

Risk Assessment Form

The risk assessment outlined below is in line with current government guidance in relation to delivering services to vulnerable people in all our care settings.

Additionally, we are aware that there are a number of staff who may themselves be at increased risk and some staff who are classified as 'high risk' of COVID-19.

We are also aware that some staff, are at increased risk of adverse outcomes due to 'key risk factors' such as age/sex/ethnicity or pregnancy etc. With these staff members the following control measures outlined in this risk assessment must be considered and an additional Individual Staff Risk Assessment undertaken in the form of a guided conversation between a manager and member of staff. Either party can seek support from Occupational Health.

SERVICE: Aspire CBS				LOCATION: All locations				
ACTIVITY: Covid-19 (Coronavirus) – ORGANISATIONAL RISK ASSESSMENT								
This document is our Organisational Risk Assessment , which is supported by:								
<ul style="list-style-type: none"> • Location specific risk assessments • Individual staff risk assessments (staff who are 'high risk and/or have one or more COVID-19 'key risk' factors • Individual risk assessments for people who we support. 								
Additionally, Aspire have produced a COVID-19 Guidance and Protocol Reference Manual V8 that outlines key IPC measure such as specific cleaning, PPE etc. These assessments along with government guidance provide a framework for us to deliver services safely for both staff and the people we support.								
Responsible Manager		Andy Rawnsley		Signature		Issue no: 32	Initial date: 27/02/2020	
Assessment by	Andy Rawnsley/Neil Morrisroe	Signature	Neil Morrisroe		Date of this update	05/04/2022	Review Date	05/06/2022
What are the hazards?	Who might be harmed and how	Evaluate the risks. What are you already doing?		What further action is necessary?		Action By Whom?	Action By When?	Complete Y/N (Date)

Transmission of COVID-19 via Delivery of Supported Living, Day Service, Respite Service and Outreach Services	<p>-Staff - Customers - Family members of staff/customer -Essential Visitors/Contractors</p> <p>Harm by contracting the virus and / or cross infection. Risk of mild to serious illness</p>	<p>Infection, Prevention & Control Measures</p> <p>-Universal precautions and Infection Control Policy followed.</p> <p>-regular hand hygiene & access to hand hygiene facilities. (soap, hot water, paper towels & hand sanitiser).</p> <p>-Enhanced cleaning of high touch/contact areas.</p> <p>-Use of personal protective clothing (PPE) as per PHE Guidance. Disposable gloves, aprons, masks and eye protection. Staff trained in the donning, doffing and safe disposal of PPE.</p> <p>-Adequate Ventilation. Staff to ensure that windows are opened where possible and rooms are well ventilated when being used. Mechanical Ventilation such as air conditioning units may be used to improve ventilation so long as it is confirmed that they do not recycle air.</p>	<p>Staff to be made aware and to implement the following coronavirus guidance and protocols: COVID-19 Guidance and Protocol Reference Manual V8</p> <p>-Monitor levels of cleaning products, hand sanitiser and antibacterial wipes etc.</p> <p>-Monitor levels of PPE available to ensure adequate availability. Managers to undertake regular audits to ensure staff are wearing PPE appropriately</p> <p>Any buildings that cannot be adequately ventilated will not reopen until improvements are made.</p>	Line Managers	August 2020	Yes
		<p>Communication & Training</p> <p>-1 briefings per week between Incident Management Team and Service Managers to pick up issues immediately and share best practice across Aspire.</p> <p>-IMT to review any changes in Government guidance and disseminate.</p> <p>-All staff have been issued a range of training courses including Infection Control -</p>	<p>-Staff, customers and visitors informed and updated about our guidance.</p> <p>All staff to undertake Infection Control Training – E-Learning and</p>	All staff	Ongoing	Line Managers and Operations Director (& TU)/ All staff

			watch donning and doffing of PPE video.			
		<p>Reducing social contacts between staff, customers and visitors</p> <ul style="list-style-type: none"> - Follow social distancing good practice where possible. (2m apart where possible) -Minimise number of interactions where practicably possible. - Managers to limit and minimise movement of staff between sites where practicably possible, however from 4 April 2022, there will no longer be a requirement to restrict the movement of care staff between settings. Staff movement still carries a risk, and there may be circumstances where providers are asked to limit staff movement by the local Director of Public Health or Health Protection Team (HPT) - for example, if there is high prevalence of COVID-19 locally or in an outbreak -Staff have been advised to not support customers to hospital unless a specific risk assessment is completed by management that details the reasons why support is required. 	<ul style="list-style-type: none"> -Reduce the need for face-face meetings, encourage use of telephone & e-mail, staggering lunch breaks to reduce number of people in enclosed space. <p>If an admission is outside of normal office hours staff must seek approval from Patch and the On Call Manager to support customers to hospital.</p>	<p>Line Managers</p> <p>Patch staff</p>	As required	
		<p>Risk Assessment</p> <ul style="list-style-type: none"> - The buildings we operate out of have all require Site Specific Risk Assessments. - Individual COVID-19 Risk Assessments are to be completed with all eligible staff and 	Completed site specific risk assessments to be regularly reviewed and shared with staff and TU's	Managers/ Staff	As required	On-going

	<p>customers – see Transmission of COVID-19 – Staff Section and COVID-19 Individual Staff Risk Assessment V6.</p> <p>-Visits into services (family visits, non-essential contractors etc., should be risk assessed Family Visit Risk Assessment V2 to ensure all control measures have been considered such as facilitating outside visits where possible, PPE etc.</p> <p>- Customer outings should also be risk assessed where required. COVID-19 Activities-Outings Assessment Form V2</p> <p>- Supported Living Services are to complete Pre-Admission Risk Assessments when customers are admitted from the community. COVID-19 Pre-Admission Risk Assessment V2</p>	<p>See visitor guidance: COVID-19 Contractor Protocol v11 COVID-19 Visitor Protocol v13</p>			
	<p>Vaccinations -All staff and customers have been offered the Covid 19 vaccination and Aspire has promoted the benefits of being vaccinated with all staff teams.</p>		Managers/ Staff	Ongoing	
	<p>Covid-19 Testing Asymptomatic Testing of Staff -Operational staff are encouraged to undertake 2 LFD tests per week, taking them before they begin work, spaced 3 to 4 days apart in accordance with COVID-19 testing in adult social care - GOV.UK</p> <p>Testing of Visitors - From 04/04/22 - Visitors (including Respite) will no longer need to test</p>		Managers/Staff	04/04/22	

		before entering but are asked to take necessary precautions to keep themselves and their loved ones safe, in line with general population guidance.				
Customer facing counter staff in Day Services	<p>-Staff - Customers -Visitors -Contractors</p> <p>Harm by contracting the virus and / or cross infection. Risk of mild to serious illness</p>	<p>From the 16th August 2021 Day Centres will welcome back an increase of customers in a phased return to pre-covid capacity levels. The following day service protocols need to be introduced and all staff made aware:</p> <ul style="list-style-type: none"> • C044 Arrival to service • C045 Temperature taking on arrival • C046 Personal care support • C047 Cleaning of personal care spaces • C048 Cleaning of equipment • C049 Lunchtime support • C050 Medication administration • C051 Activities in the community • C052 Toilet use (staff and visitors) • C053 Exit the building Customers/Staff & Visitors • C054 Day service customer Covid absence • C055 what to wear and when • C056 first aid protocol • C057 Staff foreign travel • C058 public toilets in sports and shared facilities. • C059 Day Services Customer Covid 19 Lateral Flow Testing – Protocol 	<p>Site Specific Risk Assessments have been reviewed and completed.</p> <p>From November 2021, the procedure of collapsing ‘bubbles’ when there is a positive case within Day Services will cease unless instructed by local Health Protection Teams in the event of an outbreak.</p>	<p>Line Managers</p> <p>Line Managers</p>	<p>August 2021</p> <p>November 2021</p>	<p>Yes</p>

<p>Office based staff: Day service buildings and HQ</p>	<p>-Staff -Essential Visitors/Contractors</p> <p>Harm by contracting the virus and / or cross infection. Risk of mild to serious illness</p>	<p>- Offices are to be made COVID secure prior to being used with consideration of layout e.g. one way systems, social distancing markings, repositioning of office desks etc.</p> <p>-Hand washing and access to handwashing facilities (soap, hot water, paper towels & hand sanitiser).</p> <p>-Cleaning regime with enhanced cleaning of high touch/contact areas.</p> <p>-Social distance and minimise number of interactions where practicably possible through measures such as homeworking etc.</p> <p>-Adequate ventilation to be utilised – either mechanical or natural.</p> <p>-1 briefings a week between Incident Management Team and Service Managers to pick up issues immediately and share best practice across Aspire</p> <p>To review/implement Government document – 'Working safely during coronavirus (COVID-19) in offices and contact centres'</p>	<p>No customers and visitors should be allowed in the buildings, until building specific risk assessments have been undertaken and where appropriate individual risk assessments for customers</p> <p>Staff to implement the following coronavirus guidance and protocols: COVID-19 Guidance and Protocol Reference Manual V8</p> <p>Reduce the need for face-face meetings, encourage use of telephone & e-mail, staggering lunch breaks & reduce number of people in enclosed space.</p> <p>All staff to undertake Infection Control Training – E-Learning and watch donning and doffing of PPE video.</p>	<p>Line managers</p>	<p>Feb 2020</p>	<p>Yes</p>
<p>Transmission of COVID-19 Travelling to a place of work</p>	<p>- Staff</p> <p>Harm by contracting the virus and / or cross infection. Risk of mild to serious illness</p>	<p>-Staff who can work from Home, may continue to work from Home.</p> <p>- Staff encouraged to avoid public transport where possible.</p> <p>- Staff should travel via personal vehicle if possible – car sharing with other staff members should be discouraged, but if necessary IIR masks should be worn during the journey.</p>	<p>- Please note that we would encourage and support staff to wear face coverings when using public transport and within other crowded places.</p> <p>-Review face masks quantities and make face masks available to staff if required</p>	<p>Line managers</p>	<p>June 2020</p>	<p>Yes</p>

Transmission of COVID-19 – Staff with declared underlying health conditions or have other associated COVID-19 ‘key risk’ factors (Pregnancy, BAME, age etc.)	Staff - Risk of serious illness, including increased risk of death	<p>-An Individual Staff Risk Assessment should be completed for all staff who fall into the ‘high risk’ group and or have other associated COVID-19 key risk factors.</p> <p>- Aspire will support all staff who are working to deliver critical and resumed services who have COVID key risk factors. Extra precautions such as enhanced PPE, changes in work duties will be determined by the undertaking of an individual risk assessment.</p> <p>-Expectant mother risk assessment to be completed with support from OH if required.</p>	<p>To keep in contact with vulnerable team members to monitor their situation and offer support as required including their mental wellbeing.</p> <p>Variations to HR policies in line with Business Continuity Plans, including absence management, special leave, flexible working etc. Counselling, bereavement support.</p>	Line managers	Feb 2020	Yes
Transmission of COVID-19 via symptomatic/positive case within the workplace	<p>-Staff</p> <p>- Customers</p> <p>- Family members of staff/customer</p> <p>-Essential Visitors/Contractors</p> <p>Harm by contracting the virus and / or cross infection. Risk of mild to serious illness</p>	<p>Symptomatic & Positive COVID-19 cases - Staff</p> <p>-If staff experiences any of the Covid-19 main-symptoms, they should immediately take a lateral flow device (LFD) test as soon as they develop symptoms and take another LFD test 48 hours after the first test. Symptomatic staff should stay away from work and conduct the LFD test at home. Staff can come into work if both LFD test results are negative and medically fit to do so.</p> <p>Staff may return to the workplace before the end of the 10 full days subject to risk assessment.</p> <p>Staff who continue to test positive via LFD after day 10 may return to the workplace if they:</p> <ul style="list-style-type: none"> • Do not have having a high temperature • work with customers who are considered vulnerable to COVID-19 	<p>-Staff to highlight possible COVID-19 when reporting sickness & staff to arrange testing via self-referral process and confirm test outcome with manager.</p> <p>-Consider flexible working arrangements</p> <p>Managers to complete RA for staff who have ended their isolation before the end of day 10 or continuing to test positive by LFD after 10 days</p>	<p>Managers/Staff</p> <p>Managers/Staff</p>	<p>Feb 2020</p> <p>Dec 21 & Jan 22</p>	Yes/Ongoing

		<ul style="list-style-type: none"> A risk assessment is undertaken 	See section 4.2 of COVID-19 Guidance and Protocol Reference Manual V8			
		<p>Symptomatic & Positive COVID-19 cases - Customers</p> <p>-Symptomatic customers (in supported living settings, and respite) should be isolated immediately and tested, as above, with LFDs. Residents can stop self-isolating if both LFD tests are negative</p> <p>-If customer is symptomatic/positive - then the customer should be requested to wear a Type IIR face mask while care is provided. The face mask should only be worn by the person if they are accepting of this and that wearing a face mask would not cause any undue distress.</p> <p>- See section 4.6 of COVID-19 Guidance and Protocol Reference Manual V8</p>	<p>Where practicable ensure any 'high risk' staff (as identified in their individual risk assessment) do not work with a symptomatic/diagnosed customer.</p> <p>It is Aspire policy to upgrade masks worn by staff from Type IIR mask to FFP2 masks in services/properties which support customers who are symptomatic or positive. FFP2 masks are to be worn until the customer is confirmed negative (if symptomatic) or isolation period has ended.</p>		From 07/01/2022	
		<p>Close Contacts of COVID-19</p> <p>Staff contacts of confirmed cases Staff who are contacts of confirmed cases can continue working. They should comply with all relevant infection control precautions and PPE should be worn properly throughout the day. They no longer need to undertake any additional testing, and instead should continue their usual testing regime.</p>	<p>Review and follow Government guidance; COVID-19 supplement to the infection prevention and control resource for adult social care - GOV.UK (www.gov.uk)</p> <p>If the staff member works with people who are especially vulnerable to COVID-19, a risk assessment should be undertaken, and consideration given to redeployment during the 10 days</p>	All staff		Ongoing

		<p>If the staff member develops symptoms, they should follow the guidance for staff with symptoms (see above).</p> <p>- See section 4.5 of COVID-19 Guidance and Protocol Reference Manual V8</p>	<p>following their last contact with the case. Complete the following RA: RA for Staff identified as 'close contact' and working with people who are vulnerable to covid (April 2022)</p>			
		<p>Reporting of a positive cases</p> <p>-Follow Aspire internal reporting procedures.</p> <p>-Complete CF50 to report confirmed staff cases. Email this to Aspire internal reporting procedures and to log with H&S team. Example Covid-19 CF50</p>	<p>-Where there are multiple cases of COVID-19 -Manager to complete COVID-19 Manager Investigation to determine if RIDDOR reportable- COVID-19 -Managers Investigation (Multiple cases of COVID-19)</p>	All Staff Management		Ongoing
		<p>Rapid response testing</p> <p>If a staff member or customer in a care home, adult day care centre, or 'high-risk' supported living setting receives a positive result, then all staff should conduct daily rapid LFD testing every day that they are working, for 5 days. This testing is not extended if further positives are found in these 5 days</p> <p>Only the staff working in the setting over the rapid response testing period need to be tested; those not working during this period do not need to be tested. You should not bring people into work to get tested on their non-working days</p>	<p>-See section 4.7 of COVID-19 Guidance and Protocol Reference Manual V8</p>	All Staff Management		
		<p>In the event of an Outbreak:(An outbreak consists of 2, or more, positive (or clinically suspected) linked cases of COVID-19 that occur in the same setting within a 14-day period)</p>	<p>Review staff individual risk assessments and any requirement to remove any staff considered at high risk of COVID-19 from the service during an outbreak</p>			

		<p>-Report the outbreak to the local Health Protection Team on 0113 386 0300 and seek further advice via a situation risk assessment to identify if further actions are required.</p> <p>-Implement any enhanced PPE requirements such as staff required to wear FFP2 masks should customers be symptomatic/positive</p> <p>-Display the appropriate warning notices at premises; template visitors posters in Coronavirus poster folder</p>	<p>Outbreak testing in (Respite only)</p> <p>Following a HPT risk assessment, whole home outbreak testing may be advised. If required, all staff and customers should conduct both an LFD test and a PCR test on day 1 of the outbreak and another LFD test and PCR test between days 4 and 7. The LFD test will allow you to identify and isolate the most infectious cases immediately whilst awaiting PCR results. After the first week of outbreak testing has been completed, staff should continue regular twice-weekly asymptomatic LFD testing. Once there have been at least 10 days with no new COVID-19 cases or newly symptomatic individuals, outbreak recovery testing should be undertaken</p>			
Potential stress anxiety & increased workload	All staff	<p>-HELP Employee Assistance Programme</p> <p>-Occupational Health Service</p> <p>-Special leave arrangements</p> <p>-Flexible working - Management of staff and workloads, supervision, one-to-ones etc.</p> <p>-Daily briefing between Incident Management Team and Service Managers to pick up issues immediately and share best practice across Aspire</p>	<p>Variations to HR policies in line with Business Continuity Plans, including absence management, special leave, counselling etc. Re-tasking staff and re-training required if re-allocating roles. Managers to regularly keep in touch with people working from home.</p> <p>Encourage use of conference calls to reinforce team and individual's feelings of inclusion</p>	HR SLT	March 2020	Yes

			<p>Personal support (stress) risk assessments to be undertaken for all staff to explore</p> <ul style="list-style-type: none">- Physical activity- Mental stimulation- Social connectivity- Emotional wellbeing- Any other social (non-clinical) risk factors			
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