



# HOMEFIELD COLLEGE RISK ASSESSMENT FORM

<b>VENUE / ADDRESS:</b>	All Homefield sites
<b>ASSESSOR / JOB TITLE:</b>	Homefield College management team
<b>SIGNATURE:</b>	<b>Helen Whyte</b>
<b>COLLEGE CO-ORDINATOR:</b>	Annette Pike
<b>DATE:</b>	21/04/2020 (V.Myko)
<b>REVIEW DATE:</b>	<b>Weekly</b>

## SETTING THE SCENE:

We are currently in a pandemic of the coronavirus. Homefield is remaining open and supporting those who are vulnerable and who require medication, personal care and safety. Homefield recognises that at present we need to contain the virus and reduce the risk of the virus entering one of our resident and College properties, and follow any relevant Government advice in applying safe systems of work.

## RISK MATRIX

**Risk Rating = Likelihood x Severity**

<b>S e v e r i t y</b>	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			<b>Likelihood</b>				

Catastrophic		STOP
Unacceptable		URGENT ACTION
Undesirable		ACTION
Acceptable		MONITOR
Desirable		NO ACTION

Other risk assessments / training / policies / procedures relevant to this document include:

- Inclusion policies and procedures around challenging behaviour
- Health and Safety training
- Health and Safety Policy and Procedures
- COSHH
- Infection Protection Control
- Department for Education Coronavirus (COVID-19): SEND risk assessment guidance  
(<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>)

<b>WHAT ARE THE HAZARDS WHICH MAY BE CAUSED</b> State the hazard and any injuries that might be caused	<b>WHO/WHAT MAY BE HARMED?</b> give specific groups of people e.g. staff, visitors, contractors, student and day service users and day service users, residents, etc. and estimate numbers; include significant property damage	<b>WHAT IS DONE NOW?</b> provision of training, corporate and local standards complied with, existing codes of safe working practice, protective equipment, guarding, supervision, monitoring systems, specific assessments under health and safety regulations e.g. COSHH, DSE, noise, manual handling, fire etc.	<b>HOW BAD IS THE RISK NOW?</b> use the risk assessment matrix system to evaluate the risk	<b>WHAT NEEDS TO BE DONE?</b> What action should be taken or needs to be considered in order that the risks identified are effectively reduced or controlled	<b>HOW BAD IS THE RISK?</b> use the risk assessment matrix system to evaluate the risk after the controls have been put in place	<b>BY WHEN AND BY WHOM?</b> What is the target date for completion and by whom?
Showing Coronavirus symptoms	Staff Residents	Currently no one has symptoms of Coronavirus		Immediately isolate and follow the RA for residents who have symptoms. <a href="C:\Users\helen.whyte\Desktop\Residents with Symptoms RA (003).doc">C:\Users\helen.whyte\Desktop\Residents with Symptoms RA (003).doc</a>  Should more than 1 person show signs, staff should contact on call or the registered manager and continue to isolate the individuals. Should a staff member develop symptoms whilst on shift they are to follow the absence procedure and contact on call or registered manager. Whilst waiting for cover to arrive the staff member should wear full PPE and as far as possible isolate whilst residents are safe. Deep clean to be enacted once staff member has left. <b>COVID-19 at home tests are now available within the houses and staff are to complete these on a weekly</b>		All staff when this occurs.

				<p><b>basis. Residents is 28 days.</b> Any confirmed cases with residents should be alerted to the local authority and public health on telephone number 0344 225 4524</p>	
Coronavirus is easily spread	Staff Members of the public Residents	Preventative measures to reduce the likelihood		<p>All staff where possible should have a shower and ensure they wear clean clothing before entering a property. All to wash their hands upon entry to the property and again when they leave. <b>Sanitisers can be found in hand pumps at all locations.</b> Staff should shower and change into clean clothes once they are home also. Wash on at least 40 degrees temperature. Wash hands thoroughly throughout the day - and always after going to the toilet, before eating or preparing food. Remind residents to carry out the same hygiene routines frequently throughout the day. Staff should ensure they have tissues ready to offer residents in the case of a sneeze or a cough, catch it, bin it, kill it. Social distancing should be encouraged by all residents and staff members wherever possible.</p>	All staff immediately
PPE to be worn	Staff	Staff have been wearing PPE only for personal care activities that involve staff being within 2 meters of an individual.		<p>It has been made mandatory for support staff to wear face masks at all times throughout their shift. In order to ensure the use of the face mask is effective, staff will need to follow the government guidelines as follows:- <i>Fluid-repellent surgical masks (FRSMs) can be used continuously while providing care, until you take a break from duties (e.g. to drink, eat, for your break time or end of shift). The mask is worn to protect you, the care worker, and can be used while caring for a number of different residents regardless of their symptoms. You should not touch your face mask unless it is to put it on or remove it.</i></p>	All staff immediately.

				<p><b>You should remove and dispose of the mask if it becomes damaged, visibly soiled, damp, or uncomfortable to use. You need to use a new mask when you re-start your duties after a break. How to put a mask on and the disposal of this is detailed below.</b></p>	
Contracting Coronavirus through <b>personal care</b>	Staff Members of the public Residents	Staff completing personal care using standard PPE.		<p>All staff to ensure they wear gloves, aprons masks and allocated visors when performing all personal care for example showering or supporting someone in the toilet. Should a location be running low on supplies for these tasks they should notify or get these from 44 garage area. Disposable PPE is to be used once and then thrown away by the person using / wearing. This should be done in the following approved way of putting on <a href="C:\Users\helen.whyte\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AR9KZI2H\phe-putting-on-ppe.pdf">C:\Users\helen.whyte\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AR9KZI2H\phe-putting-on-ppe.pdf</a> And taking off <a href="C:\Users\helen.whyte\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AR9KZI2H\PHE_11606_Taking_off_PPE_064_revised_8_April.pdf">C:\Users\helen.whyte\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\AR9KZI2H\PHE_11606_Taking_off_PPE_064_revised_8_April.pdf</a></p>	All staff immediately.
Staff completing a sleep shift.	Staff	Sleep staff have their bed made for them by the late staff member.		<p>The sleep person should make their own bed up when they arrive on shift. Sleep staff should then strip the bed in the morning and put the bedding directly in the machine and wash it. The late staff should handle the washing with gloves.</p>	All staff immediately
Contracting Coronavirus from stationery	Staff	Staff use communal pens and paperwork		<p>Staff should ensure they wash hands and sanitise their hands before and after completing paperwork. Staff should use their own pen whilst on shift, leaving with it and bringing it back the following shift. Staff will have access to antibacterial wipes in order to wipe down areas and equipment used whilst completing any paperwork.</p>	Staff immediately.
Contracting	Staff	Communal work surfaces that		All staff to wipe down all surfaces before	All staff immediately.

Coronavirus from <b>working surfaces</b>	Members of the public Residents	all staff and residents use.		<p>preparing food on the work surfaces and the table where the food will be eaten. No communal food i.e. fruit bowls are no longer appropriate in the current climate. Staff to wipe down all seating areas before and after they sit down, either to eat or to watch TV etc.</p> <p>Internal doors with touch key pads to be kept open unless there is a fire and these should be released using your foot.</p>		
Contracting Coronavirus from <b>high touch points</b>	Staff Members of the public Residents	All staff and residents are likely to touch handrails, bannisters, light switches etc.		<p>Staff are to follow the updated IPC cleaning rota, this includes the following: Staff to use anti-bacterial spray on all handrails, bannisters, light switches, door handles and all surfaces. Clean both bathrooms and toilets after each usage where possible. Clean all floors and walk ways at the beginning of the shift and after the shift. All <b>bedding/towels</b> should be changed as regularly as possible, feasible, and fresh bed linen put on beds. Bedding and clothes washing should be at a temperature of at least 40 degrees. Staff are to sit on a separate chair to the residents sofas and ensure this is wiped down before and after sitting on this chair. This could be a dining chair so it is easy to wipe down.</p>		All staff immediately.
Behaviours that challenge	Staff Beneficiaries	Residents are following government guidance on restrictive contact with others. Social distancing is imperative due to the virus. Level of understanding of this situation is varied amongst the residents and students, some understand it more than others.		<p>Heightened levels of behaviour may become apparent within residential settings due to the restrictions. Limiting contact to individuals is paramount in the reduction of the virus, meaning staff should de-escalate situations as best they are able to without involving another person. Staff are to notify management / on call should a situation escalate.</p>		All staff immediately
Contracting Coronavirus through <b>community access</b>	Staff Beneficiaries	Residents would ordinarily be accessing the community on a daily basis.		As instructed by the government we have been asked to reduce community access, individuals are able to meet in parks or back gardens however the registered manager should be informed of any plans		All immediately

				<p>that include meeting others and a risk assessment completed.</p> <p>Structure for residents due to diagnosis is important. Staff with a structure in place may find the residents are less likely to get 'bored'.</p> <p>Residents wanting to visit their families must alert to the registered manager and this would only be allowed if planned and risk assessed.</p>		
Contracting Coronavirus through handling the <b>post and deliveries</b>	Staff Beneficiaries	<p>Post is placed through letter boxes at residential properties and accessible to all</p> <p>Handling deliveries to the Residents</p>		<p>Post to be handled wearing gloves. Place junk mail in outside recycle bin. Other post, place in a box in a secure room daily and the manager is to access this box when visiting to go through this post. The manager is to wear gloves when handling the post.</p> <p>Homefield will ensure food, essentials and medicines are delivered to the home. Deliveries will not come into the building but will be left outside. Receiving staff should wear gloves to take in bags etc. and once emptied re-wipe surfaces disposing of gloves.</p>		All immediately
Contracting virus using <b>vehicles either through Homefield or public.</b>	Staff Beneficiaries	Government restrictions now allow people to travel.		<p>Staff should consult with the registered manager before undertaking any activity that involves a vehicle within the college or public transport. If a vehicle is required to access a location, staff will need to ensure they have sanitised all driving area, all door handles (internal and external) and seatbelts, before and after use. If wanting to use public transport, face masks are mandatory.</p>		All immediately
Contracting virus using <b>communal equipment</b>	Staff Beneficiaries	Communal equipment such as phones, computers, TV-remotes, games, equipment are readily accessible		Sterilise equipment before and after use.		All immediately
Contracting virus using non-	Staff Beneficiaries	Shared protective equipment such as overalls or gardening gloves.		For non-disposable PPE such as overalls and boots, allocate the items to the individual. After use overalls are to be		All immediately

disposable <b>PPE</b>				washed on site and handled by the person that wore them or bagged and taken home for washing. The individual will wear the same PPE as per allocation.		
Contracting the virus as a <b>high risk</b> or <b>shielding</b> staff member	Staff who are identified as high-risk or are shielding	<p>Staff are highlighted into three categories:</p> <ul style="list-style-type: none"> <li>• red = shielding</li> <li>• orange = high-risk</li> <li>• green = standard risk</li> </ul> <p>All staff in the highest risk are shielding. All staff at high-risk are working from home where possible. All staff at standard risk are continuing their work as normal, adhering to the restrictions and health &amp; safety procedures put in place.</p>		<p>To return to work, a further risk assessment takes place.</p> <p>Where staff are shielding (red), they will still be advised to work from home where possible. If they wish to return, then they are required to obtain a fit note from GP confirming it is acceptable for them to do so.</p> <p>For the staff at high risk (orange), they should return to work once an individual risk assessment has taken place to confirm this and that any mitigations have been put in place.</p> <p>For the staff at standard risk (green), to carry on following the latest guidance as and when circulated.</p>		All staff immediately.