



Organisation

## RISK ASSESSMENT

### Covid -19 Version Control

Version	Date	Initials
1	May 2020	AB
2	July 2020	AB
3	Sept 2020	AB
4	Nov. 2020	AB
5	Jan 2021	AB

**Date:** 20/05//2020      **Review:** Reviewed daily as part of PIT meeting  
**Written by:** Anna Boulton    **Position:** Director

**Key to risk level**

LIKELIHOOD	SEVERITY OF IMPACT
<b>1 Extremely unlikely</b> - Most unlikely to happen again	<b>1 Insignificant</b> - No harm to any person or item
<b>2 Unlikely</b> - Not expected to happen again but there is a possibility	<b>2 Minor</b> – Minor harm has or could occur
<b>3 Possible</b> - May reoccur occasionally	<b>3 Moderate</b> – Significant harm has or could occur
<b>4 Likely</b> - Will probably re occur but is not a persistent risk	<b>4 Severe</b> - Severe harm has or could incur
<b>5 Almost certain</b> – A persistent issue	<b>5 Profound</b> – Major harm/serious injury has or could occur

Risk rating – the impact and likelihood scores need to be multiplied to give the risk rating

Assessed behaviour	1 Insignificant	2 Minor	3 Moderate	4 Severe	6 Profound
<b>1 Extremely unlikely</b>	1	2	3	4	5
<b>2 Unlikely</b>	2	4	6	8	10
<b>3 Possible</b>	3	6	9	12	15
<b>4 Likely</b>	4	8	12	16	20
<b>5 Almost certain</b>	5	10	15	20	25

Scores below 4 = a **low** risk (Blue). Scores between 4 and 8 = a **moderate** risk (Green).  
 Scores between 9 and 12 = a **high** risk (Yellow). Scores 13 and above = a **very high** risk (Red).

**Action Table –this takes into consideration controls stated within risk assessment.**

Risk Rate	Priority for action	Implication
4 and below	Low	Activity/event has such a low risk that no further actions need to be considered for it to continue apart from set review periods.
4 and 8	Medium	Action can continue with agreed controls in place and be reviewed for risk ratio within a 3-6 month time unless risks are elevated in the activity/event.
9 and 12	High	Information and agreement sought must be shared with all key people to review situation before attempting again. May agree to continue with appropriate agreed resource.
13 and above	Very High	Immediate action and effective controls or cessation of activity/event must be implemented. May agree to continue with appropriate agreed resource.

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			likelihood	Severity	Risk level		likelihood	Severity	Risk Level			Likelihood	severity	Risk level

Multiple Staff on site	N	Potential spread of Covid-19 throughout staff team and exposure of service users to infection, some of whom may be high risk.	5	5	25	<p><b>We will minimise staff to staff, staff to service user, service user to service user and service user to family with the following measures;</b></p> <ul style="list-style-type: none"> <li>In conjunction with Health, Education and Social care colleagues, and following government guidance, we reverted back to April strategy adopted in March 2020 to limit access to service through RA, which are undertaken on a weekly basis in conjunction with social care, education and health colleagues. In this scenario numbers of children attending for short breaks will be limited to 2 at any one time at all sites. To enable social distancing where possible. Services will operate within guidance below;</li> <li>Service users will be grouped to maximise opportunity to social distance in buildings and service delivery.</li> <li>Service users in overnight short breaks will be grouped where possible with children that attend the same school as them in order to reduce potential for cross school infection.</li> <li>WeCan members will receive support in allocated space/rooms and remain in that bubble for all sessions.</li> <li>Staff will endeavour to work in 'cohorts' or 'teams' and only have contact with their 'team.</li> <li>Staff will work longer hours to minimise staff handover times/reduce contacts.</li> <li>Minimum of two staff working to help minimise contact time with service user during personal care.</li> <li>Staff and service users to take temperatures on arrival to the service and at regular intervals throughout the day.</li> <li>All staff to operate a 'clean where you have been' approach.</li> <li>Fogging machines to be used throughout bedrooms/living areas and on soft furnishings between service users stays.</li> <li>All rooms to be assessed for space to support social distancing and clear signage to be erected to indicate space available.</li> <li>All staff and service users to wash hands for 20 seconds on arrival in building.</li> <li>Service users to be encourage to shower/bath or change/cover clothing.</li> <li>Staff to change/cover clothing on arrival to</li> </ul>	3	3	9	Additional controls will be reverting to April delivery strategy to reduce risk level to 6 again.	3	2	6
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																				<ul style="list-style-type: none"> <li>work.</li> <li>Staff and service users to be encouraged to remove jewellery and tie up hair.</li> <li>Staff to use PPE provided and as determined by individual service users RA. Updated to Type 2 Masks when undertaking personal care.</li> <li>Hand washing to take place at least 6 times a day for staff and service users where possible.</li> <li>Where hand washing facilities not available or possible hand sanitiser as supplied to be used</li> </ul>																	
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Multiple Staff on site	N	Potential spread of Covid-19 throughout staff team and exposure of service users to infection some of whom may be high risk.	5	5	25	<p><b>(cont)We will minimise staff to staff, staff to service user, service user to service user and service user to family with the following measures;</b></p> <ul style="list-style-type: none"> <li>• Hard surfaces to be sanitised before and after use with service users.</li> <li>• Staff and service users to remain 2 meters apart as far as possible.</li> <li>• In residential services no more than 2 short break children will stay at any time and space in buildings allocated to support social distancing measures.</li> <li>• Use of outdoor space to be maximised.</li> <li>• At end of shift, staff to follow guidance on returning home (staff handbook).</li> <li>• Staff are issued with 'bum bag' contents of which to be agreed with Manager but as minimum see details in staff handbook.</li> <li>• Parents/carers required to confirm home environment is Covid free for past 14 days and that they have followed govt. social distancing guidance.</li> <li>• Company reporting and decision making tools to be utilised in the case where Covid case is suspected or reported.</li> <li>• Company Trace and track measures to be implemented in the case of reported positive case within Company/services.</li> <li>• Staff and service users to be encourage to support NHS Test and Trace APP.</li> </ul> <p>When number of cases in Suffolk reduces and we return to tier 2. WE will operate services following guidance outlined above with the exceptions of:</p> <ul style="list-style-type: none"> <li>• Service users attending will remain at 'normal capacity' with additional distancing measures maintained as far as practical taking account of client group and the necessity for occasional close contact.</li> <li>• Normal staffing rotas and routines</li> </ul>	3	3	9	Access to routine testing for all staff and where appropriate service users.	3	2	6
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					will remain in place to support maintain appropriate staffing levels for number of service users attending.					
					<p>Personal care:</p> <ul style="list-style-type: none"> <li>Where necessary 2 staff to support. One to stand behind and gently hold service users hands against body whilst second assists to change pad.</li> <li>Individuals service user risk assessments to be undertaken and followed in relation to safe delivery of personal care.</li> </ul>					

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Service users with complex health needs accessing site	N	Individuals with complex health needs may be exposed to risk of infection	5	5	25	<p><b>We will minimise risk of infection to high risk service users by:</b></p> <p><b>See all above measures.</b></p> <ul style="list-style-type: none"> <li>• Access to all provision is based upon risk assessment and need conducted by multi professional teams/panels.</li> <li>• Parent/ carer confirmation of Covid free home environment for past 14 days and living according to govt. social distancing guidance</li> <li>• All service users will have individual RA which may determine greater levels of PPE required to support them.</li> <li>• All service users will have included in their care/support plans targets to encourage/support them to learn to wear/tolerate PPE themselves.</li> <li>• Use of space available and activities to be planned as part of risk assessment.</li> <li>• Should there be increased pressure on emergency services as a result of Covi 19 those service users that require 999 support as their health risk management may not be able to access as guarantees of paramedic availability may be reduced.</li> </ul>	3	3	9	Where significant health risks apply assessment by health professional requested.	3	2	6
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Room Suitability	N	Potential spread of Covi-19 throughout building if cleaning and social distancing is not adhered to.	5	5	25	<ul style="list-style-type: none"> <li>• Rooms to be assessed to determine number of people that can access and maintain 2 meters distance.</li> <li>• Additional cleaning measures in place to manage environments in different services. Eg play dens.</li> <li>• Windows and fresh air to be allowed to circulate throughout all buildings, in a safe way.</li> <li>• Use of fogging machines on rooms and equipment between service users stays/activities.</li> <li>• All sinks, toilets and showers to be flushed through regularly to reduce risk of legionella in unused areas of building.</li> <li>• Increased cleaning priorities to all areas, to be managed locally.</li> <li>• Signage at entrances and exits to building to support measures.</li> <li>• Staff issues with mini hand and surface sanitiser to be used to clean hands and surfaces before and after use.</li> <li>• Staff to clean and wipe down all areas used such as desks/computers before and after each use.</li> <li>• Use of fans where individual with symptoms of or confirmed Covid -19 must not be used.</li> </ul>	3	3	9	Signage erected. Additional hand wash stations to be made available	3	2	6
Visitors and transport to services	N	Potential for cross infection	5	5	25	<ul style="list-style-type: none"> <li>• No visitors or transport services to enter any service buildings.</li> <li>• Staff to go out to car collect service users from their vehicles.</li> <li>• Staff to use full PPE when collecting service user.</li> <li>• Change of PPE/cover clothing when re-entering building as necessary.</li> <li>• Cleaning of wheelchair/equipment on arrival in building.</li> </ul>	3	3	9		1	3	3

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Clothing/items from home coming into service	N	Cross infection and introduction of virus into building.	3	4	12	<ul style="list-style-type: none"> <li>Washing/decontamination of all items coming into building.</li> <li>Use of fogging machines on items before bringing them into building as necessary.</li> <li>Consideration where regular individuals are attending to maintain a supply of clothing/requirements in service to reduce need for transportation.</li> <li>Items of clothing for service users to wear over their existing clothing that are retained in service.</li> </ul>	1	3	3		Discussions staff and parents/carers on provision of clothing to retain in services.	1	3	3	
Safeguarding		Safeguarding controls which usually includes service attendance are not possible in same way, as service users may not be able to attend.	3	4	12	<ul style="list-style-type: none"> <li>Weekly contact with parents/carers as a 'welfare' call.</li> <li>Reporting concerns to Social care colleagues to follow.</li> <li>RAG rating system.</li> <li>Weekly Short break panel for children's services to help manage safeguard concerns</li> <li>Allocated liaison officer for ACS to help manage concerns.</li> <li>Those making welfare calls to use allocated work mobiles and laptops only.</li> <li>Reg 44 visits to be undertaken as visits, however in situations where risk level rises above 2 these will be remote visits.</li> <li>Maintain record of all welfare concern calls undertaken and outcome.</li> </ul>	2	3	6						

Company financial viability	N	Risk of company failure and impact upon staff and their families if redundancies made. Impact upon families we support and potential for breakdown. Financial cost to SCC.	3	5	15	<ul style="list-style-type: none"> <li>• seek confirmation and support on contractual income throughout period.</li> <li>• Seek confirmation of cancellation policy for spot purchased beds nights in children's services.</li> <li>• Take advantage of support to businesses from Govt.</li> <li>• Retain finances in company by deferring tax payments where possible.</li> <li>• Explore options to diversify service offer where risks of infection are lower.</li> </ul>	1	3	3	<p>Recovery plans for each service identified.</p> <p>Business Plan for 2021/22 to be revised.</p>	1	2	2
Risk of staff well being, physical, emotional and financial	N		3	5	15	<ul style="list-style-type: none"> <li>• All staff to have individual risk assessment to help identify personal risks to them caused by Covid 19.</li> <li>• Make commitment to financial security for families.</li> <li>• Take advantage of support from govt. to support wages.</li> <li>• Publish sources of wellbeing support.</li> <li>• Regular communication with staff teams to keep updated.</li> <li>• Establish systems of communication across teams and organisation to provide ongoing IAG.</li> <li>• Engage staff in training opportunities to help them remain connected with workplace.</li> <li>• WFH guidance and where appropriate to continue to support this.</li> </ul>	1	3	3		1	3	3
Car sharing as part of job role and alternative to public transport	N	Staff members sharing car/taking service users out and possible x infection to service users	3	5	15	<ul style="list-style-type: none"> <li>• Seating arrangement in car to ensure as much distance as possible.</li> <li>• All staff to wear PPE in car.</li> <li>• Car cleaning before and after journey.</li> <li>• Car fogging after journeys completed.</li> <li>• Windows open.</li> </ul>	1	4	4	Staff/service user personal risk assessment to help inform level of impact should they contract C19. Where risks are high they will not be permitted to car share	1	2	2