is inclement then a gazebo will be used (note the gazebo may create surface contact risk) |
| 3  | The kitchen area will be closed and not be used   |
| 4  | Users will clean surface areas after use (note – this may include toilets, tools, hoses, chairs, etc.)  |
| 5  | Signage to remind people to keep a 2m/1m+ apart.  |
| 6  | Tape/paint marking separate work areas.   |
| 7  | Tape/paint marking walkways/rest areas/smoking areas/collection points.   |
| 8  | Screens erected between ??? to create a physical barrier.   |
| 9  | Clients and workforce will work side-by-side, or back-to-back.  |
| 10 | Tables and chairs removed/taped-off   |
| 11 | Persons at location limited to ???  |
| 12 | Equipment and resources for the session will be centralised to limit movement of people   |
| 13 | Group numbers will be reduced by rotating between jobs and equipment (note- mitigate risk from surface contamination.)                                |
| 14 | A one-way 'traffic system' has been introduced through the building.  |
| 15 | Only designated staff/volunteers may collect ???? items/enter ???? buildings  |
| 16 | Clients and workforce will be divided into “Bubble” groups to minimize mixing and interaction.  |
| 17 | Hand sanitiser is available   |

|    |  |
|----|--|
| 18 | Items to be wiped down with disinfectant spray after use   |
| 19 | Staff and client gardeners to wash hands regularly with soap and water for 20 seconds, and after removing gloves.  |
| 20 | Client/Staff/Volunteer arrival/departure times to be staggered   |
| 21 | Water to be provided in clean disposable bottles   |
| 22 | Easy to understand guides/signs produced (a link to the Mencap Guide can be found below.)  |
| 23 | Clients to be communicated with before returning to Thrive and sent a video walk-through.  |
| 24 | Pre-activity briefings/de-briefs for workforce and clients   |
| 25 | Gardening gloves will be provided to each gardener and not shared.<br>If gloves are to be used by another user, they must be treated as contaminated and not handled for 72-hours.   |
| 26 | No personal care will be provided  |
| 27 | If a member of the workforce, or a client exhibits symptoms that may be the result of Covid-19 infection they will be isolated awaiting them leaving the site. Clients will be supervised during this time, social distancing will be strictly observed and a face covering worn by those supervising. |
| 28 | A designated waste bin will be used for the disposal of used PPE. The bin will not be handled for 72-hours after its last use.   |
| 29 | Buildings are opened and ventilated being clients arrive   |
| 30 | Windows are opened and electric fans used to ensure a constant movement of fresh air   |
| 31 | To minimise transmission of COVID-19 through respiratory droplets, tissues and waste bins should be available to everyone  |
| 32 | Doors propped open to reduce surface transmission risk   |
| 33 | Cleared desk policy  |
| 34 | Clients who are unable to socially distance may not return to Thrive at this time  |
| 35 | Clients who are unable to effectively wash their hands may not return to Thrive at this time   |
| 36 | Frequent cleaning of higher risk locations – this would include fire door handles, toilet doors, etc.  |
| 37 | Removal of tables  |
| 38 | All furniture used by clients have wipe clean surfaces   |
| 39 | Staggered rest and meal breaks   |
| 40 | Staggered use of boot rooms/dressing areas   |
| 41 | Thrive transport – social distancing/use of face coverings/plastic screens/limit passenger numbers/use of ventilation/cleaning regime/use of PPE/client briefing/agreed code of conduct  |

## First Aid

When planning for the return of workforce and clients to Thrive you must ensure that sufficient First Aiders are present in the workplace and they are aware and understand the following guidance.

First aiders must have access to the appropriate PPE.

### **HSE Guidance for first aiders to minimise risk of infection transmission**

The full document can be found at:

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

The following PPE will be used:

- a fluid-repellent surgical mask
- disposable gloves
- eye protection
- apron or other suitable covering

If the casualty is capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

#### Preserve life: CPR

Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms

Ask for help. If a portable defibrillator is available, ask for it

Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation

Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths

Prevent worsening, promote recovery: all other injuries or illnesses

If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms

If giving first aid to someone, you should use the recommended equipment listed above if it is available

You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

#### After delivering any first aid

Ensure you safely discard disposable items and clean reusable ones thoroughly

Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.

#### First aid cover and qualifications during the outbreak

If first aid cover for your business is reduced because of coronavirus or you can't get the first aid training you need, there are some things you can do so that you still comply with the law.

You should review your first aid needs assessment and decide if you can still provide the cover needed for the workers that are present and the activities that they are doing.

#### Keep enough first aid cover

If fewer people are coming into your workplace it may still be safe to operate with reduced first aid cover. You could also stop higher-risk activities.

Covid-19 specific guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK:

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>

## PPE Face coverings.

- The face covering should cover your mouth and nose while allowing you to breathe comfortably.
- Wash your hands or use hand sanitiser before putting it on and after taking it off.
- Avoid touching your eyes, nose, or mouth at all times.
- Store used face coverings in a plastic bag until you have an opportunity to wash or dispose of them.
- A clinical facemask is a one-use item.
- Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.
- Once removed, make sure you clean any surfaces the face covering has touched.

## Mencap Covid-19 Easy Read Covid-19 Guide:

<https://www.mencap.org.uk/sites/default/files/2020-07/Easy%20read%20information%20about%20covid%2019%20update%20on%201%20July.pdf>

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## Risk Assessment Template

|  |  |                              |   |                 |   |
|--|--|------------------------------|---|-----------------|---|
| <b>Covid-19 Risk Assessment</b>  |  | Title:                       |   | Reference No:   |   |
| Activity being assessed  |  |                              |   |                 |   |
| Assessor's name  |  | Date completed               |   | Review Schedule |   |
| Define the potential hazard that increases the risk from Covid-19 infection. |  | Indicate who might be harmed | Control measures to reduce the risk of infection to an acceptable level for individuals who are not classified as, high risk (clinically extremely vulnerable) or moderate risk (clinically vulnerable) |                 | Risk assessment with control measures in place. |
|  |  |                              |   | Likelihood      | Severity  |
| 1  |  |                              |   |                 |   |
| 2  |  |                              |   |                 |   |
| 3  |  |                              |   |                 |   |