










## Risk assessment for : The Royal Alfred Seafarers' Society











<b>Risk assessment name</b>	Covid Secure Risk Assessment - Belvedere House	<b>Assessment type</b>	 General
<b>Assessor name</b>	Karen Goddard	<b>Affected site(s)</b>	Royal Alfred Seafarers Society (SM7 3HA)
<b>Assessment date</b>	15/07/2021	<b>Review period</b>	Monthly
<b>Approved by</b>	Karen Goddard	<b>Review date</b>	15/08/2021
<b>Approved date</b>	15/07/2021	<b>Reference</b>	ROY1223140









Overall risk rating : 9 ( **Low** )





Hazard	Who could be harmed and how?	Existing controls
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 <p>1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning the premises.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Service Users,</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<div>  <p><b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b> Appropriate disinfectant to be used in line with the Infection Control Policy and COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> </div> <div>  <p><b>Cleaning Regime For Personal Care In Place</b> In line with existing policies and procedures for providing personal care - cleaning of changing and toileting areas will be carried out accordingly using the appropriate PPE.</p> </div> <div>  <p><b>Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk</b> Based on current Government Guidance and informed by the infection control policy for the provision.</p> </div> <div>  <p><b>Increased Cleaning Of Resources And Equipment</b> Revision of all resources and equipment on site will be carried out.</p> </div> <div>  <p><b>Infection Control Audit In Place</b> In line with infection control policy, there will be regular infection control audits carried out.</p> </div> <div>  <p><b>Robust Cleaning Protocol In Place Throughout Provision</b> Increased cleaning regime in place throughout provision as dictated by infection control policy.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> <p>Cleaning materials will be stored safely in line with COSHH assessment for the provision of cleaning materials for the frequent cleaning of items used by the service users.</p> </div> <div>  <p><b>The Provision Will Be Cleared Of Waste Frequently</b> Personal items removed at the end of the day and increased waste collection in place in all rooms throughout the provision.</p> </div>
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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination and transmission between people.</p>	<p>All staff, Contractors</p> <p>Visitors, Service Users.</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<div>  <p><b>Good Hand Hygiene Established</b> Service users will be encouraged to carry out regular hand washing as part of the daily routines.</p> <p>This may be supported with age appropriate resources, pictures etc.</p> <p>All visitors and staff will be required to wash hands / sanitise upon arrival.</p> <p>Where contractors come on site and may cross paths with staff or residents LFT's will be required prior to entering the site</p> </div> <div>  <p><b>Good Respiratory Hygiene</b> Staff and service users to practice good respiratory hygiene with immediate disposal of tissues into the bin with regular collections.</p> </div> <div>  <p><b>Increased Waste Management</b> Additional waste facilities will be available throughout the provision with more frequent collections and removal - especially in changing and toileting areas.</p> </div> <div>  <p><b>PPE Stock Managed</b> In order to maintain the correct stock for PPE for personal care, cleaning etc PPE stock will be carefully monitored and managed.</p> </div> <div>  <p><b>Signs And Posters In Use To Remind To Practise Good Hygiene</b> Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> </div> <div>  <p><b>High Food Safety &amp; Hygiene Standards In Place</b> Adherence to relevant food safety and hygiene standards in place for the preparation, servicing and feeding of food to Service Users in place.</p> </div> <div>  <p><b>Laundry Protocol In Place</b> Linen isn't sorted put placed directly into the machines in the laundry bags.</p> </div>

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		<div data-bbox="801 316 891 402"></div> <p><b>Stringent Employee Hygiene Protocol In Place</b>  In line with the provisions infection control policy and procedures, there will be stringent hygiene measures in place at all times.</p> <p>This includes the provision of sufficient hand washing provisions and sanistiser throughout the home.</p> <p>This also covers the appropriate policy for jewellery, nail varnish etc.</p> <div data-bbox="801 545 891 632"></div> <p><b>Use Of Face Coverings</b>  Employees will wear medical grade face covering supplied by the Society</p> <p>Face coverings are classed as PPE in a care setting. Advice will be given to employees on the correct use.</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and your face covering daily at least daily.</li> <li>• Dispose of your face covering carefully.</li> </ul> <div data-bbox="801 938 891 1024"></div> <p><b>Work Uniform To Be Changed Into At Work</b>  Employees where possible should put their uniform on at work where possible.</p> <p>Uniform should be laundered on site in line with NHS guidelines -  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Where this is not possible precautions will be taken such as transporting laundry home in plastic bags, wash separately from other household laundry at max temp material can handle.</p>




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 <p>3. Movement Of People In The Provision (Including Employees, Service Users and Visitors) -The attendance of people in the setting will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors</p> <p>Visitors, Service Users</p> <p>How? Increased risk of transmission of Covid-19.</p>	<div>  <p><b>Controlled Movement Of People Throughout The Provision</b> Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Contractors to use separate entrances where possible e.g. fire exit turrets.</p> </div> <div>  <p><b>Emergency Plans, PEEPS etc Updated And Communicated</b> People do not have to adhere to the 2m social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> </div> <div>  <p><b>Information, Instruction and Training Provided To Employees</b> Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p>This will include Covid-Specific training and further support for hygiene and infection control.</p> </div> <div>  <p><b>Outings Stopped Where Possible</b> Outings to public settings will be avoided where possible</p> </div> <div>  <p><b>Restriction On The Movement Of Service Users Throughout The Provision</b> Outside spaces that may be shared - will be shared at different times with cleaning of equipment and surfaces in between.</p> </div> <div>  <p><b>Pro-active Monitoring In Place</b> Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> </div> <div>  <p><b>Seating Arrangements To Be Organised To Be Socially Distant</b> Where possible chairs and furniture will be set 2m apart.</p> </div>

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		<p> <b>Signage In Place</b> Where appropriate, posters and signs to be used to remind people of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p> <b>Touch-based Devices Not Shared Where Possible</b> For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.</p> <p> <b>Use Of Outside Spaces For Breaks Where Possible</b> Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings.  Monitoring of these spaces to be carried out to ensure adherence to social distancing.</p> <p> <b>Ventilation On Site Increased As Much As Possible.</b> Windows and doors opened as much as possible to increase ventilation - where this does not increase any risks to the safety and security of the Service Users  Adjustments to be made to ensure adequate ventilation remains in place.  Fire doors will not be propped open.</p>



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 <p>4. Social Distancing Guidelines Cannot Be Met</p> <p>-Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes at entrances, exits and common areas as well as the main residential areas. This includes when providing personal care.</p>	<p>All staff</p> <p>Service Users</p> <p>How?</p> <p>Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<div>  <div> <p><b>1.Increased Cleaning Carried Out</b></p> <p>Increased cleaning of surfaces where people are operating within the 2m social distancing to be carried out.</p> </div> </div> <div>  <div> <p><b>2.Increased Handwashing Carried Out</b></p> <p>Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> </div> </div> <div>  <div> <p><b>3.Time Spent Within Government Distancing Guidelines To Be Kept To A Minimum</b></p> <p>The time where persons are within government distancing guidelines will be kept to as short a time as practicable possible.</p> </div> </div> <div>  <div> <p><b>5.Employees To Avoid Face To Face Work Where Possible</b></p> <p>Where possible employees will work side by side or back to back to avoid working face to face.</p> </div> </div> <div>  <div> <p><b>8. Use of Personal Protective Equipment (PPE)</b></p> <p>Appropriate PPE provided and worn in accordance with the guidelines and covered in care plans and risk assessments.</p> <p>This includes non-direct care, direct care and Aerosol Generating Procedures (AGP)</p> <p>Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessments.</p> </div> </div>









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 <p>5.Employee and Service Users Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People developing on-set of symptoms within the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Service Users</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	 <p><b>Cases Recorded, Reported and Investigated.</b></p> <p>Where staff are concerned about service users symptoms they will report to their manager immediately.</p> <p>Records maintained of those who are isolating or who develop symptoms at the setting.</p> <p>Suspected outbreaks will be reported to the Local Health Protection Team in line with outbreak control plans.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p>Where a service user displays symptoms they will be isolated and tested.</p> <p>Regular testing (4 weekly) to be completed for all service users.</p>  <p><b>Communication With Visitors</b></p> <p>Belvedere House will communicate with service users visitors on the procedure if anyone in their household has any symptoms that they cannot attend the Belvedere House and what the procedure is if someone develops symptoms after being on-site.</p>

















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		<p> <b>Employee To Go Home Immediately</b>  The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>For those who require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected.</p> <p>Any windows will be kept open to increase ventilation.</p> <p>Any person waiting with the symptomatic person should be from their group and PPE may be considered.</p> <p>If the person requires the toilet they will use a different toilet that will then not be used by others for 72 hours or until it has been cleaned thoroughly in line with guidelines.</p> <p>This area will then be left closed for 72 hours or if this is not possible it will require thorough cleaning afterwards in accordance with the guidance, with the person then carrying out thorough hand hygiene afterwards.</p> <p>Employee will be required to go to a local testing station or will be provided with a PCR test to complete at home. The employee will advise the employer of the test result.</p> <p> <b>Employees Not To Return To The Setting And Should Self-Isolate</b>  For those displaying symptoms, which include a high or raised temperature or new/persistent cough or loss of smell and taste isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 10 days. If by themselves, 10 days.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b>  Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following the cleaning of the area after a symptomatic person, the hands should be thoroughly cleaned.</p>

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		<div data-bbox="801 316 891 411"></div> <p><b>Isolation Procedures In Place</b> This will include: Symptomatic Service Users. Those admitted from hospital and the community.</p> <div data-bbox="1460 316 1550 411"></div> <p><b>Liaison With Local Health Protection Team and Public Health England If Positive Case Recorded For Covid-19</b> Where there are confirmed cases of Covid-19 in the provision contact will be made with the relevant authority for the follow-up action required.</p> <div data-bbox="801 571 891 667"></div> <p><b>Waste Disposed Of With Care With Local Guidelines.</b> Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <div data-bbox="801 746 891 842"></div> <p><b>Will Follow Government Advice On Testing And Tracing</b> Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p> <div data-bbox="801 922 891 1018"></div> <p><b>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines.</b> If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, fluid-resistant mask in addition to the disposable gloves and aprons.  For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.  Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>

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 Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.	All staff, Members of the public  How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.	 <b>Safer Travel Supported</b> Car sharing with people from different households will be discouraged. Where it is absolutely necessary staff will be told to wear masks and keep windows open.  Use of Public Transport will be discouraged and where it cannot be avoided- current guidance should be followed.

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 <p>Common Areas (Including Kitchen and Welfare Facilities and Entrances To The Setting). - Due to areas being frequently utilised, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas. This also includes entrance areas such as foyers, porches and hallways where people arrive and leave.</p>	<p>All staff, Contractors</p> <p>Visitors, Service Users</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often. This increases the risk of transmission of Covid-19 virus.</p>	<div>  <p><b>Access To Toilets / Showers/ Changing Rooms Controlled</b></p> <p>Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> </div> <div>  <p><b>Break Times Staggered And Employees Remain On Site</b></p> <p>Employees to remain on site where possible during breaks.</p> <p>Break times to be staggered to prevent the gathering of people.</p> <p>Additional areas for breaks to be used</p> </div> <div>  <p><b>Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.</b></p> <p>Increased cleaning of the welfare facilities will be carried out on-site- including changing areas, staff toilets and Service Users toileting facilities.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p> </div> <div>  <p><b>Numbers Of People In Common Areas Managed.</b></p> <p>Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> </div> <div>  <p><b>Pro-active Monitoring In Place</b></p> <p>Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> </div> <div>  <p><b>Regular Cleaning Of Common Area And Touch Points.</b></p> <p>Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> </div> <div>  <p><b>Staff Room And Kitchen Facilities Restricted</b></p> <p>Staffroom and kitchen access restricted to limit the number of people permitted at any one time.</p> </div>


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		Employees encouraged to bring in own food to avoid the need to use facilities.
 <p>Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common items, toys and equipment.</p>	<p>All staff, Contractors Visitors, Service Users</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<p> <b>All Items To Be Cleaned Regularly</b> Any goods or items entering the site will be cleaned using appropriate cleaning products.  All commonly used equipment such as laptops, tablets, and resources to be cleaned regularly.  Where items are brought in for residents they will be quarantined for 72 hours.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed Before and After Use</b> All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles.  Service Users to wash hands after handling shared items and resources and discouraged from placing near the face.</p> <p> <b>Items Not Shared Between Rooms</b> Where possible each room will have its own resources, and equipment and items to prevent the need to share between rooms.</p> <p> <b>Personal Item Kept In Service Users Rooms</b> Where personal items are required for comfort they will be cleaned upon arrival, quarantined for 72 hours and be kept in the Service Users room wherever possible.</p> <p> <b>Vehicles Not Shared Where At All Possible</b> Where the job permits, vehicles will not be occupied by more than one person at any one time.  Where possible the same person will use the same vehicle and not swap with other drivers.  If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p> <p> <b>Non-Essential Deliveries Not Permitted</b> Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work.</p>







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 <p>Managing Visitors and Contractors Coming To Site. - This includes service users visitors, tradespeople, couriers, deliveries, contractors, medical staff, patient transfer staff and other visitors attending site.</p>	<p>All staff, Contractors</p> <p>Visitors, Service Users</p> <p>How? Transmission of Covid-19 between visitors to site and employees and service users.</p>	<div>  <p><b>Access To Welfare Facilities Controlled For Visitors</b></p> <p>Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored.</p> </div> <div>  <p><b>Good Hand Washing/Hygiene Procedures Observed By Employees</b></p> <p>Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitisier where this is not possible- before and after any interaction with others.</p> </div> <div>  <p><b>Information Communicated To Visitors To Site</b></p> <p>Prior communication issued to expected visitors to site through phone, email or website.</p> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> <p>This may include visiting restrictions for relatives, collection process for patient transfer etc.</p> </div> <div>  <p><b>Managed Entry</b></p> <p>The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be the use of effective queue management outside the premises where necessary,</p> <p>The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.</p> <p>This may include markings on the floor, one way systems or asking them to wait in their vehicles until the appropriate times.</p> <p>Visitors will not be allowed to roam the provision and will go directly to their visiting location maintaining social distancing at all times from staff and service users and wearing medical grade face coverings. Any contractor coming onto an area shared with staff or residents will require a negative LFT result prior to entering the site. Contractors will be required to share their covid safe risk assessment prior to coming on site.</p> </div> <div>  <p><b>Documentation Issued Electronically Where Possible</b></p> <p>To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> </div> <div>  <p><b>Increased Cleaning Regime In Place For Touch Points And Interfaces.</b></p> <p>Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> </div>







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		<div data-bbox="801 316 891 405"> </div> <div data-bbox="913 312 1305 336"> <b>Protective Interface Established</b> </div> <div data-bbox="913 349 1413 459"> <p>Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> </div> <div data-bbox="1458 316 1547 405"> </div> <div data-bbox="1570 312 2016 336"> <b>Remote Communication Encouraged</b> </div> <div data-bbox="1570 349 2092 429"> <p>Where possible remote communication with visitors and contractors will be used rather than attendance on site.</p> </div> <div data-bbox="801 491 891 580"> </div> <div data-bbox="913 485 1588 509"> <b>Restricted Visiting Protocol In Place And Communicated</b> </div> <div data-bbox="913 521 1720 545"> <p>Non-essential visitors/contractors not to be requested or permitted on site.</p> </div> <div data-bbox="913 577 2069 601"> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made.</p> </div> <div data-bbox="913 633 1960 657"> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> </div> <div data-bbox="913 689 2098 713"> <p>Where possible visitors and contractors will be arranged to attend at different times to avoid mixing of people.</p> </div> <div data-bbox="801 745 891 834"> </div> <div data-bbox="913 740 1422 793"> <b>Revised Pick Up and Drop Off Procedures For Deliveries</b> </div> <div data-bbox="913 805 1429 858"> <p>Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> </div> <div data-bbox="913 890 1384 940"> <p>Limited people to carry out the collection of deliveries.</p> </div> <div data-bbox="1458 745 1547 834"> </div> <div data-bbox="1570 740 2049 764"> <b>Sanitiser Available At Visitor Interfaces.</b> </div> <div data-bbox="1570 777 2080 829"> <p>Sanitiser available at locations where contractors / visitors will present to employees.</p> </div> <div data-bbox="801 971 891 1061"> </div> <div data-bbox="913 967 1158 991"> <b>Supervision On Site</b> </div> <div data-bbox="913 1003 2105 1086"> <p>Where contractor tasks are required to be supervised- social distancing will be maintained and medical grade face coverings will be worn. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p> </div> <div data-bbox="801 1118 891 1208"> </div> <div data-bbox="913 1114 1442 1137"> <b>Symptomatic Persons Not Permitted On Site</b> </div> <div data-bbox="913 1150 2110 1259"> <p>Before any visitors permitted into the provision they will be questioned to ascertain that they are symptom-free of any of the Covid-19 symptoms or are not isolating due to positive test results. Any contractor coming on to site in an area where there are residents or staff will be required to produce a negative LFT result before being allowed on site.</p> </div>

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		<div data-bbox="801 316 891 405"></div> <p><b>Visitor Records Maintained</b> Records of those who have attended site to be maintained where possible.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p> <div data-bbox="801 571 891 660"></div> <p><b>Waiting Area For Visitors / Contractors Well Managed</b> Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed.</p>
<div data-bbox="206 833 340 954"></div> <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div data-bbox="801 849 891 938"></div> <p><b>Meetings Carried Out Remotely Where Possible</b> Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> <div data-bbox="1460 849 1550 938"></div> <p><b>Meetings To Be Held In Well Ventilated Locations</b> Meeting to be held outside where possible.</p> <p>If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> <div data-bbox="801 1082 891 1171"></div> <p><b>No Sharing Of Equipment Permitted</b> No items are to be shared at any time during the meetings such as pens, computers etc.</p> <div data-bbox="1460 1082 1550 1171"></div> <p><b>Sanitiser To Be Provided</b> As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> <div data-bbox="801 1225 891 1315"></div> <p><b>Social Distancing To Be Maintained</b> All participants to be reminded prior to meeting of the need to adhere to social distancing at all times.</p> <p>Desks and chairs will be arranged to support social distancing or meeting will be held stood up.</p>



Hazard	Who could be harmed and how?	Existing controls
 <p>Providing Direct Personal Care To Service Users</p> <p>Providing direct contact with service user which includes- asymptomatic service users, those who are clinically extremely vulnerable and those with a positive Covid-19 diagnosis. AND also includes if you have to work within 2m of a service user who is coughing (even if don't require direct contact). Includes care such as: toilet support, moving and handling, feeding, clothing and where unintended contact is likely (this list is not exhaustive). This does not include Aerosol Generating Procedures.</p>	<p>All staff</p> <p>Service User</p> <p>How?</p> <p>Increased risk of transmission of Covid-19 virus.</p>	<div data-bbox="801 327 891 414"> </div> <p><b>Additional Stringent Precautions For Aerosol Generating Procedures (AGP)</b></p> <p>Where AGP's are to be carried out this will only be done under strict control by competently trained persons with all the required precautions in place which includes strict PPE requirements.</p> <div data-bbox="1458 327 1547 414"> </div> <p><b>All Staff Trained In Safe Working Procedures</b></p> <p>All staff given training on how to provide direct care whilst staying as safe as possible from the risks of Covid-19. Including reducing exposure to droplets and the correct use of PPE and hygiene.</p> <div data-bbox="801 555 891 643"> </div> <p><b>Appropriate PPE Provided and Worn</b></p> <p>In line with the current guidelines for PPE to be worn in accordance with risk assessment / care plans.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>Single-use disposable gloves</li> <li>Single-use disposable aprons</li> <li>Fluid Repellant Surgical Masks</li> <li>Eye Protection where identified there is a risk from droplets (cough/sneeze/spit/vomit etc).</li> </ul> <p>Staff are trained in safe and effective use, storage and disposal of PPE and the requirements for different types of care within the home.</p> <p>PPE is only effective when used in combination with stringent hand hygiene.</p> <p>Staff will be trained on the correct Donning and Doffing of PPE.</p> <div data-bbox="801 1010 891 1098"> </div> <p><b>Care Plans Updated</b></p> <p>The individual Care Plan for each Service User is communicated to, and followed by, all employees.</p> <div data-bbox="801 1153 891 1241"> </div> <p><b>Stringent Hygiene Procedures Followed</b></p> <p>Hand Hygiene will be carried out before every episode of care or after any activity where hands may become contaminated.</p> <p>In line with own infection control and hygiene policy, all employees will carry out stringent hygiene measures which include thorough hand washing for at least 20 seconds and practising good respiratory hygiene.</p>

Hazard	Who could be harmed and how?	Existing controls
		 <b>Symptomatic Service Users Visited At End Of Rounds.</b> Where possible and appropriate, symptomatic service users will be visited at the end of care rounds and cleaning rounds.
 <p>Providing Non-Direct Care To Service Users Or Working In Communal Areas</p> <p>Where tasks do not require direct contact or within 2m of a service user such as preparing food, supporting with meals and medication and cleaning near to service users as well as working in dining rooms, lounges etc.</p>	<p>All staff</p> <p>Service Users</p> <p>How? Transmission of Covid-19 virus.</p>	 <b>All Staff Trained In Safe Working Procedures</b> All staff given training on how to provide care and services whilst staying as safe as possible from the risks of Covid-19. Including reducing exposure to droplets and the correct use of PPE and hygiene.   <b>Appropriate PPE Provided And Worn</b> In line with the current guidelines for PPE to be worn in accordance with risk assessment / care plans. This includes surgical masks.  Fluid resistant surgical masks and eye protection may be required where there is a risk of contact with respiratory droplets) or if cannot maintain 2m distance of someone with a cough.  This will be informed by care plans and risk assessments and discussions with the manager.  Staff will be trained on the correct Donning and Doffing of PPE.   <b>Care Plans Updated</b> The individual Care Plan for each Service User is communicated to, and followed by, all employees.   <b>Stringent Hygiene Procedures Followed</b> Hand Hygiene will be carried out before every episode of care or after any activity where hands may become contaminated.  In line with own infection control and hygiene policy, all employees will carry out stringent hygiene measures which include thorough hand washing for at least 20 seconds and practising good respiratory hygiene.

Hazard	Who could be harmed and how?	Existing controls
 <p>Vulnerable Employees &amp; Service Users</p> <p>Those categorised at clinically vulnerable or clinically extremely vulnerable who may require shielding.</p>	<p>All staff, Contractors</p> <p>Visitors, Service Users</p> <p>How?</p> <p>Increased risk of complications if they catch Covid-19.</p>	<div>  <p><b>Care Plans Updated</b></p> <p>The individual Care Plan for each Service User is communicated to, and followed by, all employees.</p> </div> <div>  <p><b>Clinically Vulnerable And Extremely Vulnerable Service Users Identified</b></p> <p>Care plans updated to reflect Covid-19 shielding status to ensure contact is minimised with other people. Care plans regularly reviewed and shared with staff to ensure all aware of the status.</p> </div> <div>  <p><b>Correct PPE Provided And Worn.</b></p> <p>As identified in Care plans and risk assessment the correct use of appropriate PPE will be in place in line with the care requirements.</p> </div> <div>  <p><b>Stringent Hygiene In Place</b></p> <p>As with the rest of the care in the provision, stringent hygiene measures in place to minimise the risk of infection.</p> </div> <div>  <p><b>Vulnerable Employees Protected</b></p> <p>Where employees are in the Clinically Vulnerable and Clinically Extremely Vulnerable category then each case will be assessed individually.</p> <p>This will consider the guidance that those who are Clinically Vulnerable should only work where they can maintain government guideline social distancing and those who are Clinically Extremely Vulnerable and should be shielding and not attend the workplace.</p> </div>

### Further control measures

None required

### Operating procedures

In the context of COVID-19 this means working through these steps in order:  
In every workplace, increasing the frequency of handwashing and surface cleaning.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- No one is obliged to work in an unsafe work environment.

We will allow safe visiting within the setting taking into account the RAG status issued by Surrey County Council, any guidance from PHE and current Government guidance.

Individual risk assessments have been completed for residents

Individual workplace/job role risk assessments have been completed for each staff member and are reviewed periodically dependant on risk e.g. those who are deemed extremely clinically vulnerable are reviewed monthly.

We have communicated the visitor policy to residents, families and other visitors and update when there are any changes.

We seek Covid 19 risk assessments from any contractors before they come on site.

We complete weekly PCR testing for all staff and essential care givers, plus twice weekly LFT tests which are increased to daily LFT staff tests should a resident or staff member have a positive result. Testing station is in an area that minimises the movement of staff within the Home. Staff are administering thier own LFD tests and PCR tests are supervised by a nurse to reduce the risk to nursing staff.

Where extramaly clinically vulnerable staff have received a letter regarding shielding and they wish to do so we facilitate this by putting them on the furlough scheme. Where a clinically vulnerbale staff member wants to continue working, individual risk assessments are in place.

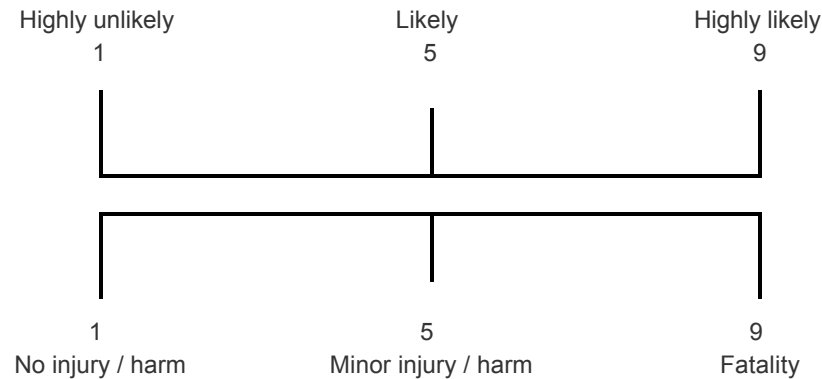
We complete 4 weekly testing of all residents and more should PHE advise

Where we have an outbreak, we will need to restrict visiting as advised by Public Health England Health Protection Teams as part of outbreak management within the care home.

Consent to vaccine was being completed for staff and residents in order to quickly roll out vaccine programme when advised by the local GP. The vaccine programme was rolled out on Tuesday 19.01.2021 - all residents bar one were vaccintated, all tenants were vaccinated and all staff who had consented were vaccinated. On Tuesday 30th March all residents and tenants received their 2nd dose of the vaccine - all staff membes who rceived the first dose of the vaccine on 19th Jan have now received a 2nd dose - 83% of all staff are vaccinated. A change in Government Guidance meant that, from 28.05.2021 staff complete an LFD test twice per week (Tues and Fridays) at home and not in Belvedere House - results are recorded on the 'testing' in-box

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9
Severity								

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Karen Goddard

Approved by signature: Karen Goddard