

	Minor Injury	>3 day injury	Major injury
Slight Chance	1	2	3
Frequent	2	4	6
Extremely likely	3	6	9

## RISK ASSESSMENT

\* **Person at risk** includes **Employed** (staff), **Vulnerable Persons** such as new, temporary staff or visitors, young persons, lone workers, disabled persons (service users) or new/expectant mothers, **Contractors**, **Public** and **Visitors**.

**Severity**

3. Major injury, major damage or loss to property, equipment.
2. Over three-day injury, damage to property, equipment
1. Minor injury, minor damage to property, equipment

**Likelihood:**

3. Extremely likely to occur
2. Frequent, often or likely to occur
1. Slight chance of occurring

Score level is severity x likelihood and score level of 9 is very high risk, 1 is very low risk. Scores of 6-9 are unacceptable. Scores of 4 need "further action". Scores of 1-3 usually acceptable

### Personal Protective Equipment (PPE) including face covering and face masks

We encourage all staff to wear masks at all times whilst working for RFA in group or community. Where this is triggering for the service user or staff member, discretion should be exercised.

- PPE is available for staff including surgical masks, face shields, aprons and disposable gloves
- PPE to be worn when in sustained close proximity to a child, e.g. temperature screening, routine first aid, or intimate care
- Staff may choose to wear PPE at other times, being mindful of the following (to be reinforced in training/induction):
  - PPE is not a substitute for social distancing
  - Surgical masks should not be worn for more than 4 hours consecutively
  - Guidance of wearing PPE properly should be followed.

### PPE management:

• Training and guidance has been provided to staff via email/ zoom sessions and leaders holding the PPE will ask staff collecting them about their understanding and how confident they feel about the correct use of PPE (including health condition, asthma, skin allergy, etc.)

### Social distancing

To reduce the risk of catching or spreading coronavirus, try to keep at least 2 meters away from people you do not live with. Where you cannot stay 2 meters apart you should stay more than 1 meter apart, as well as taking extra steps to stay safe.

We know that some of our service users cannot be expected to remain 2 meters apart from each other and staff, and they also may not tolerate staff wearing PPE Here are some guidelines–

- Avoid contact with anyone with symptoms - anyone (staff or service users) with symptoms will be sent home immediately and will be required to be tested.
- Wear face covering where possible
- Always role model good hygiene routines
- Always try to practice social distancing where possible.
- Move outdoors, where it is safer and there is more space,
- Move outdoors, where it is safer and there is more space
- It is still important to reduce contact between service users as much as possible, by ensuring service users and staff where possible, only mix in a consistent small group of up to 6 service users and 6 support providers. Consistent small group sizes will be lower than normal to minimise risk of infection.

<b>Activity/Task Assessed:</b> GROUP SUPPORT (clubs and schemes)) and COMMUNITY SUPPORT (at home and in the community)	<b>Name of Assessor:</b> Senior management Team Amanda Dunkerley Jonny whitfield				<b>Signature of assessor:</b>	<b>Assessment no: 2</b>	
<b>Date of assessment:</b> 15/05/2020	<b>Date of update: 16.9.20 (IK)</b>				<b>Review date: TBC</b>		
Hazards	*Person at risk	Severity 3,2,1	Likelihood 3,2,1	Score Level	Control Measures / Comments	Re-score	Further action required
Identify vulnerable groups within staff/service users/volunteers(SP; volunteers and staff members) and service users who are more at risk include <ul style="list-style-type: none"> <li>Pregnant workers</li> <li>SP and service users with an underlying health condition, especially those identified as extremely vulnerable by NHS England</li> <li>Or if any family or house share have underlying health conditions causing them to be more vulnerable to catching Covid-19</li> <li>Staff/users from BAME background</li> </ul>	Pregnant women, Public, Vulnerable staff Staff/SUs from BAME background	3	3	9	<ul style="list-style-type: none"> <li>SP, volunteers, service users or carers will be spoken to about the risks &amp; asked to consider their additional needs.</li> <li>If at a risk group the support provider or service user should not return to work or receive service without a letter from a GP or agreement of the service manager and consent from parent/carer that they are aware of additional risk.</li> <li>Line manager will discuss with those supporting and receiving support in the community how to reduce risk of infection during support sessions.</li> <li>Any workers who are furloughed will have a conversation before coming back to work.</li> <li>Parent/Carers informed about additional risk groups and invited to contact RfA if they are particularly concerned about their exposure to risk.</li> </ul>	0	This will need everyone to be honest & transparent. checklist to be completed when arranging community/home support Prior to each session support worker to confirm no one in the household is showing symptoms
Contracting/spreading Covid 19 through traveling on Public transport or supporting in the community	Support providers, Service users, and general public	3	3	9	<ul style="list-style-type: none"> <li>Where possible support workers to use their own transport, cycle or walk to service users home or place of work.</li> <li>When using public transport, where possible avoid peak journey times.</li> <li>When traveling make sure you are familiar and follow transport provider guidelines.</li> <li>Always remember to try and maintain 2 m social distancing.</li> </ul>	4	Ensure all SP have ppe Ensure all travel is essential

					<ul style="list-style-type: none"> <li>• Face mask's/coverings are mandatory on public transport and shops unless - <ul style="list-style-type: none"> <li>- A child under the age of 11</li> <li>- If you have a physical or mental illness or impairment, or a disability that means you cannot put on, wear or remove a face covering</li> <li>- If putting on, wearing or removing a face covering would cause you severe distress</li> <li>- If you are travelling with, or providing assistance to, someone who relies on lip reading to communicate</li> <li>- If you are travelling to avoid injury or escape the risk of harm, and you do not have a face covering with you</li> <li>- If you need to remove it during your journey to avoid harm or injury or the risk of harm or injury to yourself or others</li> <li>- If you need to eat, drink, or take medication you can remove your face covering</li> <li>- If you are asked to remove your face covering by a police officer or other official, for example to check your railcard</li> </ul> </li> </ul>		
Contracting/spreading Covid 19 in providing support in group setting	Support providers, volunteers, Service users	3	3	9	<ul style="list-style-type: none"> <li>• <b>In group setting, group size to be reduced to up to 6 service users in a session and up to 7 support worker. Where venue allows it, groups can be split in two areas and greater numbers can be accommodated. .</b></li> <li>• Service users and SP will have their temperatures taken when they arrive at club/scheme .</li> <li>• Before entering the group setting ask the carer or service user if they, or anyone else in the household exhibit any signs of illness (see government's guidelines for details), or were advised to self-isolate. The same applies for you if you are showing any signs or symptoms, do not go to your, inform the club leader immediately.</li> <li>• At entering and leaving a group session aks carers to socially distance from each other. Consider way to reduce gathering at those times, e.g stager arrival time or greet outside to reduce number of people entering the building.</li> <li>• If you were contact by the track and trace centre or advised to self-isolate, cancel support and inform your line manager.</li> </ul>	3	Consider activities and areas for setting those. Make sure hand sanitisers tissues and PPE are provided. Plan to incorporate washing hands activities

					<ul style="list-style-type: none"> <li>You may have Covid 19 and be unaware; following the government guidelines is essential,</li> <li>Where possible and appropriate, use face covering</li> <li>Ensure you wash your hands on entering the home/club. Washing your hand when leaving the home/club is equally essential.</li> <li>Washing hands routine to be incorporated within the session.</li> <li>Wash your hands at the start and end of each session and regularly as needed during the session. Follow NHS guidelines for washing hands.</li> <li>Wipe surfaces and equipment often with disinfectant product.</li> <li>Hand sanitiser to be provided and available in various places across the setting.</li> <li>Try not to touch your face, eyes or mouth.</li> <li>Encourage and show service user how to wash their hands and encourage frequent washing also.</li> <li>Where possible, adhere to social distancing. This may be very difficult, but where possible try to do so.</li> <li>Where possible activities to take place in an outdoor space.</li> <li>Well ventilate the space you are using.</li> <li>Some of our service users enjoy saying hello and get positive feedback from touch in these circumstances, it could be doing high fives, side hugs, handshakes etc. these will be encouraged to use new greetings like air fives or 2 meters air hugs. Support coordinators or line manager will be offering advice as needed.</li> </ul>		
Contracting/spreading Covid 19 in providing community or home support	Support providers, Service users, General public	3	3	9	<ul style="list-style-type: none"> <li>The RFA Covid-19 Home Support Checklist must be completed before you support a family. If answering yes to any of the checklist questions, then support should be discussed with the service manager.</li> <li>Always call the family in the morning before every support session starts to check their current health. If there are any signs of illness (see government's guidelines for details), or were advised to self-isolate, you will need to cancel the session and inform your line manager immediately.</li> <li>The same applies for you if you are showing any signs or symptoms, do not go to your, inform the service user and your line manager immediately.</li> <li>If you were contact by the track and trace centre or advised to self-isolate, cancel support and inform your line manager.</li> <li>You may have Covid 19 and be unaware; following the government guidelines is essential,</li> <li>Where possible and appropriate, use face covering</li> </ul>	4	checklist to be completed when arranging community/home support Ensure support worker are know the procedures to follow. Ensure SP can wear ppe where appropriate.

					<ul style="list-style-type: none"> <li>• Ensure you wash your hands on entering the home/club. Washing your hand when leaving the home/club is equally essential.</li> <li>• Wash your hands at the start and end of each session and regularly as needed during the session. Follow NHS guidelines for washing hands.</li> <li>• When support takes place indoors, wipe surfaces.</li> <li>• When offering community support, bring with you hand sanitizers and wipes.</li> <li>• Try not to touch your face, eyes or mouth.</li> <li>• Encourage and show service user how to wash their hands and encourage frequent washing also.</li> <li>• Where possible, adhere to social distancing. This may be very difficult within the family home and with some of our service users, but where possible try to do so. Think about using any outdoor space or taking exercise if possible as an alternative to staying in the house Always follow the government guidelines</li> <li>• When offering community support, if possible have support in the open space, and where this is not possible support to take place in a well ventilated area (e.g. an open window).</li> <li>• Some of our service users enjoy saying hello and get positive feedback from touch in these circumstances, it could be doing high fives, side hugs, handshakes etc. these will be encouraged to use new greetings like air fives or 2 meters air hugs. Support coordinators or line manager will be offering advice as needed.</li> </ul>		
Spread of Covid 19 through lack of hygiene requirements.	Supports providers, Service users, general public	2	2	4	<ul style="list-style-type: none"> <li>• Regular inspection and enhanced cleaning programs in place for equipment, surfaces and external areas and equipment</li> <li>• Maintain social distancing as possible</li> <li>• Use of face covering when and if possible</li> <li>• Service Users are shown and supported with how to wash hands properly, for 20 seconds and regularly completed throughout the day</li> <li>• Hand washing and equipment will be washed often and as needed.</li> <li>• Each member of the team shall go to a designated area and clean in club.</li> <li>• Hand washing instructions left in every room and staff to carry on their person wipes and sanitiser.</li> <li>• Cleaning products need to be chemical free, and kept in a safe place where service user cannot gain access.</li> <li>• Leaders, at clubs, will be given out daily duties and daily duties will be on display for staff to follow.</li> </ul>	2	This must be done before & after every session. Use disposable blue towel. Dangerous cleaning product need to be locked away. A list of daily jobs to be put together displayed and allocated to a worker.

<p>Service users and staff spreading Covid 19 without knowing they have the virus.</p>	<p>Staff Service users Public Vulnerable people</p>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Prior to start of each session support provider will confirm that the service user, nor anyone else in the household is experiencing symptoms consistent with COVID-19.</li> <li>• Service users and staff will have their temperatures taken when they arrive at club/scheme</li> <li>• Anyone showing any Covid symptoms, high temperature or general sickness must be sent home immediately, and if support takes place at home support to end as soon as responsibility can be handed over to carer.</li> <li>• Continuous washing of hands for Staff and service users,</li> <li>• Must make sure staff always have sanitiser on them and clean their service users hands and own when entering the building and throughout the day at least every hour.</li> <li>• Teaching good routines and good habits, using tissue and put it in the bin, wash hands, cough or sneeze into elbow where possible.</li> <li>• Staff to try and avoid public transport where possible</li> </ul>	<p>3</p>	<p>Temperature checks to be taken on arrival for service users and staff. With higher need children a bowl of water with sanitiser could be done every hour in the form of a song or game. Staff to ensure they read risk assessments</p>
<p>Service users and staff developing possible symptoms of Covid 19 while at work</p>	<p>Staff Service users Public Vulnerable people</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p><u>In group setting:</u></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell during the scheme day, they must be sent home and advised to follow the <u>COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.</u></li> <li>• If they are waiting collection, they should be moved, to a room where they can be isolated behind a closed door with ventilation.</li> <li>• Any staff with them must wear full PPE and maintain the social distance of 2 meters.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• In an emergency, call 999 if they are seriously ill or injured or their life is at risk</li> <li>• If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</li> <li>• After the person has left the staff member and the area must be fully washed and cleaned.</li> </ul>	<p>3</p>	<p>Staff to ensure PPE is available and in group setting know where it is stored.</p>

					<ul style="list-style-type: none"> <li>If, however, someone has been confirmed with C-19 the whole group isolates and gets tested immediately. If negative they can return to group.</li> </ul> <p><u>In community/home support setting:</u></p> <ul style="list-style-type: none"> <li>As above where possible.</li> <li>Carer to be contacted immediately and session to end as soon as a carer arrives to take over. During this time reduce contact with public and service user as much as possible.</li> </ul>		
Service users spitting biting & face. Touching staff faces and leaving germs on surfaces increasing spreading Covid 19	Staff, volunteers, Vulnerable people Service users, general public	3	3	9	<ul style="list-style-type: none"> <li>Face mask and/or visors are available for any staff who would like to wear them.</li> <li>Face masks and face coverings are not suitable to wear all day so frequent changing is advised</li> <li>Good hygiene habits to be followed.</li> <li>If wearing PPE is increasing any service user behavior's such as touching you or increasing spitting, it might be that PPE is not worn to reduce the risk of touching.</li> <li>Cleaning surfaces needs to be frequent and surfaces removed where possible.</li> </ul>	4	Individual risk assessment for service users may be needed, staff /leaders need to ask for further support from behaviour managers to assess.
Spread of Covid 19 when supporting with toileting. (social distancing is broken)	Service provider, Vulnerable people Service users	3	3	9	<ul style="list-style-type: none"> <li>Gloves, face masks and aprons to be worn. Toilet must be wiped down before &amp; after &amp; hands cleaned.</li> <li>In club setting, Regular toilet check and cleaning in place.</li> </ul>	2	PPE easily accessible.

<p>Having lunch/snacks and spreading or contracting Covid 19</p>	<p>Service users, volunteers, Staff, Vulnerable people</p>	<p>3</p>	<p>2</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Parents will be asked to provide snacks and lunch for their children.</li> <li>• In club, each service user will be allocated an area to keep their belongings.</li> <li>• If preparing a snack is part of the activity, wash your hands according to the guidelines before preparation and have the service user do the same.</li> <li>• In clubs, staff will support service users to sit away from each other and with plenty of room between eating areas.</li> <li>• Hand-washing is essential before and after sitting to eat.</li> <li>• Cleaning any surfaces that we may touch before and after eating.</li> <li>• Service users that throw or grab other service users food can eat separately with key worker and food cleaned up immediately.</li> <li>• Mouths hands &amp; surfaces cleaned before &amp; after food.</li> <li>• Schemes will have water and individual wrapped snacks in case service users forget their own snacks.</li> </ul>	<p>2</p>	<p>Ask parents to bring in own cutlery or utensils or finger food where possible. Less messy food could be encouraged by parents.</p>
<p>Sharing of Equipment and spreading/contracting Covid 19</p>	<p>Service users Service provider, Vulnerable People</p>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• At club/scheme, service users will have their own equipment in boxes so they do not need to share equipment.</li> <li>• All SP to ensure that they are not sharing any resources between families, but have a separate set for each service user</li> <li>• Each service users should have their equipment, this included things like small toys, symbols etc</li> <li>• SP are responsible for cleaning equipment at the end of the day.</li> <li>• All equipment used must be cleaned at the end of the day and small items avoided if possible.</li> <li>• Each service user will be allocated an area of the room to put their belongings and any equipment being used with them.</li> <li>• Internal play equipment within any grounds of the facilities we are using can be used as long as it is wiped down before and after use. Serve users should also use sanitiser on their hands before and after using the equipment.</li> </ul>	<p>2</p>	<p>In group settings, Items that are not easily washed such as puzzles to be avoided.</p>



<p>Coming into contact with members of the public when going out and contracting/spreading Covid 19</p>	<p>Service users Staff Public Vulnerable people</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>External Playground equipment is not able to be used as of yet</li> <li>Encourage service users to move away from members of the public, this may mean crossing a road to a less busy side.</li> <li>Use big safe open spaces keeping a safe distance where possible</li> <li>Staying local and using the local areas where we have risk assessed and know there is plenty of space,</li> </ul>	<p>2</p>	<p>Staff to do dynamic risk assessments before going out and check if possible how busy park or area are</p>
<p>Spreading Covid 19 through not adhering to social distancing during drop off and collection times in group settings</p>	<p>Service users Public Service provider, Vulnerable people</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>Try to implement social distancing where possible</li> <li>Ask all parents to wait outside, staff will be waiting to greet their service users when they arrive.</li> <li>Where possible asking parents and service users to wait in their cars, staff will collect from cars and also do a handover</li> <li>Waiting areas will be allocated and notices to remind parents of social distancing.</li> <li>Wash hands on entrance and leaving the building</li> <li>Some of our service users enjoy saying hello and get positive feedback from touch in these circumstances, it could be doing high fives, side hugs, handshakes etc. these will be encouraged to use new greetings like air fives or 2 meters air hugs. Leaders will be monitoring and supporting where possible.</li> </ul>	<p>2</p>	<p>Notices to be created and displayed in appropriate places</p>
<p>Coming into contact with members of the public when going out and contracting/spreading Covid 19</p>	<p>Service users Support providers, Public Vulnerable people</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>Use sanitizers before and after using external playground equipment</li> <li>Encourage service users to move away from members of the public, this may mean crossing a road to a less busy side.</li> <li>Use big safe open spaces keeping a safe distance where possible</li> <li>Staying local and using the local areas where we have risk assessed and know there is plenty of space,</li> </ul>	<p>2</p>	<p>SP to do dynamic risk assessments before going out and check if possible how busy park or area are</p>

Reducing the spread of Covid 19 if using private Vehicles with service users.	Service users Support providers, volunteers, Service users	3	3	9	<ul style="list-style-type: none"> <li>• Firstly, SP must ensure their vehicles have the correct comprehensive business insurance when taking their service user out</li> <li>• SP should discuss with the family if the journey is necessary.</li> <li>• Alternative activity sessions should be considered where possible.</li> <li>• If however a journey is required, try to avoid long distances.</li> <li>• The service user should sit in the back seat of the vehicle with their seatbelt on.</li> <li>• Where possible, open the vehicle windows so there is a fresh flow of air.</li> <li>• PPE equipment should be considered as deemed necessary.</li> <li>• Disinfect car handles with disinfectant wipes before and after journeys.</li> <li>• Where possible service user should sit in the back</li> <li>• Encourage handwashing prior to and after the journey.</li> </ul>	3	<p>SP to ensure trip in absolutely necessary</p> <p>Ensure that ppe is at hand</p> <p>Sanitiser /wipes are there to clean car before and after.</p>
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Government Guidance links

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance>

<https://www.gov.uk/government/publications/covid-19-supporting-adults-with-learning-disabilities-and-autistic-adults>