

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 in relation to how we safely maintain our services while considering the needs of our workforce during COVID-19. 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 been pro-active in ensuring vaccinations are available for our staff and volunteers and have seen very high levels of participation in the vaccination programme. Staff also participate in a weekly PCR test programme and a twice-weekly Lateral Flow Test programme.

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.

Assessment last reviewed and updated 3rd December 2021 (amendments in red)

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 can continue to do so. • We are limiting the use of shared office space to maintain social distancing. • Posters throughout the building remind people not to be present if they have symptoms: a high temperature, persistent new cough, or loss/ change of smell/ taste. • Staff are required to follow the test and trace guidance around isolating at home if staff have symptoms, a positive test or are instructed to isolate by the test and trace app. (see Sutton Mencap Outbreak Management plan for details). Staff who are required to isolate for these reasons will receive sick pay in full. • Regularly asking staff to confirm that no one in their household has symptoms of COVID-19. • Staff only visit the building when strictly necessary (e.g. to deliver a service, collect post) and leave when they are no longer required to attend. 	1	2/3

<p>Staff who are classed as clinically vulnerable due to pre-existing medical conditions contracting the disease through coming to Sutton Mencap.</p>	<p>2</p>	<p>3</p>	<ul style="list-style-type: none"> • Staff are encouraged to follow social distancing and other rules in their life outside work. • Sessional staff follow specific procedures in service delivery as set out in the relevant risk assessment. • When we are told that staff or service users will not be attending due to feeling unwell, the service manager will inform the CEO. A decision will be made as to whether this should be treated as suspected Covid and whether actions are required around staff and service users isolating, service closure and/ or deep cleaning. • All staff have been encouraged to take part in the vaccination programme. Staff have also been given priority for accessing booster vaccinations. • Service users have been encouraged to take part in the vaccination programme. • All staff participate in Sutton Mencap's testing programme which consists of a weekly PCR test and twice-weekly LFT. • We will comply with new regulations from November 2021 in relation to staff or service users having actual or possible contact with someone with the Omicron variant. • Extensive general Covid control measures will provide protection for people who have previously been identified as Clinically vulnerable • Any additional needs can be discussed on a case by case basis. 	<p>1</p>	<p>2/3</p>
<p>Lack of staff confidence results in increased absence</p>	<p>2</p>	<p>1</p>	<ul style="list-style-type: none"> • Measures put in place to keep staff safe are shared with staff, including risk assessments and other guidance. • We use of back to work interviews to explain measures to keep staff safe • We provide ongoing management support to respond to concerns. • Mental Health first aid officer available to respond to specific concerns 	<p>1</p>	<p>1</p>
<p>Staff contracting COVID-19 through close contact with others whilst at Sutton Mencap.</p>	<p>2</p>	<p>2/3</p>	<ul style="list-style-type: none"> • We continue to follow government regulations restricting the number of people at the building at any one time. If required, we will use our own judgement and risk assessments to further restrict numbers of people present. • We maintain social distancing wherever possible. For staff not on service, this means single or socially-distanced 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. • Service users have been linked with a regular staff team to minimise the number of people anyone comes into contact with. • We have clear start and finish times for services, with instructions to staff not to be in the building outside these times. • Staff are encouraged to use outdoor space where possible and keep the service and office areas well ventilated. • Staff use PPE where possible, e.g. if social distancing cannot be maintained. • Sessional staff to follow specific procedures in service delivery as set out in the relevant service risk assessment. 	<p>1</p>	<p>2/3</p>
<p>COVID-19 being spread through surface contact or poor hygiene</p>	<p>2</p>	<p>2/3</p>	<ul style="list-style-type: none"> • We have clear guidance available on what to do when visiting the building. • We 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 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 is communicated on the door to stop others using it. • Sessional staff have access to hygiene equipment including 	<p>1</p>	<p>2/3</p>

			<ul style="list-style-type: none"> hand sanitizer, gloves, apron, tissues, nappy sacks. • Sessional staff follow specific procedures in service delivery as set out in the relevant risk assessment. 		
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. • If a staff member falls ill during service, they are required to go home and should follow procedures around isolating and getting tested. • If a staff member has a positive test, they should isolate for 10 days. Anyone connected with them, including through coming into contact with them on service, should isolate for 10 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 were a close contact, or develop symptoms themselves, or we are subsequently informed that the service user has tested positive for Coronavirus. • If a staff member is informed by Test and Trace of actual or possible contact with someone with the Omicron variant, they will isolate for 10 days in accordance with regulations. • Staff are aware of the need to co-operate with testing and tracing procedures. Sutton Mencap will maintain records of which staff and service users came into contact with each other, and when. • For more details see Sutton Mencap's Outbreak Management Plan. 	1	2/3
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 incidents of infection and respond accordingly, including through restricting access to services, or service closure if 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. 	1	2/3
Sutton Mencap is unable to source supplies necessary to ensure the safe delivery of services	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 is able to source PPE directly from the London Borough of Sutton. If supplies are unavailable, other suppliers will be used. However, Sutton Mencap will contact the Local Resilience Forum if we are unable to source supplies and they begin to run low. • 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. 	1	2/3
The concentration on COVID-19 reduces staff awareness of other concerns	3	2/3	<ul style="list-style-type: none"> • Staff are reminded of duty to comply with other Sutton Mencap policies and procedures, e.g safeguarding, health and safety etc. • Managers are available either on premises or by phone to oversee service delivery and respond to reports of concerns. 	1	2/3

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