

Overarching COVID-19 Risk Assessment

Summary

COVID-19 is an infectious disease which can be transmitted between people unless measures are in place to avoid this. For each risk identified below, the people at risk are as follows:

- Staff and their families
- Service users and their families.
- Wider community

This risk assessment covers the employment of staff and the involvement of volunteers at Sutton Mencap during the pandemic. There are more detailed risk assessments cover the delivery of services. Note that this risk assessment refers throughout to staff, but the same rules apply to any volunteers entering the building.

Covid-19 statement

At Sutton Mencap the health and wellbeing of our staff and service users is our number one priority and we are taking our approach to delivering our services during COVID-19 very seriously. We remain committed to delivering the best possible service in a safe and effective manner.

We continue to regularly monitor government guidelines and the HSE in relation to how we safely maintain our services while considering the needs of our workforce during COVID-19.

At Sutton Mencap we adhere to social distancing recommendations, ensuring that our staff maintain the appropriate distance away from others when in our premises and when delivering services outside.

We also remain committed to ensuring that hand washing requirements and cleaning levels are adhered to in our premises to prevent the spread of COVID-19.

We are committed to ensuring that all our staff have the relevant PPE so that they can maintain safety at work.

We have identified employees within the organisation who are trained to carry out and regularly review risk assessments. As part of our COVID-19 plans we are continuing to regularly review our risk assessments to identify hazards and existing control measures so that we can prioritise, plan and complete any corrective actions as and when required to reduce risks to an acceptable level.

We continue to ensure that all our employees receive the relevant and additional training and guidance during COVID-19 so that we can maintain the safety of our staff and service users. We actively consult with our team, encouraging and supporting an open attitude to health and safety issues, encouraging everyone to identify and report hazards, incidents and near misses, and suggest innovative solutions so that we can all contribute to continuing to create and maintain a safe working environment during COVID-19 and beyond.

Risk & Description	Level of Risk (before control measures in place)		Control Measures	Level of Risk (after control measures in place)	
	O	S		O	S
Staff with COVID-19 symptoms attending Sutton Mencap premises and transmitting the infection to others.	2	2/3	<ul style="list-style-type: none"> Any staff that are able to work at home will continue to do so. Use posters throughout the building to remind people not to be present if they have symptoms: a high temperature, persistent new cough, or loss/ change of smell/ taste. Requiring staff to follow the test and trace guidance around isolating at home if staff have symptoms or a positive test (see Sutton Mencap Outbreak Management plan for details). Regular checks of staff to ensure they are not showing symptoms, including taking staff temperatures before each service. Any staff member with a temperature over 37.9C will not be allowed entry. Regularly asking staff to confirm that no one in their household has symptoms of COVID-19. All staff to only visit the building when strictly necessary (e.g. to deliver a service, collect post) and to leave when they are no longer required to attend. Encouraging staff to follow social distancing and other rules in their life outside work. 	1	2/3

			<ul style="list-style-type: none"> • Sessional staff to follow specific procedures in service delivery as set out in the relevant risk assessment. 		
Staff who are classed as clinically vulnerable due to pre-existing medical conditions contracting the disease through coming to Sutton Mencap.	2	3	<ul style="list-style-type: none"> • Use of back to work interviews to identify staff who have concerns about returning to work. • Social distancing and other measures have been put in place to limit the risk of transmission. • Providing opportunities for work from home, where possible. • Monitoring and implementing government guidelines in relation to staff who are shielding due to having been identified as clinically extremely vulnerable. 	1	1
Lack of staff confidence results in increased absence	2	1	<ul style="list-style-type: none"> • Explaining measures put in place to keep staff safe, including through sharing risk assessments. • Use of back to work interviews to explain measures to keep staff safe • Ongoing management support to respond to concerns. • Mental Health first aid officer (Tammy Satchell) available to respond to specific concerns 	1	1
Staff contracting COVID-19 through close contact with others whilst at Sutton Mencap.	2	2/3	<ul style="list-style-type: none"> • Minimise the number of people at the building at any one time. • Maintain social distancing wherever possible. For staff not on service, this means single use of available office space, For staff on service delivery, this means limiting contact to the current service user and any other co-worker required to deliver the service. • Limit the number of people in each room to 1 client plus as many staff as are required to support them. (note there may be occasions where positive behaviour management is required, resulting in the need for additional staff attendance. • Service delivery is limited to specific areas, leaving other spaces empty for other work. 	1	2/3

	2	2/3	<ul style="list-style-type: none"> • The length of sessions has been shortened to limit the need for providing personal care. • Service users have been linked with a regular staff team to minimise the number of people anyone comes into contact with. • Clear start and finish times for services, with instructions to staff not to be in the building outside these times. • Staff encouraged to use outdoor space where possible and keep the service and office areas well ventilated. • Use of the building by adult clients must be agreed in advance with the children's service manager and will only be provided if space allows. • Staff dropping into the building for specific tasks (e.g. to collect post) to liaise with the Children's service manager beforehand. • Staff to use PPE if required, e.g. if social distancing cannot be maintained. • Sessional staff to follow specific procedures in service delivery as set out in the relevant risk assessment. 	1	2/3
COVID-19 being spread through surface contact or poor hygiene	2	2/3	<ul style="list-style-type: none"> • Clear guidance on the front door explaining what to do when visiting the building. • Ensure rigorous cleaning of building surfaces and equipment before and after session, including the front door handle and keypad. This is both inside and outside before and after each person arrives • Staff to conduct 20 second handwash on arrival at the building. • Staff are responsible for cleaning areas they have used after they have finished with them. • If for any reason a room has not been cleaned after use, this should be communicated on the door to stop others using it. 	1	2/3

			<ul style="list-style-type: none"> • Sessional staff to carry hygiene equipment with them, to include hand sanitizer, gloves, apron, tissues, nappy sacks. • Each room used on session to have a secure box for cleaning materials. Staff to be extra vigilant around ensuring this is kept locked. • Sessional staff to follow specific procedures in service delivery as set out in the relevant risk assessment. • If required, develop a one-way system for movement around the building and a system for communicating movement around the building. 		
Staff becoming ill whilst attending Sutton Mencap services	1	2/3	<ul style="list-style-type: none"> • See measures aimed at stopping people with symptoms attending, which should reduce the likelihood of anyone with symptoms attending. • If a staff member falls ill during service, they are required to go home and should follow procedures around isolating and getting tested. • Should staff develop symptoms, they are entitled to a test. Follow procedure at https://www.gov.uk/apply-coronavirus-test-essential-workers. • If a staff member has a positive test, they should isolate for 7 days. Anyone connected with them, including through coming into contact with them on service, should isolate for 14 days. • If a staff member supports a service user who falls ill whilst on service, they should follow the procedures set out in the relevant risk assessment. Staff are not automatically required to self-isolate, unless they develop symptoms themselves, or we are subsequently informed that the service user has tested positive for Coronavirus. • Staff, should be aware of the need to co-operate with testing and tracing procedures. Sutton Mencap will 	1	2/3

			maintain records of which staff and service users came into contact with each other, and when.		
An outbreak of COVID-19 is not picked up, resulting in wider transmission.	2	2/3	<ul style="list-style-type: none"> Senior managers will keep abreast of local, regional and national developments around increased incidents of infection and respond accordingly, including through restricting access to or delivery of services where necessary. Should an outbreak occur, we will follow procedures as set out in Sutton Mencap's Outbreak Management Plan 	1	2/3
Visitors, contractors and other organisations who use the building spread infection.	2	2/3	<ul style="list-style-type: none"> This risk assessment is shared with visitors, contractors and other organisations who use the building and they are required to comply with the procedures. All contractors and visitors are pre-booked and are only allowed access during low traffic times prior to or after service delivery. Access is restricted to essential areas of the building with cleaning prior to and after the visit completed. We ensure an understanding of both our own and the visiting parties infection control measures prior to the visit including handwashing, social distancing, use of sanitising gel, etc. A record of the person visiting is kept so that contact can be made in the event of either party coming into contact with a person who tests positive to ensure government isolation guidance can be adhered to All deliveries are taken using social distancing measures and packages are quarantined for 72 hours if possible. 	1	2/3
Sutton Mencap is unable to source supplies necessary	1	2/3	<ul style="list-style-type: none"> Stock management systems will ensure that we are aware when essential supplies are running low. Sutton Mencap has a range of suppliers for PPE and does not expect problems with supplies. However, 	1	1

to ensure the safe delivery of services			<p>Sutton Mencap will contact the Local Resilience Forum if we are unable to source supplies and they begin to run low.</p> <ul style="list-style-type: none"> If necessary, Service Managers have authority to stop service delivery if the lack of supplies creates an unacceptable level of risk for staff or service users. 		
The concentration on COVID-19 reduces staff awareness of other concerns	3	2/3	<ul style="list-style-type: none"> Staff reminded of duty to comply with other Sutton Mencap policies and procedures, e.g safeguarding, health and safety etc. Manager available either on premises or by phone to oversee service delivery and respond to reports of concerns. 	1	1

Level of Risk	
Occurrence (O)	Severity(S)
High -3	Death-3
Medium-2	Serious Injury-2
Low-1	Slight Injury-1

Assessment last reviewed and updated by: Dave Hobday 28th July 2020

Next review date: end of August 2020