

Risk Assessment Form




GENERAL INFORMATION					
Assessors Name:	Jenny Wallis-Eade	Date of Current Assessment:	6 January 2022	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	19 July 2021	Reviewed by	Jenny Wallis-Eade	Ref No.	Covid-19 V16

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		

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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 member of staff, volunteer or person supported becomes symptomatic, or if asymptomatic, tests positive for Covid-10</p>	All	<ul style="list-style-type: none"> All staff have been advised that we must follow Government instructions. All staff and visitors (with the exception of residents' family members) must have received 2 doses of an approved Covid-19 vaccination, unless they can prove they are medically exempt (staff can self-certify exemption up to 31 March 2022) 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 observe social distancing. Essential contractors allowed on site, but they must evidence having had 2 doses of an approved Covid-19 vaccination, or are medically exempt. 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 three LFD tests each week. People we support are having a PCR test every 28 days. 	2	5	10	<p>Staff (with the exception of 2 who have self-certified exemption) and people we support have received two doses of the vaccine and boosters (some staff await their booster).</p>	2	5	10
<p>A visitor to Hapstead, who has the virus, but is asymptomatic, infects members of Camphill Devon Community</p>	B, A, C, G, I, C	<ul style="list-style-type: none"> Outdoor visits 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: 	2	5	10	<p>Each person we support may receive 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.</p> <p>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. Close physical contact such as hugging should be avoided.</p>	2	5	10

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		<ul style="list-style-type: none"> ▪ 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 ▪ 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 staff have are tested frequently for COVID-19. Staff undertake 3 LFD and 1 PCR test each week. PWS have PCR tests every 28 days. Additional testing is put in place in the event of an outbreak. 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 allowed to visit. 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>	2	5	10	Contractors will be asked to undertake LFD tests, if entering any of the residential areas and must produce evidence that they have received 2 doses of an approved Covid-19 vaccination.	2	5	10

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		Staff 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.							
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.</p> <p>We will not be reusing masks.</p>	2	5	10	Hand sanitiser is deployed widely throughout out the whole site, including offices and workshops, as well as residential houses. Good ventilation is maintained.	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	Limit using public transport. 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		2	5	10

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Person supported/volunteer contracts virus	B, A, I	<p>The temperatures of people we support in residential care 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