

Risk Assessment Form



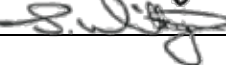
GENERAL INFORMATION					
Assessors Name:	Jenny Wallis-Eade	Date of Current Assessment:	6 July 2020	Due date of next assessment:	31 July unless Government advice dictates sooner
Company:	Camphill Devon Community	Location:	Hapstead Village		
Applicable Areas:	Covid-19 measures for all areas of Camphill Devon Community				
Date of Last Review	15 June 2020	Reviewed by	Jenny Wallis-Eade	Ref No.	Covid-19 V7

Description of Work Activity/Task
Risks associated with social contact and travel during the time of a global pandemic.

RISK LEVEL (after further controls implemented)	HIGH	MEDIUM	LOW
		X	

Risk Levels						
Likelihood	x	Severity/Impact	=	Risk Rating Action Scale	Risk Level	
1 = Rare/Very Unlikely		1 = No injury/Trivial		1 – 5	No further action required – activity may proceed	Low
2 = Unlikely		2 = Minor/first aid injury or illness; interruption of activities for people we support.		6 – 10	Activity may proceed with caution	Medium
3 = Possible		3 = Over "7 day" injury or illness; agitation and distress caused for people we support		12 – 25	Urgent, stronger control measures required	High
4 = Likely		4 = Major injury or illness; high level of anxiety/harm to people we support				
5 = Routine/Certain		5 = Fatality, disabling injury, etc.				

Risk/Priority Indicator Matrix						
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Severity/Impact				

DECLARATION					
Based on this risk assessment, the level of risk has been reduced as far as reasonably practicable (ALARP).					
Signature of Assessor:		Name of Assessor:	Jenny Wallis-Eade	Position:	H&S Officer
Signature of Reviewer:		Name of Reviewer:	Mandie Johnston	Position:	Project Administrator
Signature of CEO:		Name of CEO:	Steve Whittingham		

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Persons at Risk – Affected Groups					
A: Company Employees	B: Service Users	C: Contractors	D: Workshop leaders	E: New/Expectant Mothers	F: Young Persons
G: Visitors	H: General Public	I: Volunteers/co-workers			

Hazard/Risk Description Identify hazards and associated risks	Persons at Risk <i>Refer to table</i>	Existing Controls in Place e.g. training, information, physical controls	Existing Risk Level			Additional Controls Adopted	New Risk Level		
			L	S	R		L	S	R
<p>Service user, volunteer, staff member contracts virus, but is asymptomatic and infects members of Camphill Devon Community</p>	<p>B, A, I, C, D</p>	<p>All service users, volunteers and staff (including furloughed staff) have been tested for COVID-19 and all results are negative. We will continue to follow the Government/Public Health England guidance as at 6 July 2020 and any subsequently published guidance.</p> <p>Outings for walks/drives to known “quiet” destinations will be arranged for residents.</p> <p>Carefully managed meetings with families will be arranged as appropriate, where staffing permits transporting service users to meet families in appropriate open air spaces, or at a restaurant where a pre-booked table has been arranged.</p> <p>There is no public transport access to Camphill Devon, so staff do not use public transport. Volunteers are required not to use public transport, but may book a company vehicle for an outing.</p> <p>Contractors only permitted on site to carry out essential repairs. Contractors required to observe social distancing and use appropriate PPE.</p> <p>Families to be allowed on site, but only one family at a time. Meeting to take place in King Arthur Hall, which must be booked and time allocated to cleaning chairs and lavatories after each visit.</p> <p>Staff who can are working from home and only attending site one at a time, maintaining social distancing when on site. The cleaner has resumed duties and wipes down surfaces with disinfectant wipes and alcohol gel, including light switches, door knobs, key presses, etc.</p> <p>Any volunteers who have to leave site to attend appointments away from Buckfastleigh, for example, with the Home Office, will be required to self-isolate for a period of 14 days on return.</p> <p>Furloughed staff will only be permitted to return to work if they can maintain social distancing at all times.</p>	2	5	10	<p>All first aid kits, including those in vehicles, will now contain disposable face masks and aprons</p> <p>Residents are not permitted to stay overnight with families, nor go away on holiday.</p>	2	5	10

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			L	S	R		L	S	R
Coming into contact with a Covid-19 spreader and contracting the illness	B, A, I, H	Everyone has been given advice on need for regular hand-washing and the correct procedure. Easy read materials shared with people and handwashing signs on display in houses and office building, staff are frequently prompting tenants in Supported Living. Advice on use of hand sanitiser also provided. Instructions given re: actions to take to contain virus – follow flowchart circulated to all houses/Supported Living. Avoid close contact wherever possible. Keep 2 metres apart. Wear appropriate PPE (as provided) when carrying out personal care. Follow Government guidance regarding staying at home. All service users' temperatures taken twice daily.	2	5	10	Staff and volunteers will use Fluid Resistant Face Masks (FRSM) on a sessional use basis when supporting people regardless of any display of symptoms. Sessional use is defined as: <ul style="list-style-type: none"> • from the beginning of your shift to the end of shift, or • until you have to remove it at a break and put it down, or • until it is soiled, damaged, or hard to breathe through (when it should be changed), • when you need to be within 2 metres of a person you are supporting for whatever reason In Supported Living, sessional use includes supporting more than one person providing they are neighbours; masks should be changed when travelling between the two sites of Braemar and Merryfield. We will not be reusing masks for the time being.	2	5	10
Contact with members of the public, whose Covid-19 status is unknown, e.g. on public transport and contracting the virus	B, A, I	Avoid all unnecessary travel. Use of public transport not allowed for service users and resident volunteers. Follow all guidance issued by Camphill Devon in line with Government guidance. Non-essential visitors not to come on site and Day Services suspended. Instructions given re: actions to take to contain virus – follow flowchart circulated to all houses/Supported Living. PPE provided.	2	5	10		2	5	10
Person supported/volunteer contracts virus	B, A, I	All service users' temperatures taken twice daily. Everyone has been given advice on need for regular hand-washing and the correct procedure. Easy read materials shared with people and handwashing signs on display in houses and office building, staff are frequently prompting tenants in Supported Living. Advice on use of hand sanitiser also provided. Isolate person supported in own room with their laundry and waste double bagged and also kept in the person's room. Allocate the nearest bathroom/toilet for the person's sole use. Put IPC caution signage up. Staff supporting must always wear full PPE (as provided) for every interaction. If symptoms persist after 7 days or the person becomes seriously unwell, difficulty breathing - contact GP for advice or NHS 111 if GP unavailable. If testing is undertaken and person tests positive, follow instructions from PHE	3	5	15		2	5	10

COVID-19 – July 2020 Update

In addition to the measures we have already taken, as set out below, Camphill Devon Community has undertaken COVID-19 testing for everyone we support, our volunteers and all staff, in line with our updated Risk Assessment. All those tested had negative results and, as a consequence, we will begin to ease lock-down with the following measures:

- Allow volunteers to go to Buckfastleigh for personal shopping, following guidance. This must be restricted to places they can walk to. Volunteers must not use public transport. Volunteers will be allowed to use a Camphill Devon vehicle after 6 p.m. and at weekends. All outings to be booked and arranged in advanced.
- Small groups of residents will be supported to go on walks to quiet areas, outside of Camphill Devon's land.
- Residents may be taken on driving outings, within house groups, supported by staff and volunteers.
- Service users may be supported to go shopping, dependent on individual risk assessments/needs
- Facilitate service users to meet with family members in an appropriate open space, with social distancing being observed and appropriate PPE used (the frequency and duration of such visits at managers' discretion). A maximum of 6 people at any outdoor meeting.
- Facilitate service users to meet family members at an appropriately equipped restaurant, which must be pre-booked.
- Allow family visits to Hapstead, one family at a time; meetings only to take place in the Hall, which must be pre-booked and cleaning of the area and lavatories carried out after each visit.

Camphill Devon Community has implemented the Government's advice to socially distance and to avoid non-essential travel and contact with other people.

We are supporting the vulnerable people that live in our community to understand and follow this advice.

Only essential workers will travel to the site to provide care and support.

Our Day Services provision remains closed until further notice to ensure that people do not gather in groups. Instead, day activities are structured within the houses to ensure that people remain occupied, are stimulated and can exercise their choice within certain options. We have a wonderful site and the people we support will continue to have access to the open outdoor space, following Government advice.

We will continue support people to use social media, FaceTime, etc. to keep in touch. We will also facilitate family meetings, as set out above.

Our staff will continue to visit local shops for essential supplies and, due to the numbers of people we support, will require some flexibility on restricted items. We appreciate retailers' understanding and support in this regard.

Our residential houses will, of course, continue to operate with our teams providing emotional support and understanding to the people we support. We, therefore, remain open for essential deliveries to the houses.

Our offices remain closed and key staff will continue to support Camphill Devon via home working. If you need to make contact with the office please call the usual number and the call will be diverted as appropriate.

We will update this message as and when circumstances develop.

We very much appreciate everyone's support and understanding of these arrangements during this difficult time.

I would particularly like to thank our loyal and committed staff and volunteers who continue to come to work and provide essential support – we cannot do this without you!

Steve Whittingham
Chief Executive

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer Camphill Devon Community Date 12 May 2020

Who to contact: Jenny Wallis-Eade 01364 642631
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)