

**Risk Assessment Name:** Phased return to Pure Support Service Delivery during Covid-19

**People involved in completing initial RA:** Fiona Harradine, (H&S Manager), Kath Brooks, (Pure Support Manager), Pete Locke, (Pure Support Manager), Dave Ferrier, (Operations Director) **Original date of completion:** 20<sup>th</sup> May 2020

### **OVERVIEW OF RISK ASSESSMENT**

Pure Support usually provides day services to adults with learning, physical and associated disabilities from Monday-Friday between the hours of 08:30-16:00, in a variety of building and community locations across Stockport, Rochdale and Oldham. Due to Government advice re: Covid-19 Pandemic Pure Support closed on 24<sup>th</sup> March 2020, although we continued to provide a very reduced and limited service for some identified clients to 'provide care or to help a vulnerable person' as per Government advice, (there was a separate risk assessment in place for this).

We are now at the planning a phased re-opening of our day services and are continually following Government and other relevant guidance in doing so.

<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://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/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/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>

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

[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)

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control measures already in place)	Risk level (LxS = R after control measures in place)	Do you need to do anything else to control/reduce this risk?	Action by who?	Action by when?	Done
<b>Returning to work and/or attend Pure Support</b>	Clients, staff and members of the public Risk of illness due to Covid-19 transmission	<ul style="list-style-type: none"> <li>Information has been gathered from both staff and clients before returning to service regarding individual circumstances</li> <li>Each Pure Innovations building will have a deep clean before re-opening and have a procedure in place for the structure of the day</li> </ul>	Low 2	Compile staff 'Return to Work' Induction	Fiona H	01/06/20	✓
				Ensure all staff have completed induction prior to returning to work supporting	Kath B	08/06/20	✓
					Pete L	15/06/20	✓

	<p>and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> <li>All staff will have undertaken a 'Return to Work' Induction which includes the following Learning Components: -               <ol style="list-style-type: none"> <li>Message from CEO</li> <li>Coronavirus Awareness</li> <li>How to use PPE appropriately</li> <li>Reading relevant risk assessment</li> <li>'Walk through' of day routine, structure and instructed on any relevant safe working practices</li> <li>Infection Control e-learning</li> <li>Infection Control Policy</li> </ol> </li> <li>All parents/carers and clients will have been issued with 'Return to Pure Support' information about health &amp; safety measures taken</li> <li>As of 06.08.20 Stockport Pure Support will not be providing support for any clients wishing to return, on advice from Adult Social Care</li> </ul>		<p>clients</p> <p>Write the 'Return to Pure Support' Information for parents/carers/clients</p> <p>Ensure all relevant parent/carers/clients have received the 'Return to Pure Support' Information</p> <p>Publish relevant phased re-opening information on website, including risk assessment</p>	<p>Pete L, Kath B &amp; Fiona H</p> <p>Kath B</p> <p>Pete L</p> <p>Fiona H &amp; Anne F</p>	<p>01/06/20</p> <p>05/06/20</p> <p>12/06/20</p> <p>05/06/20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>Travel to and from Pure support</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</p>	<ul style="list-style-type: none"> <li>Some clients will be dropped off and picked up at relevant support location by parents/carers, who will not be allowed to enter the building</li> <li>Pure Support will advise parents/carers that this form of travel should not take place on public transport</li> <li>A daily transport log will be kept at each site for contact tracing purposes</li> <li>Pure Support will provide some transport, where this is deemed essential for a client to attend for their improved health and wellbeing, although we will not always be able to adhere to the 1-metre plus</li> </ul>	<p>Med 4</p>	<p>No further action at this time, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

	<p>guidance</p>	<p>distancing during these times</p> <ul style="list-style-type: none"> <li>• Transport has only been offered to those clients and their families where there is an identified need based on the health and well-being of each individual</li> <li>• Parent and carers have been made aware of the procedures that will be followed confirming that they are happy with the measures Pure have taken to safeguard the client in attending service</li> <li>• There is a robust and transparent audit trail to identify all the transport activity for each individual, considering such things as length of time spent of vehicles and number of clients on each vehicle</li> <li>• A register of vehicles and who travelled with who, (including the driver), will be kept, to assist with contact tracing should there be any positive cases</li> <li>• When picking up/dropping off the member of staff does not enter the home to reduce risk of transmission</li> <li>• Vehicles have been fully valeted before re-opening of service</li> <li>• Vehicles are cleaned after each use paying particular attention to 'high touch areas'</li> <li>• Weather permitting, windows will be opened during transport top ensure adequate ventilation</li> <li>• All drivers will wear a face mask</li> <li>• Vehicles will contain hand sanitiser for use when getting into vehicle</li> <li>• Clients will be asked to wear a face covering for their journey. Pure Innovations can provide a supply of face coverings for use, if required</li> </ul>					
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		<ul style="list-style-type: none"> <li>• Routes will be planned to reduce length of time in vehicle to minimum</li> <li>• Vehicles will have reduced occupancy and no-one will sit directly opposite face to face</li> <li>• Pure Support staff will not car share to and from work</li> <li>• There will be no transport provided outside of the buildings during support/operational hours, unless in emergency situations</li> </ul>					
<b>Entering &amp; exiting buildings</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>• Each building will have identified entrance and exit routes which will be monitored by an identified member of staff at the start and end of each day</li> <li>• Parents/carers will not be able to enter the building. There will be identified 2 metre markers outside the building at the entrance and exit points that parents/carers will be asked to adhere to</li> <li>• We have increased entrance/exit routes at buildings, (where possible), to reduce numbers using at any one time</li> <li>• Due to nature of service arrival and pick up times tend to be dispersed</li> <li>• Upon arrival at the building each client will be supported to sanitise and/or wash their hands</li> <li>• All staff will sanitise and/or wash their hands upon arrival at their work place and if re-entering the building during the day, (e.g. after smoke breaks)</li> </ul>	Low 2	Have two metre makers displayed in identified areas inside and outside of buildings	Kath B Pete L	05/06/20 12/06/20	✓ ✓
<b>Activities/sessions within building, (type, location and numbers)</b>	<p>Clients, staff and members of the public</p> <p>Risk of illness</p>	<ul style="list-style-type: none"> <li>• Service provision will from locations that are large enough to allow for current Government guidance on social distancing, (where possible), to be</li> </ul>	Low 2	No further action at this time, continue with existing control measures	N/A	N/A	N/A

	<p>due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<p>followed</p> <ul style="list-style-type: none"> <li>• Opening hours can be between 8.30am-4pm, there, (this may vary dependant on day, site and occupancy numbers)</li> <li>• Occupancy numbers have been identified by using the 1-metre plus distancing for 'session' rooms, there is a site plan outlining occupancy for each building</li> <li>• Rooms have been laid out according to this distancing</li> <li>• A register of clients and staff in each session/room will be kept, to assist with contact tracing should there be any positive cases</li> <li>• All session/activity rooms have windows that open to allow for ventilation</li> <li>• Where possible staff will be allocated to work at one building initially</li> <li>• Team Co-ordinators allocated with responsibility for identified buildings to monitor return to service and procedures being adhered to</li> <li>• To reduce the risk of transmission and potential spread clients will be identified to access certain areas/rooms of building with identified support staff for their daily activity/session</li> <li>• Outdoor breaks/local walks will be encouraged as much as possible, (staffing levels and weather permitting)</li> <li>• Everyone will be encouraged to keep 2 metres, or 1 metre plus (where possible), apart from anyone else. However, it is recognised that due to the nature of our service and human behaviours this will not always be possible</li> </ul>					
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		<ul style="list-style-type: none"> <li>Parents/carers picking up and dropping off will not enter the buildings, a member of staff will meet at the door to ensure people leave and arrive safely</li> <li>Everyone, (clients and staff), will sanitise and/or wash their hands immediately upon arrival to the building and regularly throughout the day</li> <li>Any activities accessing the community will be in line with Government guidance</li> <li>Each activity/session room will have supplies of cleaning materials which will be used regularly on 'high touch' areas</li> </ul>					
<b>Appropriate level of safe support Client/staff ratios</b>	Clients – risk of impact to health/welfare if not supported appropriately Clients, staff and members of the public Risk of illness due to Covid-19	<ul style="list-style-type: none"> <li>Staff supporting will already know the clients and will have read and signed their personal risk assessment</li> <li>Staff rotas will be matched appropriately to support need, (i.e. staff will have had the mandatory and any specialist training to safely support e.g. epilepsy, medication dysphagia etc.)</li> <li>Staff will adhere to the 1-metre plus social distancing, when supporting, where possible and encourage this with clients</li> <li>Staff will have the usual PPE for administering medication, unless emergency epilepsy rescue medication, (Buccal Midazolam), where the addition of a face visor will be used</li> </ul>	Low 1	No further action at this time, continue with existing control measures	N/A	N/A	N/A
<b>Personal care</b>	Clients, staff and members of the public Risk of illness due to Covid-19 transmission	<ul style="list-style-type: none"> <li>We will be unable to always adhere to the 1-metre plus distancing when providing personal care. In these circumstances staff will appropriate PPE as identified by Public Health England in '<i>Domicially Personal protective equipment (PPE)</i> –</li> </ul>	Med 4	Check stock of bodily fluid clean up kits	Fiona H	01/06/20	✓

	and spread	<p><i>resource for care workers delivering homecare (domiciliary care) during sustained COVID-19 transmission in England'</i></p> <ul style="list-style-type: none"> <li>• Staff have completed Infection Control e-learning</li> <li>• Infection Control procedures in place</li> <li>• There will be identified staff on the rota for personal care each day, to reduce contact</li> <li>• Staff are provided with the appropriate PPE to provide personal care</li> <li>• Staff are inducted in appropriate use and disposal of PPE</li> <li>• High touch areas in personal care rooms will be wiped down after each use</li> <li>• Additional 'Housekeeper' role in place at each site</li> <li>• There are bodily fluid clean up kits available at each building</li> <li>• There is sufficient stock of face visors should they be required</li> </ul>					
<b>Meals support</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 and staff will provide their own lunch</li> <li>• Microwave is only to be used where there is a specific health/dietary need. Identified daily housekeeper supporting with lunch duties to minimise touch contact</li> <li>• We will be unable to always adhere to the 1-metre plus distancing when providing lunch support for some clients. In these circumstances staff will appropriate PPE as identified by Public Health England in <i>'Domicially Personal protective equipment (PPE) – resource for care workers delivering homecare (domiciliary care)</i></li> </ul>	Med 4, (due to direct lunch support)	No further action at this time, continue with existing control measures	N/A	N/A	N/A

		<p><i>during sustained COVID-19 transmission in England'</i></p> <ul style="list-style-type: none"> <li>• There is sufficient stock of face visors should they be required</li> <li>• Where there is an identified member of staff undertaking 'Housekeeping' will collect meals from fridge and provide at lunchtime to minimise contact</li> <li>• Lunches will be provided in the activity/session room to reduce contact</li> <li>• All staff and clients will wash their hands before and after eating, (or be supported to do so)</li> <li>• Staff and clients can bring in their own travel mug/drinking vessel for use during the day if they choose</li> </ul>					
<b>Infection Control</b>	<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 buildings will be appropriately stocked with liquid soap, paper towels, hand sanitisers, cleaning wipes, tissues, bins</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>• There will be allocated stations with hand sanitisers, wipes and tissues</li> <li>• It is the member of staff identified for cleaning, 'Housekeeping', that day to be responsible for keeping identified areas stocked up, or at smaller sites the staff members working there</li> <li>• Bodily fluid clean up kit available at each site</li> <li>• Some doors maybe wedged open, (where they wouldn't normally be), to limit touching. Where this occurs, it is the Fire</li> </ul>	Low 2	<p>Firm up stock monitoring and re-ordering</p> <p>Update Infection Control Policy to include a section on Covid-19</p> <p>Display posters re: good hand hygiene in appropriate locations and a reminder poster when entering building to wash hands immediately</p>	<p>Kath B</p> <p>Pete L</p> <p>Fiona Harradine</p> <p>Fiona Harradine</p>	<p>05/06/20</p> <p>12/06/20</p> <p>01/06/20</p> <p>05/06/20</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>



		<p>Wardens responsibility to close them upon exiting in event of an emergency evacuation</p> <ul style="list-style-type: none"> <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). Fans are listed on the 'Housekeeper' list for cleaning with the recommendation that they 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>					
<b>Cleaning</b>	<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>• Usual cleaning schedules apply</li> <li>• At larger site there is a staff member identified daily on rota, 'Housekeeper' to undertake additional cleaning duties, of high touch areas at regular intervals throughout the day</li> <li>• At smaller sites any staff working there will undertake regular wipe downs of high touch areas</li> <li>• All rubbish disposed of in usual way</li> <li>• If anyone has been identified as showing symptoms of Covid-19 then this waste should be placed in a double bin liner secured and placed in a safe place for 72 hours, before being disposed of in outside waste</li> </ul>	Low 2	Write guidelines re: what is required of additional cleaning duties in 'Housekeeping' role	Fiona H	01/06/20	✓

<b>Personal Protective Equipment, (PPE)</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>Following Public Health England in <i>'Domiciliary Personal protective equipment (PPE) – resource for care workers delivering homecare (domiciliary care) during sustained COVID-19 transmission in England'</i></li> <li>Staff are inducted into safe use of PPE</li> <li>Clients choice whether to bring and wear face coverings from home</li> <li>Team Co-ordinators to monitor PPE stock levels and re-order as necessary following process in place</li> <li>Team Co-ordinators to check correct use and disposal of PPE on an adhoc basis</li> <li>Everyone has been asked to wear clean clothes each day and wash clothes worn whilst in Pure Support</li> </ul>	Low 2	Write guidelines re: use of PPE  Display posters re: safe putting on and taking off of PPE around buildings in appropriate locations  Create an audit checklist	Fiona Harradine  Fiona Harradine  Fiona Harradine	01/06/20  05/06/20  05/06/20	✓  ✓  ✓		
		<b>Communication difficulties due to PPE, (face masks)</b>	Distress to clients to due being unable to communicate effectively	<ul style="list-style-type: none"> <li>This will be assessed if identified as a support issue once phased re-opening in place</li> </ul>	Low 1	No further action required at this time, continue with existing control measures	N/A	N/A	N/A
		<b>Someone displaying symptoms of Covid-19</b>	Clients, staff and members of the public Risk of illness due to Covid-19 transmission and spread  Risk of closure to Pure Support	<ul style="list-style-type: none"> <li>If any clients show symptoms of Covid-19 whilst being supported they will be isolated, (areas identified within buildings), and parents/carers contacted to come and collect</li> <li>If staff display symptoms of Covid-19 they will return home</li> <li>Additional cleaning will take place on any known areas associated with individual and high touch points throughout building</li> <li>If anyone displays urgent medical signs then emergency medical support will be sought, stating that the individual is</li> </ul>	Med 3	Any reports of someone displaying Covid-19 symptoms must be reported to both Dave Ferrier, (Operations Director) and Fiona Harradine, (Health & Safety Manager)  Purchase non-contact thermometers for one	All staff & Team Co-ordinators  Fiona	On-going  29/05/20	

		<p>showing symptoms of Covid-19</p> <ul style="list-style-type: none"> <li>• Appropriate Government guidance will be followed regarding deep clean and continued delivery of service</li> <li>• If a 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</li> <li>• After anyone has left the building, who may have displayed symptoms, the Covid-19 cleaning guidance will be followed</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>		at each site	Harradine		✓
<b>Contractor(s) accessing buildings</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>• Regular servicing and maintenance will take place of essential areas/equipment to adhere to Health &amp; Safety legislation</li> <li>• Where possible arrangements will be made for contractors to attend when there are limited numbers of people on site</li> <li>• Before contractor is allowed on site they will be asked to explain their risk assessment &amp; method statement, (RAMS), to check Covid-19 has been considered</li> <li>• Dependant on the work undertaken the area will be cleaned after contractor(s) leave</li> </ul>	Low 1	No further action required at this time, continue with existing control measures	N/A	N/A	N/A
<b>Visitors accessing buildings</b>	Clients, staff and members of the public Risk of illness due to Covid-	<ul style="list-style-type: none"> <li>• Visitors are not currently allowed on site</li> </ul>	Low 1	If any, none employees of Pure Support, have accessed a building this should be	All employees	On-going	

	19 transmission and spread			reported to Dave Ferrier, (Director of Operations) and Fiona Harradine, (Health & Safety Manager) with explanatory reasons and control measures used			
<b>Emergency Evacuation</b>	Staff & clients, risk of injury/death due fire	<ul style="list-style-type: none"> <li>In event of an emergency evacuation usual procedures apply, (and will take precedent for safety)</li> <li>Attempts will be made to adhere to 2-metre, (or 1 metre plus), distancing, where it is safe to do so</li> <li>Fire Wardens to close any internal fire doors and windows upon doing a sweep, if safe to do so</li> </ul>	Low 2	No further action required at this time, continue with existing control measures	N/A	N/A	N/A
<b>Clinically Extremely Vulnerable 'Shielded Group'</b>	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	<ul style="list-style-type: none"> <li>Pure Support have undertaken an exercise to identify anyone falling into this group</li> <li><del>Any staff or clients identified as being in the Governments clinically extremely vulnerable group, ('shielded'), will not be working and/or attending Pure Support</del></li> <li>As of 1<sup>st</sup> August the Government announced that shielding can cease. Staff and/or clients returning to work/service will have a Covid-19 individual risk assessment completed prior to returning</li> </ul>	Med 3	No further action required at this time, continue with existing control measures	N/A	N/A	N/A
<b>Clinically Vulnerable Group 'Underlying health conditions'</b>	Clients, staff and members of the public Risk of illness	<ul style="list-style-type: none"> <li>Pure Support has identified staff and or clients who fall into this defined group and will undertake a reasonable adjustment form and/or individual Covid-19 risk</li> </ul>	Low 2	No further action required at this time, continue with existing control measures	N/A	N/A	N/A

	due to Covid-19 transmission and spread	assessment where applicable					
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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

RISK ASSESSMENT REVIEWED/UPDATED		
Date	Print Name & Sign	Comments
29/05/20	F. Harradine <i>F. Harradine</i>	<ul style="list-style-type: none"> <li>Reviewed risk assessment after planning for phase 1 re-opening at Jonathan Burns, in consultation with identified staff members</li> <li>Reviewed and updated actions &amp; confirmed risk levels</li> </ul>
01/06/20	F. Harradine <i>F. Harradine</i>	<ul style="list-style-type: none"> <li>Added Emergency Evacuation and staff wearing clean clothes each day</li> </ul>
05/06/20	F. Harradine <i>F. Harradine</i>	<ul style="list-style-type: none"> <li>Added in additional guidance provided by 'Lead Infection Prevention Nurse' for Stockport around; use of sessions and transport registers, terminology of face coverings instead of face masks for clients, cleaning of fans, cleaning if a case of Covid-19 has been identified</li> <li>Reviewed and updated travel hazard and all actions</li> </ul>
12/06/20	F. Harradine <i>F. Harradine</i>	<ul style="list-style-type: none"> <li>Reviewed risk assessment after week 1 of Jonathan Burns opening and have consulted with CSW's staff</li> </ul>

Version 0.8

		<p>members re: planning for Stockport phased re-opening next week</p> <ul style="list-style-type: none"> <li>Updated re: locations opening, added daily transport logs and reviewed actions</li> </ul>
26/06/20	F. Harradine <i>F. Harradine</i>	<ul style="list-style-type: none"> <li>Reviewed risk assessment. No significant changes to make at this time. Audit checklists and daily logs are being completed and appropriate action taken where issues have been highlighted</li> </ul>
10/07/20	F. Harradine <i>F. Harradine</i>	<ul style="list-style-type: none"> <li>Reviewed risk assessment altered 2-metre to 1-metre plus where relevant. Added in that at Pure Support smaller sites there will not always be a 'Housekeeper on rota, but the staff member will do additional cleaning</li> </ul>
07/08/20	F. Harradine <i>F. Harradine</i>	<ul style="list-style-type: none"> <li>Reviewed due to Government announcement re: Greater Manchester, (and Oldham Council and Stockport Adult Social Care advice), additional Covid measures. Amendment to 'shielding'</li> </ul>

**I confirm I have read and understood this risk assessment for:** Phased return to Pure Support service delivery during Covid-19

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