

**Risk Assessment Name:** Pure Innovations Wellbeing Teams (WIN/MHN) during Covid-19

**People involved in completing RA:** Fiona Harradine, (H&S Manager). Lizzie Austin (SEO). Kris Wraxall (Teams Manager)

**Original date of completion:** 24/06/2020

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## **OVERVIEW OF RISK ASSESSMENT**

Pure Wellbeing Teams work in partnership with other organisations and charities, supporting residents of Stockport who are at risk of, or are socially isolated. Building confidence to take part in a wide variety of social, civic, leisure, learning or volunteering opportunities. Where they may otherwise find it very difficult to get involved due to ill mental health & diagnosis, physical or emotional ill-health, a physical or sensory disability or caring responsibilities. While supporting clients The Wellbeing Network will work with the clients to support them to resolve any issues that are having a negative impact on their wellbeing & hinder their involvement in the community.

During COVID19 the teams have been working with clients to ensure they have been supported with essential medication & food deliveries as well as emotional wellbeing guidance. Also offering socially distance walks & door step visits where appropriate & following guidelines issued.

Government and any other related guidance have been followed to devise this risk assessment, which will be reviewed and amended as guidance changes.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

<https://www.gov.uk/government/publications/covid-19-supporting-adults-with-learning-disabilities-and-autistic-adults/coronavirus-covid-19-guidance-for-care-staff-supporting-adults-with-learning-disabilities-and-autistic-adults>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

[https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=coronavirus&utm\\_term=working-safely-5&utm\\_content=general-15-may-20](https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=working-safely-5&utm_content=general-15-may-20)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/884165/Domiciliary\\_guidance\\_England.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884165/Domiciliary_guidance_England.pdf)

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control measures already in place)	Risk level	Do you need to do anything else to control/reduce this risk?	Action by who?	Action by when?	Done
<p><b>Clinically Extremely Vulnerable 'Shielded Group'</b></p>	<p>Clients, staff and members of the public Risk of serious illness/death due to Covid-19 Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>Pure are following current government guidelines to safeguard both staff and clients.</li> <li>Clients that have informed us they are identified as being in the Governments clinically extremely vulnerable group, ("shielded") will not access any of Pure services without additional consideration to minimise further risk and provide safe access to services.</li> <li>If required an individual risk assessment will be completed.</li> <li>Clients in this group will continue to receive virtual support, welfare calls, shopping/prescription drop off and pick up where relevant</li> </ul> <p><u>EXCEPTION</u></p> <ul style="list-style-type: none"> <li>New Government guidance, (from 5<sup>th</sup> June 2020):- <i>"People who are shielding remain vulnerable and should continue to take precautions but can now leave their home if they wish, as long as they are able to maintain strict social distancing. If you choose to spend time outdoors, this can be with members of your own household. If you live alone, you can spend time outdoors with one person from another household. Ideally, this should be the same person each time. If you do go out, you should take extra care to minimise contact with others by keeping 2 metres apart."</i></li> </ul>	<p><b>Med 3</b> <i>(if undertaking socially distance walk)</i></p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

		<ul style="list-style-type: none"> <li>If following the social distance walk this will be authorised by the team manager</li> </ul>					
<b>Clinically Vulnerable Group, (includes, underlying health condition, age, pregnancy, BAME)</b>	Clients, staff and members of the public Risk of illness due to Covid-19 transmission and spread	<ul style="list-style-type: none"> <li>Clients that have informed us they are identified as being in the Governments clinically vulnerable group, will be given additional consideration to minimise further risk and provide safe access to services.</li> <li>If required an individual risk assessment will be completed.</li> </ul>	<b>Low 2</b>	No further action required, continue with existing control measures	N/A	N/A	N/A
<b>Pure Innovations staff returning to work and/or adhering to new ways of working</b>	Clients, staff and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance	<ul style="list-style-type: none"> <li>Information has been gathered from staff prior to them returning to highlight any areas of concern</li> <li>If required an adjustment/return to work from will be completed, to look at ways of further minimising risk. This may lead to an individual staff risk assessment</li> <li>Staff are to continue to work from home where they can, although it is recognised in this role, when conducting food/med drops, socially distance visits or walks, this cannot always be done</li> <li>Staff will have been instructed into 'New Ways of Working' along with any relevant guidance for their teams which will be recorded on My Learning Cloud</li> </ul>	<b>Low 2</b>	'New Ways of Working' to be finalised and added on My LC	Fi H & Amanda N	30/06/20	✓
<b>Travel</b>	Clients, staff and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement	<ul style="list-style-type: none"> <li>Ideally staff will travel to/from, (and during), work in their own vehicle, walking or cycling</li> <li>Pure Innovations staff will travel alone during working hours, they will not car share with colleagues</li> <li>An exercise has been undertaken pre-return to work/new ways of working to identify staff having to travel using public transport, where possible adjustments will</li> </ul>	<b>Low 2</b>	No further action required, continue with existing control measures	N/A	N/A	N/A

	action due to not adhering to Government guidance	<p>be made</p> <ul style="list-style-type: none"> <li>• If public transport is essential by staff then a face covering must be worn, (from 15<sup>th</sup> June 2020 this is the law). Pure Innovations can supply face masks for working hours</li> <li>• Staff are not transporting clients in their own vehicles</li> <li>• Pure Innovations staff can travel train where the route involves walking to and from a social/education related location if a safe walking distance can be adhered to in line with current government guidelines.</li> <li>• We would only support Travel Training where a client wears a suitable face covering as is law.</li> </ul>					
<b>Accessing Rhino Court – head office</b>	Staff Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance	<ul style="list-style-type: none"> <li>• Staff only access Rhino Court offices when deemed essential and with authorisation from their line manager</li> <li>• Staff are aware of 'new ways of working' procedures in place for Rhino Court</li> </ul>	<b>Low 2</b>	No further action required, continue with existing control measures	N/A	N/A	N/A
<b>Training Sessions</b>	Clients, staff and members of the public Risk of illness due to Covid 19	<ul style="list-style-type: none"> <li>• Staff training should be completed remotely where possible, however where not possible and essential to service delivery we can deliver training at a Rhino Court</li> </ul>	<b>Low 2</b>	No further action required, continue with existing control measure	N/A	N/A	N/A

	<p>transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>• The Boardroom will be used as the training room and has been set up allowing for social distancing in line with current government guidelines, with supplies of hand sanitiser, wipes, tissues etc, made available</li> <li>• Windows will be opened to allow for adequate ventilation</li> <li>• There are procedures in place for use of Rhino Court offices, of which staff have been instructed</li> </ul>					
<p><b>Infection Control</b></p>	<p>Clients, staff and members of the public Risk of illness due to Covid-19 transmission and spread</p>	<ul style="list-style-type: none"> <li>• All Pure Innovations buildings/sites we are responsible for will be appropriately stocked with liquid soap, paper towels, hand sanitisers, cleaning wipes, tissues, bins</li> <li>• Increased cleaning to take place during day, alongside contract cleaners</li> <li>• Bins will have any lids removed to limit touch contact and hence potential virus transmission. This has been assessed as less risk than foot pedal bins, where some individuals may still touch the lids</li> <li>• System in place for regular re-ordering of stock</li> <li>• Fans will not generally be used; however, this may be required where the risk to individual's health is greater, (e.g. due to epilepsy and/or adverse weather conditions). It is recommended that any fans used have clip off fronts, so that the blades and the grills can be cleaned</li> <li>• When used, consideration will be given to direction and location of fan. Fans will always be used in rooms where windows are open</li> <li>• Fans will NOT be used if anyone is showing symptoms of Covid-19</li> </ul>	<p><b>Low 2</b></p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

		<ul style="list-style-type: none"> <li>WIN/MHN staff have been asked to wear clean clothes each day, washing clothes before re-wearing. Normal washing of clothes will reduce the risk of germs being transmitted. Wash your hands after handling unwashed clothes</li> <li>Clients have been advised re: clean clothes prior to any meeting, attending their work/education setting</li> </ul>					
<p><b>Personal Protective Equipment, (PPE)</b></p>	<p>Clients, staff and members of the public</p> <p>Risk of illness due to Covid-19 transmission and spread</p> <p>Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>Face masks <b>must</b> be worn, (supplied by Pure Innovations), if travelling on public transport, inside shops or if supporting a client where current social distancing government guidelines may not be met</li> </ul> <p><b>When your visit does not require you to touch a client, but you need to be within the permitted social distance</b></p> <ul style="list-style-type: none"> <li>Surgical masks can be used continuously while providing support, unless you need to remove the mask from your face (e.g. to drink, eat or take a break from duties).</li> <li>You may wear the same mask between different visits, (if it is safe to do so whilst travelling), so long as you do not need to take the mask off, or lower it from your face</li> <li>You should not touch your face mask</li> <li>The mask is worn to protect the staff member, and can be used whilst seeing a number of different clients</li> <li>You should remove and dispose of the mask if it becomes damaged, soiled, damp, or uncomfortable to use. If removed, you would then need to use a new mask when you start your next visit.</li> </ul>	<p><b>Low 2</b></p>	<p>Need to include safe use of face masks in 'New Ways of Working' to be created on My LC</p> <p>If WIN/MHN staff feel advice given re: PPE in other community/education and/or work settings are conflicting they should seek advice from Health &amp; Safety Manager</p>	<p>Fi H</p> <p>All</p>	<p>30/06/20</p> <p>On-going</p>	<p>✓</p>

		<ul style="list-style-type: none"> <li>• Hand sanitisers must be carried when working in the community and are supplied by Pure Innovations</li> <li>• PPE stock levels and re-ordering procedure in place</li> <li>• Wellbeing Network staff will follow the PPE supply guidance</li> <li>• Staff are inducted into safe use of PPE</li> <li>• Other PPE is currently available, but not essential, for any identified tasks currently within MHN/WIN; gloves, aprons &amp; face visors, (where risk of splashes). If staff wish to carry a supply this is currently possible, but may change dependant on supply levels</li> <li>• When supporting in another setting, (e.g. groups), then WIN/MHN should follow PPE advice given on that site</li> </ul>					
<b>Essential shopping for shielding clients/medication pick up</b>	<p>Clients, staff and members of the public</p> <p>Risk of illness due to Covid 19 transmission and spread</p> <p>Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>• Staff to make initial contact through phone call to advise the client/family on procedure.</li> <li>• Client to leave payment method/shopping list etc outside the house, once the member of staff has arrived.</li> <li>• Staff ensure they regularly sanitising their hands.</li> <li>• Staff to adhere to the current government social distancing guidelines whilst shopping or collecting medication. Where there is a possibility this may not happen staff are supplied with a face mask</li> <li>• The mask is worn to protect the staff member. This is mandatory while entering and in shops from July 24<sup>th</sup> 2020. Face masks can be used whilst seeing a number of different clients.</li> </ul>	<b>Low (2)</b>	No further action required, continue with existing control measures	N/A	N/A	N/A

<p><b>Food parcel collection &amp; delivery for shielding clients</b></p>	<p>Clients, staff and members of the public Risk of illness due to Covid 19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>• Staff to make initial contact through phone call to advise the client/family on procedure. That the parcel will be left at the front door (exit door if accommodation is flats). The member of staff will phone once at the property, and ensure the client retrieves the parcel, from a distance.</li> <li>• Staff to adhere to the current government social distancing guidelines whilst collecting the food parcels from foodbanks/The Pantry etc. Where there is a possibility this may not happen staff are supplied with a face mask</li> <li>• The mask is worn to protect the staff member, and can be used whilst seeing a number of different clients</li> </ul>	<p><b>Low (2)</b></p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>Socially distanced befriending sessions/initial visits</b></p>	<p>Clients, staff and members of the public Risk of illness due to Covid 19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>• No meetings are to take place inside the home environment</li> <li>• <b>From 31<sup>st</sup> July meetings can not be conducted in client's gardens.</b></li> <li>• Meetings will ideally be conducted virtually, (e.g. Zoom)</li> <li>• Staff to adhere to the current government social distancing guidelines.</li> <li>• <i>You may not socialise with people you do not live with in other indoor public venues – such as pubs, restaurants, cafes, shops, places of worship, community centres, leisure and entertainment venues, or visitor attractions.</i></li> </ul>	<p><b>Low 2</b></p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>



<p><b>Dropping bread supplies from The Kitchen to Foodbanks</b></p>	<p>Staff and members of the public Risk of illness due to Covid 19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>• Staff to adhere to the current government social distancing guidelines whilst collecting the bread from The Kitchen &amp; dropping off at the Foodbanks. Where there is a possibility this may not happen staff are supplied with a face mask.</li> <li>• Phone staff at The Kitchen with approx. time of pick up to minimise the amount of time on the premises.</li> <li>• The mask is worn to protect the staff member, and can be used whilst seeing a number of different clients</li> </ul>	<p><b>Low 2</b></p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>Socially distanced walks</b></p>	<p>Clients, staff and members of the public Risk of illness due to Covid 19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>• There is different Government advice if a client is in the <b>Clinically Extremely Vulnerable, 'Shielded Group'</b> – please follow guidance in that section of risk assessment</li> <li>• Staff to follow WIN/MHN Socially Distance Walks Guidelines.</li> <li>• Staff to make contact on the day of meeting to ensure no one in the household is or has displayed symptoms of Covid-19 as stated in the Government guidance before walk goes ahead</li> <li>• If Covid-19 symptoms disclosed walk to be re-arranged at a minimum of 7 days after symptoms appear, (if symptomatic and live alone), or 14 days if a household member has symptoms.</li> </ul>	<p><b>Low 2</b></p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

		<ul style="list-style-type: none"> <li>• Staff to meet clients on a 1:1 ratio.</li> <li>• Update your outlook calendar with details of the place/client etc.</li> <li>• Clients will be met outside of their home by a staff member before the walk. Staff do not enter the home to prevent risk of transmission to household</li> <li>• If meeting client somewhere away from their address, the client must make their own way to the location</li> <li>• Staff carry hand sanitiser and administer frequently</li> <li>• Staff to adhere to the current government social distancing guidelines, where there is a possibility this may not happen staff are supplied with a face mask</li> <li>• Staff avoid highly-populated areas and high touch areas. Walks will take place in client localities in green spaces and parks where possible.</li>   <li>• Staff supporting will already know the clients and will have read and signed their personal risk assessment, where applicable</li> <li>• <i>From 31<sup>st</sup> July - Staff can not socialise with people they do not live with in other <b>indoor public venues</b> – such as pubs, restaurants, cafes, shops, places of worship, community centres, leisure and entertainment venues, or visitor attractions.</i></li> </ul>					
<p><b>In Store Shopping Support</b></p>	<p>Clients, staff and members of the public Risk of</p>	<p>In store shopping support guidance in place for staff to follow</p> <p>Staff to check that the client is not experiencing any COVID symptoms first</p>	<p><b>Low 2</b></p>	<p>No further actions required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

	<p>serious illness/death due to Covid-19 Risk of enforcement action due to not adhering to Government guidance</p>	<p>Staff will only support one client at a time</p> <p>Will meet at the clients most convenient store, with details of where and when to meet</p> <p>Where possible shopping will take place at the current supermarket 'quieter times'</p> <p>A face mask <b>must</b> be worn when inside any shop by staff &amp; clients (from 24thJuly)</p> <p>Advise of the Car Scheme service – available for pick up and drop off shopping trips</p> <p>Staff cars will not be used to transport the client</p> <p>Staff will update their Outlook calendar with all details &amp; record all contacts/walks/visits on Charity Log</p> <ul style="list-style-type: none"> <li>• Current Government social distancing will be followed</li> </ul>					
<p><b>Someone displaying symptoms of Covid-19</b></p>	<p>Clients, staff and members of the public Risk of illness due to Covid-19</p>	<ul style="list-style-type: none"> <li>• If any clients/staff show symptoms of Covid-19, during the working day they will return home and asked to isolate for 7 days</li> <li>• The will be asked to remind family members that they need to self-isolate for</li> </ul>	<p><b>Med 4</b></p>	<p>Any reports of someone displaying Covid-19 symptoms whilst being supported by Pure Employment must be</p>	<p>All staff</p>	<p>On-going</p>	

	<p>transmission and spread</p> <p>Risk of closure to Pure's services</p>	<p>14 days</p> <ul style="list-style-type: none"> <li>• If anyone displays urgent medical signs then emergency medical support will be sought, stating that the individual is showing symptoms of Covid-19</li> <li>• If a suspected or confirmed case of Covid-19 has been identified cleaning will be undertaken using detergent and disinfectant with 1000 parts per million of available chlorine or a product that is effective against enveloped viruses, (refer to 'Covid-19 Cleaning Guidance' on My Learning Cloud)</li> <li>• External cleaners will be notified</li> <li>• Any cleaning material used will be doubled bagged and left for 72 hours before being put in waste</li> </ul>		<p>reported to both Dave Ferrier, (Operations Director) and Fiona Harradine, (Health &amp; Safety Manager)</p>			
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Likelihood	Severity		
	Low 1 (Other injuries or illnesses)	Medium 2 (7-day injury or illness defined by RIDDOR)	High 3 (Death or major injury , as defined by RIDDOR)
Low 1 (harm will seldom occur)	Low 1	Low 2	Medium 3
Medium 2 (harm will often occur)	Low 2	Medium 4	High 6
High 3 (harm is near certain)	Medium 3	High 6	High 9

1-2 Low Risk

3-4 Medium Risk – can any further action be taken to minimise risk

6-9 High Risk – take action immediately



Version 0.4

Date	Name	Comments
07/07/20	Lizzie Austin	In Store Shopping Support added
14/07/20	Lizzie Austin	Mandatory Face Masks in all shops
31/07/20	Lizzie Austin	Gov Guidance (GM area) change re garden visits & indoor social meetings

**I confirm I have read and understood this risk assessment for:** Pure Innovations Pure Innovations Wellbeing Teams (WIN/MHN) during Covid-19

Name	Role	Signature	Date
<b>CAPTURED ON MY LEARNING CLOUD</b>			