

## Risk Assessment for Alzheimer's Support Day Centre – Covid-19

<b>Title:</b>	<b>Covid-19 Specific Infection Control</b>		
<b>Document No.:</b>	1	<b>Date:</b>	Ongoing and until 30 <sup>th</sup> October 2020
<b>Location:</b>	Mill St Club	<b>Duration:</b>	Ongoing and until advised otherwise.
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<b>1<sup>st</sup> Review Due:</b>	4 weeks from opening date tbc	<b>2<sup>nd</sup> Review Date:</b>	
<b>Reviewed By:</b>		<b>Position:</b>	

This risk assessment is undertaken in accordance with current government guidelines and is supported by the Alzheimer's Support **Guidance for the Dementia Day Care Setting Covid-19 Version 1.**

The risk level for Covid-19 is recognised as high and must be treated as such, even with control measures in place. It will remain a high priority and every effort must be made to reduce the risk level so far as is reasonably practicable, where possible. This document is subject to undergo an ongoing review process to ensure current guidance is being met and is in accordance with the fluctuating rate of infection. This risk assessment outlines the measures to be taken within Mill Street under the restrictions placed by the ongoing Covid-19 pandemic. An individual risk assessment for each member outlining their needs and risk levels forms part of this process.

All work at the centre must be in accordance with these overall guidelines and any visitor/third party/contractor must follow guidelines.

It is imperative that any employee who feels they cannot work safely on site at any time immediately informs the Day Centre Manager who will address their concerns at the first opportunity.

**PPE:** All staff to receive PPE training in line with current guidelines. All PPE to be purchased by AS from an authorised supplier. Only PPE issued by AS is to be worn. Centre manager is to evaluate stock levels weekly and re stock in a timely fashion, before levels become limited. Liaise with Head of Registered Services for CQC approved supplies.

**Training:** All staff must complete the Infection Control, PPE and Food Handling training. This training is in addition to the modules already undertaken as standard.

**Testing:** Covid-19 testing for all staff prior to opening. Daily temperature checks on entry to the centre for all.

**Social Distancing:** Government guidelines are a 2m distance between you and others. Where 2m is not possible 1m+ distancing is to be observed.

**First Aid:** All First Aiders to be notified of changes to the guidance considering Covid-19 restrictions. Usual infection control guidelines apply and PPE must be worn, including aprons and gloves, as soon as possible. Undertake CPR as normal, avoiding rescue breaths.

**Therapy Dogs:** According to government advice, the risk of infection transferred from dogs to humans is unlikely and is considered low risk. Enhanced controls are implemented as a precautionary measure.

**ACTIONS: All actions to be undertaken with immediate effect**

What are the hazards?	Who might be harmed and how?	What is the risk?	What actions do you need to take to control the risks?	Who needs to carry out the action?	Done
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<b>1: Person to person Infection</b>	1.1: Members, Staff, Visitors and any other persons entering the centre	1.2: People coming into the centre	<p>1.2a: All staff, centre members and visitors are asked not to travel to centre if they are displaying any of the symptoms listed, however mild:</p> <p>A new continuous cough. A high temperature. A loss of, or change in, your normal sense of taste or smell</p> <p>1.2b: Temperature to be checked and recorded on entry to the centre.</p> <p>1.2c: Anyone who is considered a vulnerable person (by virtue of their age, underlying health condition and/or clinical condition) should follow recent government advice.</p> <p>1.2d: Carer drop-off and pick up protocols in place that minimise adult to adult contact</p> <p>1.2e: Visitors to be limited in the setting to only those essential to the running of the centre. Service works to be undertaken on a Monday or before 09.30am and after 4pm Tuesday to Friday.</p> <p>1.2f: Staff from other working areas within Alzheimer's Support outside of the day centre environment will be required to limit their time in this space to a thoroughfare to the toilet area and back.</p>	<p>Centre manager to allocate this task daily.</p> <p>If a member of staff or centre member is displaying any of the symptoms noted, they are to remain at home and self-isolate in line with government guidelines This will also apply if anyone in the household in which they live are displaying any of these symptoms.</p> <p>If they begin to display any of these symptoms while at the centre, they are to isolated and must return home to self-isolate in line with government guidelines.</p> <p>Centre manager to oversee all visitors follow any and all guidelines when entering the setting.</p>	
		1.3: Close contact with others	<p>1.3a: Only essential activities that require close contact will be carried out. For all other activities, Day Care staff will work alone with a clear 2 metre space from any other persons. A 1 metre + distance to be observed with enhanced measures in areas where a 2 metres distance is restrictive. Staff are to work in predetermined groupings with members.</p>	<p>Staff team meeting will be undertaken each day to reinforce tasks and actions and the correct use of PPE.</p> <p>Centre manager to reinforce Covid-19 testing for all staff prior to opening.</p>	

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			<p><i>1.3b:</i> A member of staff will be designated each day to step up in the event of an unforeseen circumstance requiring the staff/member groupings to change and/or for covering breaks.</p> <p><i>1.3c:</i> National guidelines for good hand hygiene and the use of PPE to be followed as a minimum</p>	<p>Signage in prominent/relevant areas to inform and reinforce guidance.</p> <p>All staff, including volunteers to wear appropriate PPE at required times. Centre manger will oversee.</p>	
		<p><i>1.4:</i> Coughing and sneezing around others</p>	<p><i>1.4a:</i> Members should be encouraged to use single use tissues provided. Waste paper bins with liners should be offered up to the member to dispose of the used tissues. These must be emptied at regular intervals throughout the day. In the event of a tissue not being available, where possible the crook of the arm should be encouraged. Handwashing and sanitizing after the event.</p> <p><i>1.4b:</i> In the event of an unprotected sneezing/coughing episode cleaning of the surrounding area must be undertaken by a member of staff. This in in addition to hand washing/sanitizing. PPE must be worn when undertaking a cleaning task.</p> <p><i>1.4c:</i> Members should be asked not to bring a handkerchief to the centre to discourage its use.</p> <p><i>1.4d:</i> Staff must follow the advice above in the event of cough or sneezing.</p> <p><i>1.4e:</i> Do not touch your eyes, nose or mouth if your hands have not been cleaned</p> <p><i>1.4f:</i> If a cough is persistent, the person must be isolated and guidance followed.</p>	<p>All staff members are to encourage and reinforce guidance.</p> <p>Centre manager to ensure windows/doors are opened to ventilate the area on opening.</p>	

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			<p>1.4g: The centre must remain well ventilated with a good fresh air flow throughout the day.</p>		
<p><b>2: Infection by the touching of a contaminated surface</b></p>	<p>2.1: Members, Staff, Visitors and any others entering the centre.</p>	<p>2.2: Transport to work</p>	<p>2.2a: Staff will be encouraged to travel to work alone. Wherever possible staff should avoid public transport and travel to work in a way that restricts being within 2m of someone they do not reside with.</p> <p>2.2b: On entry to centre, 2metre markings will be placed on the ground to ensure adequate social distancing. As soon as the member of staff has entered the centre, they will go straight to the hand washing facilities provided and wash their hands with soap and warm water for a minimum of 20 seconds.</p> <p>2.2c: PPE is to be worn as per centre guidelines.</p>	<p>All staff and volunteers</p>	
		<p>2.3: Poor Hygiene</p>	<p>2.3a: Staff are to clean hands with warm water and soap (following hand washing procedures) at the beginning/end of each day and any given time in between, such as assisting members with personal care before mealtimes, using the bathroom, etc.</p> <p>2.3b: Staff will encourage members to follow good hand hygiene practise and assist when necessary.</p>	<p>All staff and volunteers to follow guidance. Staff are responsible for overseeing good hand hygiene of members.</p>	
		<p>2.4: Cleaning &amp; Infection Control</p>	<p>2.4a: If you are involved in deep cleaning at the Centre it should focus on the following areas.</p> <ol style="list-style-type: none"> <li>1. Access and egress (departure points)</li> <li>2. Taps and washing facilities.</li> <li>3. Toilet flush and seats.</li> <li>4. Door handles &amp; Keypads</li> <li>5. Equipment controls</li> <li>6. Food preparation and eating surfaces, including trolley</li> </ol>	<p>All staff will undertake cleaning of specific areas as and when required. This is in addition to a more enhanced cleaning at the end of each day.</p> <p>PPE to be worn relevant to task undertaken.</p>	

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			<p>7. Seats, seating areas including dining and occasional tables</p> <p>8. Telephone equipment, keyboards, photocopiers, and other office equipment used</p> <p><i>2.4b:</i> Weekly Covid-19 Compliance audit to be completed. Any actions requiring attention to be reported immediately to centre manager.</p> <p><i>2.4c:</i> Cleaning schedules/records to be kept in key areas. All staff to use own pen when signing any documents.</p> <p><i>2.4d:</i> Only authorised cleaning products to be used and in accordance with manufacturers guidance.</p> <p><i>2.4e:</i> Any equipment brought into the centre by members must be wiped down by a member of staff on entry and exit, with wipes provided.</p>		
		2.5: Group sizes for activities	<p><i>2.5a:</i> Members will be in smaller, socially distanced groups, utilizing the sofa, garden and table area. For table top activities, 2 people per table.</p> <p><i>2.5b:</i> For activities in the seated area, chairs will be spaced to observe social distancing with occasional tables placed in between to discourage chairs to be moved.</p> <p><i>2.5c:</i> Groups will be led by day centre staff with assistance from volunteers.</p> <p><i>2.5d:</i> Public Health England note that brief, transitory contact, such as passing in a corridor, is low risk.</p>	<p>Centre manager to oversee groupings and to inform staff at morning meeting.</p> <p>All staff are responsible for but are not limited to their groups. In the event of an incident requiring any changes to the groupings the centre manager will direct staff as required.</p>	

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			<p>2.5e: Any equipment used for activities will be cleaned after use and stored when dry.</p> <p>2.5f: Packs containing pens/pencils and pictures for colouring to be made up for individual use by members. These must be labelled with the members names and sharing must be discouraged. All items to be cleaned before returning to the pack.</p>		
		2.6: Use of other areas including office and kitchen facilities	<p>2.6a: Time spent in the office/staff area is to be kept to a minimum with any additional computer time being undertaken at the beginning and end of the day when no members are present in the setting. The majority of admin work to be undertaken by other colleagues outside the day centre.</p> <p>2.6b: The kitchen area is to be restricted to one staff member at any given time. There will be no access to members what so ever.</p> <p>2.6c: Limited food preparation for meal times. All food is to be supplied by Apetito and requires limited oven use only.</p> <p>2.6d: No PPE that has been worn outside of the kitchen area is to be taken/worn in the kitchen area. Any PPE to be used in this area must be stored in kitchen area. Handwashing must be undertaken on entry to this area immediately, or prior to if the previous actions dictate.</p>	Level of admin support and allocation of tasks to be determined by the centre manager.	
		2.7: Lunch times and breaks.	2.7a: All dining tables will be spaced to observe social distancing. There will be 2 people per table. Areas around the tables will be kept clear to avoid congestion.	<p>Only staff members to serve food.</p> <p>Only one designated staff member to be present in the kitchen at any one time.</p>	

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			<p>2.7b: Food will be plated in the kitchen and served to the tables using the trolley. Gloves and mask must be worn by staff during service and groupings should be observed where possible.</p> <p>2.7c: All condiments will be handled by staff only. Drinks will be individually poured from jugs in the kitchen and served from there.</p> <p>2.7d: Paper towels will be used in place of tea towels. The dishwasher will be used for the cleaning of all plates, mugs and cutlery.</p> <p>2.7e: Good hand hygiene to be observed before and after breaks are taken. PPE worn inside the centre must not be worn outside of the setting. Staff to be encouraged to access fresh air and step outside for their breaks. Staff must not go beyond the perimeter of the centre.</p>	<p>The centre manager will allocate staff breaks at the start of each day.</p>	
		<p>2.8: Assisting members in the toilet and personal care</p>	<p>2.8a: Full PPE to be worn by staff:</p> <p>2.8b: Single use apron, disposable gloves, face mask or face visor (dependent on member and the risk of splashing)</p> <p>2.8c: There will be a designated member of staff each day to assist with personal care needs. Those times when more assistance is required the centre manager will allocate another member of staff to assist.</p>	<p>Staff will be required to help members to the toilet. The toilet is restricted, and social distancing would be difficult. Please try and ask the member to be as independent as possible to minimise risk.</p> <p>Always ask member to wash hands thoroughly after using toilet. Staff member to wash their hands, discard gloves and plastic apron in bin provided.</p>	

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<b>3: Therapy Dogs</b>	3.1: Members, Staff, Visitors and any others entering the centre.	3.2: Handling & Petting.	<p>3.2a: Handlers must be Covid-19 symptom free when attending the centre.</p> <p>3.2b: Hand sanitizing after petting the dogs must be reinforced.</p> <p>3.2c: Dog visits are limited to two dogs per visit, from the same household. Mixing dogs from different households is not permitted.</p> <p>3.2d: Handlers are subject to centre guidance on reporting of symptoms and isolating.</p> <p>3.2e: All dogs are to be kept out of the kitchen area.</p>	<p>Handlers to notify centre manager of any Covid-19 symptoms resulting from their visit.</p> <p>Handlers are responsible for their dogs for the duration of their visit.</p> <p>All staff to ensure good hand hygiene is reinforced after contact with dogs.</p> <p>Centre manager to schedule and assess any visit and beforehand based on their individual merit.</p>	
		3.3: Waste disposal and cleaning	3.3a: PPE to be worn when cleaning accidents, followed by handwashing and sanitising.	Handlers are responsible for the cleaning of accidents and disposing of waste.	