

Risk Assessment Form




GENERAL INFORMATION					
Assessors Name:	Jenny Wallis-Eade	Date of Current Assessment:	17 May 2021	Due date of next assessment:	Following Government update on lockdown regulations.
Company:	Camphill Devon Community	Location:	Hapstead Village		
Applicable Areas:	Covid-19 measures for all areas of Camphill Devon Community				
Date of Last Review	12 April 2021	Reviewed by	Jenny Wallis-Eade	Ref No.	Covid-19 V14

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:	Liz Wilkinson-Cave	Position:	Workshops Manager
Signature of CEO:		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
A member of staff, volunteer or person supported becomes symptomatic, or if asymptomatic, tests positive for Covid-10	All	<ul style="list-style-type: none"> All staff have been advised that we must follow Government instructions. Minimal travel. Shopping should be delivered, if delivery slots can be secured and, if not, with minimal staff involved for essential shopping. People we support should take outdoor exercise within the grounds/locally. Workshops to operate within house 'bubbles' only, and no external attendees. Staff who can will work from home, as appropriate Only essential contractors allowed on site. Visitors will not be allowed to the house or to any of the residents in the house where the Covid-positive person lives. All staff are undertaking one PCR and two LFD tests each week. People we support are having a PCR test every 28 days. 	2	5	10	The majority of staff and people we support have received two doses of the vaccine (some staff await their second dose, but these are booked).	2	5	10
A visitor to Hapstead, who has the virus, but is asymptomatic, infects members of Camphill Devon Community	B, A, C, G, I, C	<ul style="list-style-type: none"> Outdoor visits from people from one other household with one of the people we support is now permitted. Visitors who will be using the designated visiting area will be asked to undertake and register a Lateral Flow Device (LFD) test, 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. 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. 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"> book visits in advance with the relevant manager for a specific day, time and length of visit 	2	5	10	Each person we support will be able to nominate five named visitors who will be able to enter the care home (in the designated visiting area) for regular visits. Two visitors may visit at the same time. Visitors are advised to keep physical contact to a minimum. Visitors and residents may wish to hold hands, but should bear in mind that any contact increases the risk of transmission. There should not be close physical contact such as hugging.	2	5	10

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			L	S	R		L	S	R
		<ul style="list-style-type: none"> ▪ 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 ▪ if possible, scan the QR code ▪ provide necessary information required by Camphill Devon at all visits (e.g. honest response to screening requirements about COVID-19 risk factors) ▪ 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 • 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. • Thorough cleaning of the area, including lavatories and soft furnishing will be carried out before and after each visit. • Aerosol room fogger is available to sanitise designated visiting area after a visit. 							
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 current results are negative. We will continue to follow the Government/Public Health England published guidance and any subsequently published guidance.</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 one nominated person per resident. 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</p>	2	5	10	Contractors will be asked to undertake LFD tests, if entering any of the residential areas.	2	5	10

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			L	S	R		L	S	R
		resumed duties and wipes down surfaces with disinfectant wipes and alcohol gel, including light switches, door knobs, key presses, etc.							
Coming into contact with a Covid-19 spreader and contracting the illness	B, A, I, H	<p>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.</p> <p>Staff and volunteers will use Fluid Resistant Face Masks (FRSM) on a sessional use basis when supporting people regardless of any display of symptoms.</p> <p>Sessional use is defined as:</p> <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 <p>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. We will not be reusing masks.</p>	2	5	10				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	Limit travel. Use of public transport not allowed for people we support. Follow all guidance issued by Camphill Devon in line with Government guidance.	2	5	10				10

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			L	S	R		L	S	R
Person supported/volunteer contracts virus	B, A, I	<p>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.</p> <p>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</p>	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, from 17 May 2021, we will facilitate visiting during the Covid-19 pandemic. Each person we support will be able to nominate five named visitors who will be able to enter the care home for regular visits (in the designated visiting area). Up to 2 visitors may attend at the same time.

All visitors are provided with a copy of the Responsible Visitor Code (Appendix A). This should be read in conjunction with the "Partners in Care – resources to support meaningful visits" (a copy of which is available on request). This document covers the Visiting Charter, Visitors' Responsibilities and the Visiting Pledge. Camphill Devon's Visiting Pledge is incorporated within the Responsible Visitor Code.

Staff and personal visitors to residents, who will be within 2 metres of the person we support, must all wear full PPE (mask, apron, gloves) during "contact" visits. Visiting professionals will only be required to wear a mask.

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. Personal visitors to people we support, who will be in contact and within 2 metres of the person, will then be asked to undertake a Lateral Flow Device (LFD) test. 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. Visitors may also be provided with an LFD test kit prior to the visit and undertake the test at home. A record of the result will be made on the visitor form. The result must be uploaded to the Test and Trace website www.gov.uk/report-covid19-result. Visiting professionals, who are not going into any of the residential houses will not be required to take a LFD test, but we do encourage them to do so prior to the visit, if possible.

Should a visitor decline this test, 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, including the use of a room fogger
2. The visitor(s) 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(s) 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(s) do not need to observe 2 metre distance, or be divided by a screen, but PPE must be worn.

Visitors are advised to keep physical contact to a minimum. Visitors and residents may wish to hold hands, but should bear in mind that any contact increases the risk of transmission. There should not be close physical contact such as hugging.

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.

The named visitor(s) does/do not need to be vaccinated.

Outdoor and 'screened' visits are still available to other visitors on top of the named visitors.

In the event of an outbreak at Camphill Devon, we will immediately stop visiting (except in exceptional circumstances, such as end of life).

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.
- Complete 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.

The Visiting Pledge

This pledge recognises the essential role played by visitors in a person's wellbeing and the importance of partnership between relatives, friends and care providers.

Care homes and relatives and friends have an equal responsibility to do their part towards a safe visit for everyone to maintain a safe environment for all.

Camphill Devon pledges to do our part to keep visitors (relatives and friends), the people we support and staff safe by:

- recognising the importance of visiting in a person's care and wellbeing
- communicating clearly and regularly about visiting arrangements
- advising visitors about IPC and the use of PPE
- providing PPE and testing

I, the visitor, pledge to do my part to keep the person I am visiting, the other residents and the staff safe by:

- communicating clearly and regularly about visiting arrangements
- taking advice on IPC and the use of PPE
- following the rules on IPC and use of PPE in place at Camphill Devon Community
- being tested prior to visiting
- following instructions from staff and asking for clarification/support when I need it

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

Person visited:	
Purpose of visit:	
Name of visitor:	
Date of visit:	
Location of visit:	
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 take a lateral flow device test prior to your visit? - If a test is not carried out, 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 confirm the above is, to the best of my knowledge, accurate.

Signed:

Staying COVID-secure

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 safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**
- ✓ We have taken all reasonable steps to **provide adequate ventilation** in enclosed spaces

Signed on behalf of employer: 

Employer: Camphill Devon Community Date: 17 May 2021

Who to contact: Jenny Wallis-Eade

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)