



Headway East Kent

Brain Injury Support

COVID 19 Day Centre Risk Assessment Revised 22 March 2021

Reference Links referred to in this document:

Public Health England - Guide to donning and doffing standard Personal Protective Equipment (PPE) for Health and Social Care settings:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf

COVID-19: Donning and doffing of Personal Protective Equipment in Health and Social Care Settings Video:

https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be

UK GOV Social Distancing for Vulnerable People:

[Staying alert and safe \(social distancing\)](#)

NHS: How to wash your hands

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Nursing Times - Dry your hands using paper towels:

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

How to make a face covering:

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

Disposal of gloves: Any single use nitrile gloves used should be disposed of in paper envelopes provided and left for 72 hours before throwing in the main bin. (Staff must take these packaged gloves either back to the Day Centre if they are away from Day Centres), to be kept in a carrier bag and disposed of safely after a 72-hour period, or alternatively taken home and placed in a carrier bag to be disposed of after this period.

Process	Person at Risk	Risk Rating	Control Measures	Additional control comments/Actions	Residual Risk Rating
Staff and clients travelling to Day centre	Clients Staff Household Public	Medium	<ul style="list-style-type: none"> Public transport should be avoided until the advice from the Government has been amended. If public transport is used, then face coverings should be used and anti bac gel should be used on your hands when you exit the bus. 	<p>Walking, cycling and private car use will be encouraged.</p> <p>Car share for staff travelling to work is not advisable, however, if this occurs then a mask/visor should be worn by all parties, hands washed before and after the journey and anti bac available. Door handles and steering wheel should be cleaned regularly with anti bac.</p>	Low
Mini Bus use	Clients Staff	Low	<ul style="list-style-type: none"> Will not be used at this time 		
Clients at entrance door of Day Centre	Clients Carers Visitors Members of the public	Medium	<ul style="list-style-type: none"> Clients will be asked to arrive promptly at set time The front door will be manned and left opened for clients, to avoid use of the doorbell or touching handles. Family members and those dropping of clients will not be allowed entry into the day centre. Visitors, members of the public, delivery drivers etc will not be allowed entry, unless agreed for a specific reason and is necessary for day to day running of the organisation. Staff will wear PPE – see PPE section. Social Distancing must be in place -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. See Social Distancing Link. If the space is 1M + then full PPE needs to be worn. BEFORE THE CLIENT CAN ENTER THE BUILDING, their temperature will be checked and recorded. (The temperature will be recorded every day as some people will have a slightly higher temperature than others as their 'normal'. The records will identify when a temperature 	<p>If advised that a member of staff or client has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>All buildings will have alcohol gel dispensers situated at the front of the building for use on entrance and exit of any building.</p> <p>Clients and staff accessing any buildings must use alcohol gel/rub to clean their hands – up to their forearms before entry to a building and upon exit of a building.</p> <p>Staff are to open and close doors, reducing clients touching door handles as much as possible.</p> <p>Antibacterial wipes to be used to clean door</p>	Medium

			<p>does not follow the usual norms for that person. A form has been created to record the temperature check. They will be asked to state they are symptom free. SEE APPENDIX 1</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough, high temperature or loss of sense of taste or smell in the workplace they will be sent home and advised to follow the stay-at-home guidance. COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</p> <p>In an emergency, call 999 if the client is seriously ill or injured or their life is at risk.</p> <p>Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Day centre Staff/manager will maintain regular contact during this time.</p>	handles after use.	
Staff at entrance door	Staff Clients Carers Household Public	Medium	<ul style="list-style-type: none"> • Staff will use their key to enter the building. • The front door handle/ doorbell/keys will be wiped with a cloth and bleach solution twice a day. • Staff will record each other's temperature. (The temperature will be recorded every day as some people will have a slightly higher temperature than others as their 'normal'. The records will identify when a temperature does not follow the usual norms for that person. • Social Distancing must be in place. Reducing the number of persons in any work area to comply with the 2-metre 		

			<p>(6.5 foot) gap recommended by the Public Health Agency.</p> <ul style="list-style-type: none"> If the distance of 1m + occurs then full PPE must be worn, however, 2M is the preferred and safest distance. A form will be created to record the staff temperature check. SEE APPENDIX 2. 		
Immediately on entry to Day Centre	Clients Staff	Medium	<ul style="list-style-type: none"> Every person will wash their hands with soap. See hand washing guidance link. Drying of hands with disposable paper towels where possible and/or hand dryers. See paper towels link. Social Distancing must be in place. Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. If 1m+ occurs, then full PPE must be worn. Everyone will sign in. This is in case there is a localised outbreak at a day centre we can initialise track and trace. Staff will sign on behalf of the person or they should use their own pen. Do not share pens. Clients should wear a face covering or shield. We have enough face shields to allocate one per client. 	Staff and clients to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.	Low
PPE Staff	Staff	Medium	<ul style="list-style-type: none"> All staff will be aware of using the government’s guidance and videos on the correct procedures for ‘the donning and doffing of PPE’. Before putting on PPE, hand hygiene should be practiced and extended to exposed forearms using alcohol hand-rub or gel or soap and water. After removing any element of PPE, hand hygiene should be practiced and extended to exposed forearms, using alcohol hand-rub or gel or soap and water. 	<p>Caution must be used to ensure that staff do not think PPE offers full protection. Masks and gloves should be changed a minimum of twice a day and you must not touch your face.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>All staff will be provided with a face mask/visor as these must be used when working with clients/carers.</p>	Medium

			<ul style="list-style-type: none"> • Staff will wear PPE, a face mask or shield, when working with clients – this is mandatory due to the new variants of Covid – 19 now in the UK. Gloves and a plastic apron can also be worn, if staff wish to, when working at 2m plus, but are compulsory when working at 1m plus. • Day Centre Staff must not wear any jewellery, bracelets, watches, or stoned rings. • Gloves are subject to single use and must be disposed of after each contact. • Face masks must cover the nose and extend to cover the mouth and chin. • Dress code will be relaxed. Staff will wear clothes that can be washed/changed every day. • Staff will wear clothes that they don't mind if bleach spots get on them. • As an additional measure it is recommended that Staff change their clothes before they go home, securing items in a separate bag to the fresh clothes they bought in. Do not cross contaminate the bags. If you do not do this then this is at your own risk. 	<p>Each site will have PPE (alcohol hand rub or gel, wipes, nitrile gloves, tissues, plastic aprons).</p> <p>Managers AND Team Leaders will ensure their teams have access to additional PPE items as and when required.</p> <p>Disposal of gloves: Any single use gloves used should be placed in an envelope and left for 72 hours before throwing in the main bin.</p>	
Cleaning Premises	Staff Clients	High	<ul style="list-style-type: none"> • Staff must ensure that they are vigilant when considering cleaning practices in the workplace. • Cleaning products will be available onsite for use. • Clients must not be asked to clean after themselves using these products e.g. following use of the shared toilet facilities. • Staff must wear nitrile gloves when cleaning. Gloves are single-use and must not be used to clean more than one room. 	<p>Multiple cloths should be bought.</p> <p>A different cloth should be used for each area.</p> <p>Bleach will be locked away and should not be left out.</p> <p>Carex hand wash can be used in this time, as this has been CoSHH assessed and is easily available should stocks begin to run low.</p> <p>Cleaning sprays must be sprayed onto surfaces and left in contact with the surface for at least</p>	Medium

		<ul style="list-style-type: none"> • Where possible, staff to use toilet roll to wipe cleaning product residue from surfaces, flushing accordingly. • Bleach is the recommended cleaning product that is proven to disperse COVID 19. • Cleaning with bleach should only occur when clients are not present in the building. • Zoflora has been shown to kill COVID - 19 and can be used when clients are present at it is not such a hazard as bleach. • Floors should be bleached every evening (if not a carpeted floor). • Client tables and kitchen/toilet area need to be cleaned between sessions. • When bleach cannot be used then use an ANTI BAC spray. • Use rubber gloves – one set per person (do not share gloves) when cleaning. • Use a disposable plastic apron when cleaning. • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • A cleaning form will be signed daily, illustrating what has been cleaned by staff. SEE APPENDIX 3. • Social Distancing must be in place when cleaning. Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. 	<p>30 seconds before wiping clean. Follow the manufacturer’s guidelines.</p>	
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Clients walking to their designated seat	Clients Staff	Medium	<ul style="list-style-type: none"> Social Distancing must be in place. Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. 		
Staff working in the office	Staff	Medium	<ul style="list-style-type: none"> Staff must wash their hands before working in the office. Social Distancing must be in place. Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Only 1 person is allowed in the office at any one time. Avoid hot desking. Windows should be left open if possible. The door should be left open to avoid the constant touching of door handles. This needs to be balanced with the risk of a GDPR breach or breach of security. Phones, laptops and desks and other equipment should be sprayed with anti BAC spray before use. Phones, laptops and desks and other equipment should be sprayed with anti BAC spray after use. Staff must wash their hands after using the office. 		
Making Hot Drinks and snacks for clients	Clients Staff	Low	<ul style="list-style-type: none"> Clients will be asked to bring their own drinks. Drinks and snacks WILL NOT BE PROVIDED. All rubbish will be taken home by the client. Clients are not permitted to enter the kitchens. 	<p>We legally need to provide water to our clients. Staff only can refill clients' water bottles; this is to reduce footfall in the kitchen.</p> <p>All surfaces to be wiped down after this task.</p>	Medium
Making hot drinks and lunch for staff	Staff	Low	<ul style="list-style-type: none"> All staff are encouraged to bring in their own drinks and lunch. Making teas and coffees for everyone is not recommended, nor is sharing milk. This is to reduce the 		Medium

			<p>touching of surfaces.</p> <ul style="list-style-type: none"> • If you do make your own drinks, wash your hands first, and wipe down surfaces with anti BAC before and after use. • Client cutlery and crockery should not be used. You should bring in your own cutlery from home to eat your lunch. • Take your own Tupperware and cutlery home to wash. • Breaks to be taken observing social distancing rules. 		
Clients activities	Clients Staff	Medium	<ul style="list-style-type: none"> • Clients should wear a mask/visor. • Staff will wear PPE which include a mask/visor. • Staff will sit behind the plastic screen. • The day centre will be set out in a classroom style, ensuring all desks are 2 m apart. • The day centre floor will be marked out with stickers or coloured tape to indicate 2m distances. • All activities should involve NO contact, and NO handing out of materials. • Windows should be left open if possible. • Outside space should be used if appropriate. • Social Distancing must be observed. • After each session with a client/staff should review its success in terms of safety and the client's ability to maintain the requirements of social distancing. • If, during contact, the staff member deems that the session is unsafe, they must consult parents/carers and 	<p>Staff should plan to reduce the use of shared resources as much as possible:</p> <p>Contact sports such as sports or games which require passing an object using hands e.g. basketball, rounders, Frisbee etc. must be avoided.</p>	Medium

			<p>terminate the session there and then, asking for the client to be collected.</p> <ul style="list-style-type: none"> • If, following contact, the staff member deems that the session was not as safe as it could have been, they should contact parents/carers to discuss alternative options for contact moving forward. • An evaluation format will be available for staff to complete as and when required to ensure that we are performing safely and reflecting on our experiences. SEE APPENDIX 4 • Where face-to-face contact is essential, breaking the 2-metre distance, e.g. due to a medical need, this should be kept to 15 minutes or less wherever possible. Full PPE should be worn during this time. • If 2-metre distance is compromised due to an exceptional circumstance, staff must REPLACE their PPE – face masks, (gloves if needed, i.e. first aid). 		
Use of Public Spaces/Amenities	Clients Staff Household Public	Medium	<ul style="list-style-type: none"> • It is not advisable to take clients on public outings during a lockdown. <p>If you need to go out with clients, once the lockdown restrictions have been lifted then the following needs to be considered/followed:</p> <ul style="list-style-type: none"> • Staff to consider the busyness of public spaces and the level of risk when supporting clients in these areas. • Staff/clients must avoid the use of convenience stores where possible and only use these if necessary. • Public toilets must be avoided, due to the significant risk of infection that these present. • Staff must consider their session planning in terms of toilet facilities and local amenities. 	As part of working in the community, staff will be supporting clients in various local areas, making use of each area's local assets such as fields/parks.	Medium

			<ul style="list-style-type: none"> Masks and/or visors should be worn. 		
Toilet breaks	Clients Staff	Medium	<ul style="list-style-type: none"> One person should take a comfort break at a time. Toilets should be cleaned in between the morning and afternoon session. Hands must be washed prior to leaving the toilet. 		
Clients who need additional assistance	Clients Staff	Medium	<ul style="list-style-type: none"> All clients will be individual risk assessed prior to returning to the centre. Attention must be given to clients who are visually impaired, those who transfer from a wheel chair to a chair, and those who have carers with them. A written record will be made following the risk assessment of each client. SEE APPENDIX 5. Clients have been offered a level of service identified as most suitable to the client's needs, behaviours and levels of understanding. 		
Visitors to day centres	Clients Staff	Low	<ul style="list-style-type: none"> NO VISITORS WILL BE ALLOWED ENTRY unless that reason is to conduct necessary work to allow the day centre to operate. Emergency services will be allowed entry to the day centre. Where possible staff should not travel to other day centres to avoid cross contamination. A record will be kept of all visitors – AGAIN ONLY THOSE DEEMED NECESSARY TO ALLOW BUSINESS CONTINUATION. 		
Meetings	Clients Staff	Low	<ul style="list-style-type: none"> All staff meetings will be conducted by Skype, Zoom, and Teams etc. where possible. If group training or meetings are required in person due to a Business need, then social 		

			<p>distancing must be applied. If 1m plus is only possible then masks/visors should be worn.</p> <ul style="list-style-type: none"> • Hands should be washed before and after the meeting. • Resources should not be shared. 		
Cross contamination between Day Centres by staff	Clients Staff	Medium	<ul style="list-style-type: none"> • The Assessment Manager, Community Link Worker and back-office staff will continue to work from home if appropriate. • Assessments and Carer meetings will be conducted by skype where possible. • If appointments are needed at the Day Centres then a designated space needs to be made available, separate, and away from clients. Clients should not be permitted to use this space when no one is present, it should be kept as sterile as possible. • Home visits can be made, following the lone working RA and policy, and when full PPE is worn. It is not advisable to visit more than one house a day. Full PPE must be worn for home visits and disposed of once you leave that home. Anti BAC should be used, and hands washed as soon as possible. Car steering wheels and handles should be cleaned with an anti BAC agent. • All new clients are to be called and explained what measures are in place prior to their arrival at the centre. • Carers are to be encouraged to make appointments to view the safety measures. • Visiting multiple Day Centres in 1 day should be avoided. This is to reduce cross contamination. • If you must go to more than one Day Centre in one day for a business need, then a change of PPE is required with 		

			<p>each centre, along with hand washing on arrival on when leaving each day centre.</p> <ul style="list-style-type: none"> • Car steering wheels and handles etc. should be cleaned with anti BAC spray. • Hand gel should be carried at all times and used regularly. • Please note separate offices, such as accounts, management and other back-office functions are not deemed as Day Centres as they operate from their own space within the building. The Day Centre refers to the room used to house clients and any communal areas they use, such as toilets. • Back-office staff should not enter the Day Centres. 		
Additional Day Centre Measures	Clients Staff	Low	<ul style="list-style-type: none"> • The Day Centres must be deep cleaned prior to any reopening. • A floor plan will be made of each Day Centre to demonstrate how social distancing will be implemented, how the room will be set up. A seating plan will be drawn up and adhered to. • Client numbers will be agreed upon after checking the floor plan. • The floor will be appropriately marked in grids for 2m social distancing if we lease the property. • Signage will be displayed at all entrance and exit doors in the building, with additional signage placed at appropriate places around the Day Centre if we lease the property. • Social distancing to be adhered during this planning stage. 		

Client becomes unwell	Clients Staff Household	Medium	<ul style="list-style-type: none"> • Client should be moved, if possible, to a room where they can be isolated behind a closed door, with adequate supervision. • If in an isolated room, a window should be open for ventilation. • If it is not possible to isolate the client, they must be moved to an area which is at least 2-metres away from other people. • Parents/Carers must be contacted immediately to collect the client. • If the client requires use of the bathroom while waiting to be collected, they should use a separate bathroom to other clients if possible. The bathroom should be cleaned and disinfected using onsite cleaning products before being used by anyone else. • PPE should be worn by staff caring for the client while they await collection if 2 metre distance cannot be maintained. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the client subsequently tests positive for COVID-19. • Following use of a room for isolation purposes, guidance must be followed on the decontamination of the room. • Following a client displaying symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. Their fellow household members should self-isolate for 14 days. • If the client tests negative, they can return to sessions 	<p>Managers should decide on a room at each site to be the designated isolation room, should they require this.</p> <p>If a client becomes unwell with any of the following:</p> <ul style="list-style-type: none"> • new, continuous cough • high temperature • loss of, or change in, their normal sense of taste or smell (anosmia) <p>they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</p> <p>In an emergency, call 999 if the client is seriously ill or injured or their life is at risk.</p> <p>Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	Low
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			and their fellow household members can end their self-isolation.		
Staff member becomes unwell	Clients Staff Household Public		<ul style="list-style-type: none"> The staff member must ring their manager/senior to report that they are displaying symptoms. If a staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. Their fellow household members should self-isolate for 14 days. Parents/carers to collect clients as soon as possible. Parents/Carers to be informed and clients who have worked with the staff member to return home and be observed for symptoms. If the staff member tests negative, they can return to running sessions and their fellow household members can end their self-isolation. 	<p>If a staff member becomes unwell with any of the following:</p> <ul style="list-style-type: none"> new, continuous cough high temperature loss of, or change in, their normal sense of taste or smell (anosmia) <p>they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</p>	
Client reported sick and absent	Clients Staff	Medium	<ul style="list-style-type: none"> If advised that a member of staff or client has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. 	<p>The decision will be made to close the centre for a quarantine period and deep clean.</p> <p>Welfare checks to be conducted regularly with staff/clients and any family members.</p>	Medium
Staff reported sick and absent	Clients Staff	Medium	<ul style="list-style-type: none"> If advised that a member of staff or client has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. 	<p>The decision will be made to close the centre for a quarantine period and deep clean.</p> <p>Welfare checks to be conducted regularly with staff/clients and any family members.</p>	Low

Confirmed case of COVID 19 following presence at Day Centre	Clients Staff Public Household	High	<p><u>Staff member confirmed case</u></p> <ul style="list-style-type: none"> If a staff member tests positive, any clients and staff they have worked with should be sent home and advised to self-isolate for 14 days. The other household members of the clients and staff do not need to self-isolate unless the client they live with subsequently develops symptoms. <p><u>Client confirmed case</u></p> <ul style="list-style-type: none"> If a client tests positive, the staff member supporting, and any other clients they have had contact with (if group working), should be sent home and advised to self-isolate for 14 days. The other household members of the staff member and/or clients do not need to self-isolate unless the staff member or client they live with subsequently develops symptoms. 		
Client safeguarding issues	Clients Staff	Low	<ul style="list-style-type: none"> To be reported to JW immediately. 		
Client needs immediate medical attention at the centre	Clients Staff	High	<ul style="list-style-type: none"> Preserving life from the immediate threat of death or serious injury takes precedence. Administer first aid as deemed necessary. After the situation is contained and everyone is safe the staff member should immediately wash their hands and face. If necessary, the staff member should go home and shower and change clothes. 	These exceptional circumstances may result in the 2-metre distance being compromised.	High
Fire Alarm sounds or	Clients Staff	High	<ul style="list-style-type: none"> Preserving life from the immediate threat of death or serious injury takes precedence. Follow the fire alarm 	These exceptional circumstances may result in the 2-metre distance being compromised.	High

another emergency			<p>policy as normal.</p> <ul style="list-style-type: none"> As soon as possible socially distance from others and everyone should wash your hands. 		
Clients exiting the building	Clients Staff	Medium	<ul style="list-style-type: none"> Where possible one door should be used for entry and one for the exit. 		
Staff exiting the building	Staff	Medium	<ul style="list-style-type: none"> Staff should lock up as normal and then use anti bac gel after touching the surfaces. Hands should be washed as soon as possible. 		

Written by: Jennifer Walsh Signed:	Authorised by: Jennifer Walsh Signed:	Date Implemented :	Revised Monday 22 March 2021		
Subject to review, monitoring and revision by: Jennifer Walsh		Every:	1	month or sooner if government guidance changes.	

Risk Assessment Review: COVID – 19 Risk Assessment

<u>Date of Review</u> (12 monthly or sooner if changes required)	<u>Amendments (if applicable)</u>	<u>Recorded by</u>	<u>Authorised by</u>

