

## Corona Virus Risk Assessments

**Company Name:** Catherine Care

**Site Address:** Jerome Road, Jerome Road Business Park, Norton Canes, WS11 9UE.

<b>Risk Assessment Reference:</b> Potential contact with Corona Virus	<b>Date of Assessment:</b> 8/4/2020 <b>Date of review:</b> 22/07/2020 <b>Date of review:</b> 20/10/2020 <b>Date of review:</b> 10/11/2020	<b>Risk Assessor:</b> Louise Parker
<b>Title:</b> Coronavirus – Premises Based Workers	<b>People Involved in Making This Assessment:</b> Louise Parker, Louisa Jane Parker, Michelle Davies, Maureen Ellement, Kelly Dunbavan.	
<b>Task or Process:</b> Risks from Coronavirus	<b>People at Risk:</b> Employees, Contractors, Visitors, Members of the Public	
<b>Date of next review: Monthly unless government advice changes or there is a change in need.</b>		

### **Hazard (hazard and hazard description):**

Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

### **Control Measures (existing):**

1. Infection control procedures updated in accordance with government protocols on return to work and new procedures for dealing with COVID-19 in the workplace.
2. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
3. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
4. Staff to carry hand sanitiser provided by the company on their person at all times and clean this on a regular basis – a minimum of once a week.
5. Staff instructed to wear clean clothing each day and offered opportunity to use company t-shirts to facilitate this.
6. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
7. Staff instructed that disposable tissues should be used when coughing and or sneezing. Used tissues to be bagged and disposed of as per infection control guidance.
8. Appropriate signage is displayed in the building advising of good hygiene practices, correct hand washing techniques and social



distancing.		
9. All employees have been allocated relevant training to complete relating to Corona Virus and Infection Control.		
<b>Related documentation</b>		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		

<p><b>Hazard (hazard and hazard description):</b> Communal facilities, entrance, toilets, stairs, etc. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by corona virus and create a risk to health.</p>
<p><b>Control Measures (existing):</b></p> <ol style="list-style-type: none"> <li>1. A full deep clean of the premises was completed prior to return to the building and have been conducted on a regular basis.</li> <li>2. A deep clean will be conducted every Wednesday and every Friday afternoon. An enhanced cleaning schedule is in place. Chlorine based cleaning products such as Milton to be used for deep clean.</li> <li>3. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.</li> <li>4. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. Hand washing advice posters displayed.</li> <li>5. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.</li> <li>6. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must be cleaned and disposed of in line with infection control guidance disseminated.</li> <li>7. Anti-bacterial wipes are available in each toilet cubicle and at each handwash sink. Anywhere the person has touched is cleaned after every use, there are signs in the cubicles for instructions.</li> <li>8. Anti-bacterial wipes are available in the kitchen area. Anywhere the person has touched is cleaned after use and hands washed.</li> <li>9. All staff to adhere to 2 meter social distancing advice as per government guideline unless unable to do so due to performing specific tasks (such as personal care and assisting with mobility tasks; please note this list is not exhaustive, if staff require clarification they are to contact management).</li> <li>10. Staff to carry hand sanitiser provided by the company on their person at all times.</li> <li>11. There is relevant signage displayed in the premises advising on social distancing.</li> <li>12. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.</li> </ol>



13. Staff are required to ensure that coats, scarves and other outdoor items are stored separately such as their locker or car.		
<b>Related documentation</b>		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		

**Hazard (hazard and hazard description):**  
 Contact with clients. Staff will be required to wear Personal Protective equipment (PPE). Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

- Control Measures (existing):**
1. All staff have been instructed of changes to infection control standards including specific advice relating to hand hygiene and the use of PPE dependent upon the setting and task.
  2. Personal Protective Equipment is available to all staff within the workplace.
  3. All staff have access to written instruction as to when to use PPE during the working day and when conducting different tasks such as personal care.
  4. All staff have been instructed on guidance relating to social distancing as per NHS, Public Health and Government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance.
  5. All staff to adhere to 2 meter social distancing advice unless this is not possible due to the nature of work (such as personal care and assisting with mobility tasks; please note this list is not exhaustive, if staff require clarification they are to contact management).
  6. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction.

<b>Related documentation</b>		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		

**Hazard (hazard and hazard description):**

Staffing. Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

**Control Measures (existing):**

1. Changes have been made to the company's business continuity plan have been drawn up to address the potential level of risk and formulate procedures for responding to suspected cases.
2. Staggered start and finish times for all staff to reduce the amount of people in entrance area.
3. All staff have been instructed on the symptoms of COVID-19 and have been instructed to contact management should they/a member of their household or the people they support display any symptoms.
4. Hand hygiene and social distancing posters are displayed throughout the premises.
5. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
6. All staff to adhere to 2 meter social distancing advice as per government guideline unless unable to do so due to performing specific tasks (such as personal care and assisting with mobility tasks; please note this list is not exhaustive, if staff require clarification they are to contact management).
7. All staff to adhere to guidelines regarding using Personal Protective Equipment (PPE).
8. All staff to follow hand hygiene guidelines and to carry hand sanitiser on their person at all times.
9. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance.
10. To enable prompt identification and isolation of workers who may have symptoms, a log of contact / group work is to be kept by the company. The company are committed to engaging with test and trace.

**Related documentation**

Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available



**Hazard (hazard and hazard description):**

Meeting rooms. Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures (existing):**

1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business and kept as short as possible; face to face meetings must have been pre-approved by a member of senior management team (Jim Keown, Sharron Keown, Louise Parker, Kelly Dunbaven, Michelle Davies, Maureen Ellement). Where possible meetings should take place virtually, staff are to discuss with management if they feel that this is not suitable.
2. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. Signs are in place to advise maximum capacity of each closed room.
4. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.
5. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc. and to give a polite explanation of this policy if required.

**Related documentation**

Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available

**Hazard (hazard and hazard description):**

Workstations, IT and telephony equipment. Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

**Control Measures (existing):**

1. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.
2. Telephone equipment is cleaned after use.
3. Staff instructed to keep their personal mobile telephones in their locker unless given specific permission by management.
4. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.
5. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day.
6. If staff support a client to use IT equipment this must be cleaned after use by the member of staff supporting that client.



<b>Related documentation</b>		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		
<b>Hazard (hazard and hazard description):</b>		
Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.		
<b>Control Measures (existing):</b>		
<ol style="list-style-type: none"> <li>1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.</li> <li>2. Physical contact, such as handshakes, hugs, pat on the back, etc. are prohibited and policy in place.</li> <li>3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.</li> </ol>		
<b>Related documentation</b>		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		



**Hazard (hazard and hazard description):**

Transportation: Some clients require the use of a company vehicle, the risk of infection from Corona Virus is increased in an enclosed space.

**Control Measures (existing):**

1. Clients should only use the vehicle that is assigned to them; and a list is available as to which client is assigned to which vehicle.
2. The keypad and cabinet of the vehicle key safe is to be wiped down after each use.
3. Staff to wear an apron and mask whilst in the vehicle with clients. Staff to use hand sanitiser on vehicles.
4. Hand sanitiser is not to be left in vehicles as this constitutes a fire risk.
5. Windows should be open to encourage increased air flow.
6. Clients should sit in the back of the vehicle with nobody next to them. There should be as much space possible between the driver and the client or any other passenger.
7. Clients without face coverings should sit a minimum of 2 meters apart and 1 meter from staff.
8. Clients with a face covering can sit within 1 meter of each other.
9. Vehicles are to be thoroughly disinfected using anti-bacterial spray or wipes after use at the end of the day by the member of staff who has used the vehicle that day.
10. Deep clean of all vehicles on a Tuesday by an allocated member of staff.
11. Encourage clients to wear a mask and use hand sanitiser.
12. Temperature charts and recording sheets to be completed prior to getting on to the vehicle.
13. Thermometers are kept in the transport office. Thermometers are marked with which vehicle they are allocated to. Staff to retrieve the thermometer and take it with them when collecting a client. The thermometer must be cleaned before being returned to its box in the transport office.

**Related documentation**

Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available



<b>Hazard (hazard and hazard description):</b>		
Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.		
<b>Control Measures (existing):</b>		
<ol style="list-style-type: none"> <li>1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, vehicles, etc).</li> <li>2. A deep clean was carried out before re-entering premises after COVID-19 and areas are cleaned a minimum of once a day with touch points being significantly more regular.</li> <li>3. A deep clean is carried out on a Wednesday and a Friday afternoon.</li> <li>4. Suitable disinfectant cleaning products are used by cleaning staff. Chlorine based product must be used for the deep clean</li> <li>5. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.</li> <li>6. If there are any concerns with cleaning or cleaning regime this is to be reported to management.</li> </ol>		
<b>Related documentation</b>		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		





## **Hazard (hazard and hazard description):**

Clients displaying symptoms of Covid 19/Corona Virus – A continuous cough - have a new cough that's lasted for an hour, have had 3 or more episodes of coughing in 24 hours, are coughing more than usual, Fever/high temperature (37.8C or higher), Loss of, or change in, sense of smell or taste.

## **Control Measures (existing):**

1. If a client develops any symptoms of Corona Virus whilst utilising Catherine Care buildings they are to be taken to the dedicated, signposted isolation room at Jerome Road, by reception. Clients are to be encouraged to remain in the room with a member of staff outside of the room.
2. The client's family or carer is to be called to collect them immediately. If the client needs to utilise Catherine Care transport, a member of staff is to wear full PPE – suit, mask, face shield and gloves and drive them home. On return to the building the vehicle is to have a full deep clean.
3. Management are to be informed of any client displaying symptoms of Corona Virus.
4. The isolation to be cleaned thoroughly by staff wearing PPE.
5. The client's family or carer to be advised to book a Covid-19 test via <https://www.nhs.uk/ask-for-a-coronavirus-test>, if they do not have access to the Internet they can request a test by calling 119. They will be given information on how to register for the test and trace system.
6. The number that will call to advise somebody if they have been in contact with anybody who has tested positive for Covid-19 is 0300 013 5000, clients, carers and staff are advised not to ignore calls from this number,
7. The client is not to return to Catherine Care for a minimum of 10 days, unless they receive confirmation that their test is negative and provide a copy and providing they are no longer experiencing symptoms of any illness..
8. If a client has been identified as a "Covid contact" by test and trace or another official organisation – such as public health England, GP service or the local authority they must isolate for 14 days, if they have a Covid test during this time and it is negative they must continue to isolate until their 14 days have elapsed.
9. The client's family/carer have agreed on using the building that they will inform Catherine Care of any suspected or confirmed cases of Covid-19.
10. If a client has a positive Covid-19 test result they must follow all NHS, national and local guidance in relation to isolation. Providing they are physically well enough to return the client may return on the date advised by the NHS – providing they are "fever free" for 48 hours without the use of medication such as paracetamol.
11. All clients and their carers utilising the buildings have been given verbal communication and have signed a written agreement that they will inform Catherine Care if a client or anyone in their household display symptoms of Covid-19 they will inform Catherine Care, they will not utilise the building and they will follow all NHS and government guidelines in relation to isolation.
12. Should Catherine Care receive confirmation of a positive test for Covid-19 of somebody who has utilised the building management to



contact the Health Protection Team (HTP) on 0344 225 3560, option 2. Management to inform Staffordshire incident management team on 0300 111 8050 or [ascincidentmanagement@staffordshire.gov.uk](mailto:ascincidentmanagement@staffordshire.gov.uk) who will advise the next steps to take regarding any isolation required for other clients or staff within the service.

### Related documentation

Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available

### Hazard (hazard and hazard description):

Staff displaying symptoms of Covid 19/Corona Virus – A continuous cough - have a new cough that's lasted for an hour, have had 3 or more episodes of coughing in 24 hours, are coughing more than usual, Fever/high temperature (37.8C or higher), Loss of, or change in, sense of smell or taste.

### Control Measures (existing):

1. All members of staff have been advised of the main symptoms to be aware of in relation to Covid-19.
2. Staff have been advised not to attend work should they or anybody in their household develop any of these symptoms – they are to contact management and not come to work.
3. Staff who suspect they may have Corona Virus are to book a Covid-19 test via <https://www.nhs.uk/ask-for-a-coronavirus-test>, if they do not have access to the Internet they can request a test by calling 119. They will be given information on how to register for the test and trace system. Staff must advise the NHS that they work within the health sector.
4. If a member of staff develops any symptoms of Corona Virus whilst utilising Catherine Care buildings they are to inform a senior member of staff and leave the building immediately.
5. The area the staff member has been utilising is to receive a deep clean by staff wearing the appropriate PPE.
6. The member of staff is to arrange a Covid-19 test, as detailed in point 3 and follow all NHS and Government guidelines in relation to isolating.
7. The number that will call to advise somebody if they have been in contact with anybody who has tested positive for Covid-19 is 0300 013 5000, clients, carers and staff are advised not to ignore calls from this number.
8. If a staff member has been identified as a “Covid contact” by test and trace or another official organisation – such as public health England, GP service or the local authority they must isolate for 14 days, if they have a Covid test during this time and it is negative they must continue to isolate until their 14 days have elapsed.
9. Should Catherine Care receive confirmation of a positive test for Covid-19 of somebody who has utilised the building management to



contact the Health Protection Team (HTP) on 0344 225 3560, option 2. Management to inform Staffordshire incident management team on 0300 111 8050 or [ascincidentmanagement@staffordshire.gov.uk](mailto:ascincidentmanagement@staffordshire.gov.uk) who will advise the next steps to take regarding any isolation required for other clients or staff within the service.

### Related documentation

Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available

### Hazard (hazard and hazard description):

Personal Care: Some clients within Catherine Care require personal care, the risk of transmission of Covid-19 and other infectious diseases is increased due to the close proximity required to complete this task.

### Control Measures (existing):

1. All staff have been instructed of changes to infection control standards including specific advice relating to hand hygiene and the use of PPE dependent upon the setting and task.
2. All staff must wash their hands thoroughly for a minimum of 20 seconds prior to putting on PPE.
3. All staff have been sent video instruction on the correct way to wear (don) and remove (doff) PPE. This is available here: <https://www.staffordshire.gov.uk/Care-for-all-ages/Information-for-providers/Coronavirus-information/Personal-protective-equipment-and-infection-control.aspx>
4. When conducting personal care staff must wear a mask, apron and gloves. Apron and gloves must be disposed of in allocated bins within the bathrooms after completing the personal care task. Providing the mask is not soiled, nor has it been touched by the wearer whilst conducting personal care the mask will not need to be changed.
5. Personal Protective Equipment is available to all staff within the workplace.
6. Personal care should take place in an appropriate and private setting.
7. Personal care should be completed with the least amount of direct contact as possible and with a timely manner.
8. Personal care should be completed by the least amount of staff within safety guidelines to reduce the amount of people having direct contact with the client.
9. All staff have been instructed on guidance relating to social distancing as per NHS, Public Health and Government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance.
10. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public



Health and Government guidance and instruction.		
<b>Related documentation</b>		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		

<p><b>Hazard (hazard and hazard description):</b> Personal Protective Equipment (PPE) – If staff are not aware of the correct PPE for the correct task there is a risk of transmission of infection.</p> <p><b>Control Measures (existing):</b></p> <ol style="list-style-type: none"> <li>1. All staff have been instructed of changes to infection control standards including specific advice relating to hand hygiene and the use of PPE dependent upon the setting and task.</li> <li>2. Staggered start and departure times have been implemented for all staff and clients.</li> <li>3. There are social distancing lines outside of the building and all staff and clients are aware to wait at 2 meter intervals until they are advised to enter the building.</li> <li>4. On entry to the building all staff and clients will have their temperature taken and recorded using non contact methods. Should an individual's temperature be 37.8c or above they must leave the building and follow advice around testing and isolation.</li> <li>5. The thermometer must be wiped before and after use by the person using the thermometer.</li> <li>6. There is a dedicated area for staff to access PPE in all buildings. On entry to the building staff are to wash their hands for a minimum of 20 seconds, there is appropriate signage within the building advising on correct hand hygiene techniques.</li> <li>7. Staff should not wear gloves unless a specific task requires it.</li> <li>8. All staff have been sent video instruction on the correct way to wear (don) and remove (doff) PPE. This is available here: <a href="https://www.staffordshire.gov.uk/Care-for-all-ages/Information-for-providers/Coronavirus-information/Personal-protective-equipment-and-infection-control.aspx">https://www.staffordshire.gov.uk/Care-for-all-ages/Information-for-providers/Coronavirus-information/Personal-protective-equipment-and-infection-control.aspx</a></li> <li>9. Staff are required to wear a medical grade mask and apron. Providing these do not get soiled and the staff member does not assist with personal care these can be kept on throughout the day and are referred to as "sessional."</li> <li>10. Staff must remove their aprons before going to the toilet, and put a new one on, once they have washed their hands and left the bathroom.</li> <li>11. Should any aspect of an individual's PPE become soiled they are to dispose of these items in a bin with a lid and don new items of PPE.</li> <li>12. It is not mandatory for clients to wear PPE however staff to encourage wearing face coverings where appropriate – particularly when utilising transport.</li> <li>13. When conducting personal care staff must wear a mask, apron and gloves. Apron and gloves must be disposed of after completing</li> </ol>
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personal care and a new apron will be required. Providing the mask is not soiled and has not been touched whilst completing personal care the member of staff does not need to change the mask.

14. When assisting somebody to eat must wear a mask, apron and gloves. Apron and gloves must be disposed of after assisting an individual to eat and a new apron will be required. Providing the mask is not soiled and has not been touched whilst completing this task the member of staff does not need to change the mask.
15. Personal Protective Equipment is available to all staff within the workplace.
16. All staff have been instructed on guidance relating to social distancing as per NHS, Public Health and Government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance.
17. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction.

<b>Related documentation</b>		
Infection control guidance, disseminated via e-mail, hardcopy and electronic versions available		

**Hazard (hazard and hazard description):**

Medication – Some clients require administration of medication throughout the day, staff will need to have direct contact with some clients in order to facilitate this, therefore the risk of transmission of infections is higher during this time.

**Control Measures (existing):**

1. Medication to be administered by a qualified member of staff, identified at the start of each day.
2. Medication to be administered in the clinic with the minimum amount of staff required and only 1 client.
3. PEG flushes and feeds are to be completed in the music room with sink facilities, only 1 client in this room at a time.
4. Staff are to wear mask, apron and gloves whilst administering medication/PEG care.
5. Apron and gloves are to be changed after administering medication – the mask does not need to be changed providing it is not soiled and has not been touched during the procedure.
6. Hands must be washed before putting on gloves and once the task has been completed and gloves removed.
7. All surfaces and touch points to be thoroughly cleaned with anti bacterial wipes on completion of medication administration/PEG care.
8. All medication that is required to be taken with food will be taken to the person in the area they will be eating their lunch.

<b>Related documentation</b>		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		



Updated medication risk assessment and protocol in place, hardcopy and electronic versions are available		
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**Hazard (hazard and hazard description):**

Visitors and outside contractors entering the building – there will be occasion for visitors such as healthcare professionals or contractors conducting essential building maintenance to enter the building.

**Control Measures (existing):**

1. Visitors are not permitted to enter the building unless there is good cause and this has been approved by a member of the management team – Jim Keown, Sharron Keown, Louise Parker, Louisa Jane Parker, Gemma Bengner, Maureen Ellement, Kelly Dunbavan and Michelle Davies.
2. All visits must be by prior appointment with the management team.
3. Where possible outside contractors that are required to complete maintenance work on the building must be done when clients are not on the premises and there are minimal staff within the premises.
4. If work by external contractors is required this must be done by prior appointment.
5. If emergency repairs are required whilst clients are present in the building all contractors must follow all infection control guidance as outlined within Catherine Care risk assessments and protocols.
6. Visitors must have their temperature taken on arrival to the building, if their temperature is 37.8c or above or they are displaying any other symptoms of Covid-19 they will not be permitted to enter the building.
7. There must be a log of all visitors to the building, including their contact details to enable the company to fully engage with the test and trace service.
8. Visitors to be encouraged to “check in” using the Catherine Care QR code poster at the entrance of the building.
9. All visitors must wear a mask and apron on entry to the building and wash their hands/use hand sanitiser.
10. Visits must be kept to minimum amount of time and work completed in a timely manner.
11. All visitors must remain in an allocated area – such as a separate room for healthcare professionals, or contractors to remain in the area they are conducting repairs on.

**Related documentation**

Infection control guidance, disseminated via e-mail, hardcopy and electronic versions available		
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**Hazard (hazard and hazard description):**

Supporting individuals with eating and drinking. Some clients require physical assistance with eating and drinking safely, meaning that staff have to be within social distancing guidelines, and must use risk mitigation measures.

**Control Measures (existing):**

1. Infection control procedures have been updated outlining the importance of good personal hygiene, and the correct use of PPE.
2. A protocol has been developed outlining best practices in supporting individuals with eating and drinking in order to mitigate the risk of Covid-19 transmission.
3. Staff supporting individuals with eating and drinking have been instructed to wash their hands prior to commencing this task, and encourage the client to wash their hands as well.
4. All staff to adhere to guidelines regarding using Personal Protective Equipment (PPE).
5. All staff to follow hand hygiene guidelines.
6. All clients with dysphagia needs must have food prepared in accordance with SALT recommendations. Staff must not provide food or drink to individuals if food provided does not meet SALT guidance.
7. Staff have been advised to encourage independence when eating and drinking as far as possible, and there will be increased use of verbal prompting and encouragement for clients to maintain independence in this task.

**Related documentation**

Lunchtime protocol (Covid-19), disseminated via e-mail, hardcopy and electronic versions available

Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available





**Hazard (hazard and hazard description):**

Emergency evacuation. In case of fire or an event requiring building evacuation, all individuals must be evacuated as safely as possible.

**Control Measures (existing):**

1. All individuals entering a Catherine Care owned building must complete a register and have their temperature checked upon entry. In the case of evacuation, these registers must be collected by the fire marshal in the relevant building.
2. Cabins 38 and 18/20; this must be kept by the entrance with the thermometers.
3. Jerome Road side 13 the register will be kept in the reception entrance.
4. Jerome Road site 13A the register will be kept in the tea rooms entrance.
5. Staff are responsible for supporting clients in their group out of the building via the safest and fastest route available in line with emergency evacuation procedures.
6. Due to social distancing and the reduced number of people accessing each site, site assembly points will remain as outlined in the fire evacuation policy.
7. Staff must try to support clients to exit the building whilst still maintaining social distancing guidelines where possible.
8. Once clients are out of the building, clients and staff presence must be marked off the register by the fire marshal.
9. Individuals are not permitted to enter the building until it is cleared by the fire marshal.

**Related documentation**

Emergency evacuation protocol hardcopy and electronic versions available		
Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available		





**Hazard (hazard and hazard description):**

Activities – Regular activities and sessions at Catherine Care will need to be adapted as there is increases risk of transmission of Covid-19.

**Control Measures (existing):**

1. All staff have been given written information relating to infection control measures, staff have been invited to a training day to clarify and discuss these measures and given the opportunity to ask questions around this.
2. All soft furnishing and items that cannot be wiped clean have been removed from session rooms and the general environment.
3. Staff have been advised to encourage social distancing with clients unless absolutely necessary
4. Staff advised that unless avoidable due to specific tasks (such as personal care) they should not have physical contact with clients
5. Staff encourage to utilise outdoor spaces such as sensory garden to conduct activities and sessions
6. Staff aware that clients should not share resources, extra resources have been procured to aid with this
7. All clients have been allocated to a small group and room where they will engage with activities and sessions
8. Activities that may increase the spread of infection have been stopped such as singing, blowing bubbles and anything relating to physical exertion
9. Pamper sessions kept to a minimum with specific guidelines in place – hairdryers should not be used and nails should not be painted
10. All balls from ball pool area have been removed and this area has been closed off to clients
11. Signage is present on each room and area advising of maximum numbers of staff and clients that can utilise the room at any one time
12. Outings to the gym have been stopped
13. Staff advised they are not to take clients into shops
14. Session leads have been provided with written guidance as to what they cannot do during session/activity times

**Related documentation**

Infection control guidance and daily protocol, disseminated via e-mail, hardcopy and electronic versions available