

## Risk Assessment Form




GENERAL INFORMATION					
<b>Assessors Name:</b>	Jenny Wallis-Eade	<b>Date of Current Assessment:</b>	6 December 2020	<b>Due date of next assessment:</b>	On review of Tier 2 restrictions, should there be significant change.
<b>Company:</b>	Camphill Devon Community	<b>Location:</b>	Hapstead Village		
<b>Applicable Areas:</b>	Covid-19 measures for all areas of Camphill Devon Community				
<b>Date of Last Review</b>	26 July 2020	Reviewed by	Jenny Wallis-Eade	Ref No.	Covid-19 V9

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).					
<b>Signature of Assessor:</b>		Name of Assessor:	Jenny Wallis-wEade	<b>Position:</b>	H&S Officer
<b>Signature of Reviewer:</b>		Name of Reviewer:	Mandie Johnston	<b>Position</b>	Project Administrator
<b>Signature of CEO:</b>		Name of CEO:	Steve Whittingham		

## Risk Assessment Form

Persons at Risk – Affected Groups					
A: Company Employees	B: People we Support	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>A visitor to Hapstead, who has the virus, but is asymptomatic, infects members of Camphill Devon Community</p>	<p>B, A, C, G, I, C</p>	<ul style="list-style-type: none"> <li>Visitors will be asked to undertake and register a Lateral Flow Device (LFD) test, once these are available and staff have received training; a non-distanced visit may only go ahead, once a negative result has been obtained. Should the visitor refuse an LFD test, the visit can go ahead, but the visitor and person we support must be separated by a substantial screen. If an LFD test is inconclusive, another test must be undertaken. If this also proves inconclusive, the visit may take place, but fully distanced, i.e. behind a screen with full PPE.</li> <li>Should a visitor test positive using the LFD test, a polymerase chain reaction (PCR) test (swab) should be carried out and registered by the visitor; the test kit can be collected by the courier, or if a postage label is included with the test kit, put into the post should there be no courier booking that day.</li> <li>All visitors must complete the Screening Questions for Visitors at every visit and abide by the Responsible Visitor Code, which requires them to:                             <ul style="list-style-type: none"> <li>book visits in advance with the relevant manager for a specific day, time and length of visit</li> <li>check in with Camphill Devon on the day prior to the visit, to ensure the situation at Camphill Devon has not changed</li> <li>be free of any COVID-19 symptoms on the day of the visit</li> <li>not be unwell on the day of the visit</li> <li>if possible, scan the QR code</li> <li>provide necessary information required by Camphill Devon at all visits (e.g. honest response to screening requirements about COVID-19 risk factors)</li> <li>comply with the infection prevention and control measures, including a temperature test, mandatory hand hygiene, the use of PPE as required and social distancing requirements</li> <li>undergo a lateral flow test, and achieve a negative result, prior to any close contact visit; unless this is done, the visit must be distanced with full PPE and the parties separated by a screen</li> <li>remain in the designated visiting area</li> <li>ensure that any gifts brought to give to the person they are visiting can be sanitised, in line with relevant infection prevention and control guidance</li> </ul> </li> </ul>	2	5	10	<p>Consideration was given to mechanical air sanitisation, but this is not deemed necessary at present.</p>	2	5	10

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			L	S	R		L	S	R
		<ul style="list-style-type: none"> <li>Risk assessments to determine visiting arrangements/PPE requirements will be completed by House Managers and the person we support will be checked for any symptoms and have a temperature check before the visit goes ahead.</li> <li>Thorough cleaning of the area, including lavatories and soft furnishing will be carried out before and after each visit.</li> </ul>							
People we support, volunteer, staff member contracts virus, but is asymptomatic and infects members of Camphill Devon Community	B, A, I, C, D	<p>All people we support, volunteers and the majority of staff have been tested for COVID-19 and all results are negative. We will continue to follow the Government/Public Health England published guidance and any subsequently published guidance.</p> <p>Outings for walks/drives to known "quiet" destinations will be arranged for the people we support.</p> <p>Carefully managed meetings with families will be arranged as appropriate, where staffing permits transporting people we support to meet families in appropriate open air spaces, or at a restaurant where a pre-booked table has been arranged.</p> <p>In addition, people we support may now visit their family home, in Line with Tier limitations. Families will ensure precautions are taken and if an individual presents with symptoms, they will inform us before they return to Camphill Devon. The people we support will be tested at the end of the visit to family. We will check the temperature of people returning from family visits.</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 to visit, but only a maximum of two members of one family at a time. Meeting to take place in the Cabin, which must be booked and time allocated to cleaning chairs and lavatories after each visit. Lateral Flow Device tests will be conducted prior to a 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>	2	5	10	All first aid kits, including those in vehicles, will now contain disposable face masks and aprons	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. The temperatures of people we support are 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"> <li>from the beginning of your shift to the end of shift, or</li> <li>until you have to remove it at a break and put it down, or</li> <li>until it is soiled, damaged, or hard to breathe through (when it should be changed),</li> <li>when you need to be within 2 metres of a person you are supporting for whatever reason</li> </ul> In Supported Living, sessional use includes supporting more than one person providing they are neighbours; masks may be worn when travelling between the two sites of Braemar and Merryfield providing it is safe to do so. <b>We will not</b> be reusing masks.	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 people we support 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	The temperatures of people we support are 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	2	5	10		2	5	10

## Covid-19 Visiting Policy

It has always been the policy of Camphill Devon to encourage the people we support to maintain and develop contact with friends and relatives, as set out in Section 2 of the Policies and Procedures.

In line with Government guidance for care homes, we will facilitate visiting during the Covid-19 pandemic. All visitors are provided with a copy of the Responsible Visitor Code (Appendix A).

Staff and visitors must all wear full PPE (mask, apron, gloves) at the outset of all visits.

Prior to any visit, the person we support will be checked for any symptoms and have a temperature check. A risk assessment on having visitors must be in place.

On arrival, visitors are asked to complete the Screening Questions for Visitors to Camphill Devon Community (see Appendix B). If they can, visitors should also scan the QR code at the entrance. This is in addition to completing the screening questions, to ensure we have accurate data on visitors for our records.

We will ask all visitors to allow us to take their temperature.

Visitors will then be asked to undertake a Lateral Flow Device (LFD) test, once these are available and staff have received training.

Once the LFD test is conducted, the visitor must wait for 30 minutes for the result, during which time they must remain in a separate area. A record of the result will be made.

Should a visitor decline this test and before such testing is available to us, the visit must be conducted following the guidance on adequate distancing, i.e.:

1. the visiting space is used by only one person we support and visiting party at a time, and is subject to regular enhanced cleaning between each visit
2. the visitor enters the space from outside wherever possible
3. where there is a single access point to the space, the person we support and their visitor enter the space at different times to ensure that safe distancing and seating arrangements can be maintained effectively
4. there is a substantial (e.g. floor to ceiling) screen between the person we support and their visitor – designed to reduce the risk of viral transmission
5. there must be good ventilation for spaces used (for example, including keeping doors and windows open where safe to do so and using ventilation systems at high rates but only where these circulate fresh air)

If the LFD test is taken and the result is negative, a visit may proceed and the person we support and their visitor do not need to observe 2 metre distance, or be divided by a screen, but PPE must be worn.

In the event an LFD test provides a positive result, a polymerase chain reaction (PCR) test (swab) should be carried out and registered by the visitor (using the 'testing yourself at home' instructions); the test kit can be collected by the courier, or if a postage label is included with the test kit, put into the post should there be no courier booking that day. The visit may not continue and the visitor should immediately return home, avoiding public transport and wearing a face mask. If the visitor's confirmatory PCR is positive, their household and bubble will also need to self-isolate and NHS Test and Trace may be in touch to contact trace.

## **Appendix A: Camphill Devon Community's Responsible Visitor Code**

Visitors to Camphill Devon must:

- book visits in advance with the relevant manager for a specific day, time and length of visit
- check in with Camphill Devon on the day prior to the visit, to ensure the situation at Camphill Devon has not changed
- be free of any COVID-19 symptoms on the day of the visit
- not be unwell on the day of the visit
- provide necessary information required by Camphill Devon at all visits (e.g. honest response to screening requirements about COVID-19 risk factors)
- provide contact details, including name, address and phone number
- if possible, scan the QR code
- comply with the infection prevention and control measures, including a temperature test, mandatory hand hygiene, the use of PPE as required and social distancing requirements
- undergo a lateral flow test, and achieve a negative result, prior to any close contact visit; unless this is done, the visit must be distanced with full PPE and the parties separated by a screen
- remain in the designated visiting area
- ensure that any gifts brought to give to the person they are visiting can be sanitised, in line with relevant infection prevention and control guidance

Appendix B: Screening Questions for Visitors to Camphill Devon Community:

Location of visit:	
Name of visitor:	
Date of visit:	
Person visited:	
Visitor's phone number:	
Visitor's address:	

	Yes/No
1. Have you scanned the QR code?	
2. Have you been feeling unwell recently?	
3. Have you had recent onset of a new continuous cough?	
4. Do you have a high temperature? <i>[For a temperature taken at the forehead, the normal range is 35.5°C to 37.1°C – a high temperature is above 37.2°C]</i>	
5. May I check?*	
* Record temperature here	
6. Have you noticed a loss of, or change in, normal sense of taste or smell?	
7. Have you had recent contact (in the last 14 days) with anyone with COVID-19 symptoms or someone with confirmed COVID-19 – if yes, should you be self-isolating as a family member or as a contact advised to do so by NHS Test and Trace?	
8. Have you read and agree to abide by Camphill Devon's Responsible Visitor Code?	
9. Do you agree to taking a lateral flow device test prior to your visit? If a test is not carried out, and a negative result obtained, the visit may only proceed from behind a substantial screen with full PPE. In the event of a positive test, the visit may not proceed.	
* Record test result here	

I understand that to register a test, I will need to provide personal details, including date of birth, gender, and ethnicity, together with my contact information including email address and mobile number. Should I require Camphill Devon to register my test result, I agree to provide these details and for Camphill Devon to share them with NHS Test and Trace.

I confirm the above is, to the best of my knowledge, accurate and consent to sharing my personal data.

Signed: .....

# 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](http://www.hse.gov.uk) or 0300 003 1647)