



Generic Risk Assessment for	Friends visiting the support living properties (Gardens) during Covid-19
Risk Register Number	GRA049
Date Completed	21/07/2020 updated from family to friends and Reviewed March 2021
Risk Assessor	Alasdair Bond
Manager	Silvia Silva

Hazard Potential (3 is High, 2 is Medium, 1 is Low)		Likelihood of Occurrence (3 is High, 2 is Medium, 1 is Low)	
3	Loss of life/ Permanent disability / Major injury; possible prosecution.	3	High - once or several times per day / or per activity
2	Serious Injury or illness / Temporary disability; possible prosecution.	2	Medium - once or several times per month / or per activity
1	Minor injury or inconvenience Damage top equipment	1	Low - once or few times per year / or over lifetime of project

The ranking of the risk is arrived at by multiplying the hazard potential number by the likelihood of occurrence number

- A. Risk of transmission**
- B. Risk of service users become anxious**
- C. Risk of breach of guidance**
- D. Staffing levels**
- E. PPE**
- F. Cleaning before and after a visit**

HAZARD AREA A	GROUPS AT RISK	Actual HAZARD POTENTIAL	Hazard Potential (1,2 or 3)	LIKELIHOOD D (1, 2 or 3)	RISK RANKIN G (0 to 9)	Control Measures
Risk of transmission	Service users Staff Visitors	<p>We are currently in a global pandemic of the coronavirus. While the global position appears to be improving, we are aware the transmission rates across Northamptonshire are remaining consistent.</p> <p>Individuals who are Asymptomatic maybe unaware they are infected with coronavirus as they are not showing any symptoms.</p> <p>Individual who are displaying symptoms of coronavirus must self-isolate and seek a test. In the event a person has symptoms or is</p>	3	2	6	<p>P4A will provide a procedure for visitors that will be displayed at the supported living properties so visitors can follow.</p> <p>The manager will notify the people we support that their friends are welcome to visit within the garden only for the 29th March 2021 onwards. Staff will be notified via an internal comms.</p> <p>Families will now follow GRA050 to access the house of gardens for visits.</p> <p>Friends will be made aware that access to the house is prohibited and must not be accessed at any time. This is prohibited by the government guidance but is essential to ensure we can manage the risks of visitors. This will include the toilets at this stage.</p>

await the outcome of a test they must not visit any of the supported living properties until they are clear of the virus. This maybe up to 14days.

Germs of all types spread quickly on surfaces. Tables, desks, door handles, coffee machines, in fact, any surface than an infected person touches can become a vector for coronavirus.

When someone infected with COVID-19 coughs, sneezes or touches a runny nose, the virus contaminates their hands. Every object they touch is now a new breeding ground for the virus.

When a healthy person touches the viral laden surface, the virus transfers to their hands. They can now spread the virus on their hands to other surfaces, including their face.

If a visitor has Covid-19 and the person we support or the staff member contracts the virus. This could lead to an outbreak within that supported living property as well as across the wider company.

Families of individuals with pre-existing high-risk health conditions, should wear a mask during their visits. Information on conditions can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

Friends can book a day and time to visit within the high support locations, so staff are preparing the garden environment. Notice could be on the day and we want to encourage contact as we know how beneficial the visits can be for the individual's wellbeing.

Visits can be booked via: <http://www.personalised4autism.com/policies/>

Higher function individuals will sign a working agreement and can agree their visits directly and request their friends send their information via the P4A visitors booking form.

No more than 6 people are to be in the garden at any one time. This must include the service user and a staff member. This means a maximum of 4 friends at any one time.

A set of visitor's chairs will be set up nearest the back gate and service user chair set up with a minimum of 2-meters distance between them.

Visitors will be provided hand sanitizer upon entering the garden. Visitors will maintain social distancing at the recommended government advice.

If an individual within a supported living service is showing symptoms or has a confirmed case of coronavirus. All visits to that location will be suspended until the property has been given the all clear. The location would go into lockdown and be isolated for 14 days and external parties involved for testing. The decision to close all visits to all locations may also be issued as a precaution.

Staff and service users have been offered the opportunity to be vaccinated. Most staff and service users have taken the offer and the offers additional protection.

HAZARD AREA B	GROUPS OF PEOPLE AT RISK	Actual HAZARD POTENTIAL	Hazard Potential (1,2 or 3)	LIKELIHOOD (1, 2 or 3)	RISK RANKING (0 to 9)	CONTROL MEASURES
Risk of service users becoming anxious during the visit	Service user Visitors Staff	<p>Due to the coronavirus all visitors will be asked to maintain social distancing. This maybe difficult for some of the people we support to understand as it is a change to the relationship, they may expect with their family members.</p> <p>They may also become distressed by being in the garden for a prolonged period.</p> <p>They may become upset if they do not want to go into the garden.</p>	2	2	4	<p>Visual aids to support the predicting of a visit will enable the people we support to prepare for a visit.</p> <p>All the service users have a care plan that informs staff how to support one during times of anxiety. The individuals plan is to be followed to reduce their anxiety. If the person is becoming highly anxious during the visit staff support that person need to end the visit and ask the family members to exit via the back gate.</p> <p>If the service user chooses not to take part in the visit, they should be given the opportunity to process and if needed the visit can be rescheduled.</p> <p>For the highest support individuals, a chair will be set up, so they know where to sit for the duration of the visit. This should be easily accessible from the main house and give them the option to return if they wish.</p> <p>During any visit. Only the service user who is meeting their friends should be in the garden and all other tenants should not use the garden during this time.</p> <p>If this will cause anxiety. The support will plan an activity within the house or in the community so the visitors can access the garden without addition people being present.</p> <p>If the other tenants are becoming anxious due to not being able to access the garden the visit will need to be ended and the persons support plans followed to reduce their anxiety.</p>

HAZARD AREA C	GROUPS OF PEOPLE AT RISK	Actual HAZARD POTENTIAL	Hazard Potential (1,2 or 3)	LIKELIHOOD (1, 2 or 3)	RISK RANKING (0 to 9)	CONTROL MEASURES
Risk of breach of guidance	Service users Staff Visitors	<p>Due to the coronavirus friends and service users have had limited contact. They may breach the social distancing guidance due to the missing the relatives. Service users may act quickly and staff unable to redirect or prevent them from breach the social distancing rules.</p> <p>Family members may bring items into the garden to share with their relatives as a gift.</p> <p>Visitors may wish to have a drink or food during their visits.</p>	3	3	9	<p>High function individuals will be provided with social stories around the importance of social distancing. They will also sign a working agreement.</p> <p>Individuals with high support needs may require additional support around maintaining social distancing. If this is an area of concern, Team Leaders for those individuals will develop a specific risk assessment on how to support them during the visit. It may be a visual barrier is required, or the visits are hosted during handover times so there is additional support available.</p> <p>In the event of a breach of the guidance taking place, staff will gather all the relevant information from the person and their family members. This should include what they feel was the breach, during the time, and PPE being worn and then inform the manager or on-call support.</p> <p>Advice and guidance can then be sought from 111 or Public Health England. Any advice given will then be actioned.</p>

HAZARD AREA D	GROUPS OF PEOPLE AT RISK	Actual HAZARD POTENTIAL	Hazard Potential (1,2 or 3)	LIKELIHOOD (1, 2 or 3)	RISK RANKING (0 to 9)	CONTROL MEASURES
Staffing levels	Staff Service users Wider company	<p>By opening the gardens within the supported living services. There is a greater possibility and risk of a transmission due to an increase in contacts being introduced to the environments.</p> <p>In the event a visitor has coronavirus and it is passed onto a staff member of the persons we support. Staff within that location will need to be tested, and if found to carry the virus they will need to self-isolate for 14 days.</p> <p>If a visitor is contacted via the track and trace system as they have been inContact with an infected person. Our services maybe contacted for staff to self-isolate and be tested.</p> <p>If a significant percentage of the staff team is required to self-isolate this could reduce our capacity to provide support across the company.</p>	3	2	6	<p>Visitors will be made aware of the procedure when visiting and maintaining social distancing.</p> <p>All visits will take place in the gardens in the open air and no one will be accessing the houses.</p> <p>Anyone who is displaying symptoms of the coronavirus is expected to isolate and be tested. If a friend member is awaiting the outcome of a test they will be isolating so will not be requesting to visit.</p> <p>All care staff are currently wearing surgical masks and will be required to do so during all visits they support with friends.</p> <p>Social care services can access testing via the local authorities and public health England. This will mean that should staff need to self-isolate we can obtain a test quickly.</p> <p>Personalised 4 Autism has a coronavirus continuity plan in place, this will be actioned in the event of an outbreak of coronavirus within the services.</p>

HAZARD AREA E	GROUPS OF PEOPLE AT RISK	Actual HAZARD POTENTIAL	Hazard Potential (1,2 or 3)	LIKELIHOOD (1, 2 or 3)	RISK RANKING (0 to 9)	CONTROL MEASURES
Personal Protective equipment (PPE)	Staff Service users Visitors	<p>As a company we have a variety of PPE that is to be worn for various tasks during staff's day to day duties.</p> <p>For the purpose of supporting the visits, staff can transmit or contract the virus during visits.</p> <p>Individuals who have pre-existing health condition as listed https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ are at a higher risk should they contract the virus.</p>	3	3	9	<p>During visits all staff are required to wear surgical face masks.</p> <p>The service users can decide if they wish to wear a mask for the duration of the visits and staff can support them with the fitting if required.</p> <p>Friends who are visiting individuals with higher risk conditions are advised to wear a face mask to protect their friend and themselves.</p> <p>Following the visits should staff feel there has been a risk of contamination with their face due to touching a surface and then touching their mask. They should dispose of their mask and after following washing hands fit a new mask for the remainder of their shift.</p> <p>If staff wish to wear additional PPE while supporting the visits or they are identified as being higher risk due to their own pre-existing health condition of via P4A's employee profiling. The additional PPE they can use will be:</p> <p>Face shield – available upon request Surgical mask Apron Vinyl gloves</p> <p>At the end of the visit all items can be cleaned to reuse or disposed of if they are a single use item.</p>

HAZARD AREA F	GROUPS OF PEOPLE AT RISK	Actual HAZARD POTENTIAL	Hazard Potential (1,2 or 3)	LIKELIHOOD (1, 2 or 3)	RISK RANKING (0 to 9)	CONTROL MEASURES
<p>Cleaning before and after a visit</p>	<p>Staff Visitors Service users</p>	<p>There is a risk of transmitting the virus between visitors and people involved in the cleaning.</p> <p>This will be an important area to manage as visitors will also access the same areas and use the same products such as hand sanitizers.</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>Before each visit. Support staff will wear PPE: Mask Gloves Apron</p> <p>When carrying out the pre visit clean the items that visitors will touch during their visit. This is likely to be: Gate handles Sanitizer items Chair</p> <p>The environment can be cleaned using household cleaning products already available within the supported living properties.</p> <p>Support staff are to follow the manufactures guidance and COSHH data sheets when using the products.</p> <p>Once the pre cleaning task have taken place. All PPE expect the surgical masks are to be disposed of.</p> <p>Following the visit. Support staff will wear PPE: Mask Gloves Apron</p> <p>When carrying out the post visit clean on all the items that visitors will touch during their visit. This is likely to be: Gate handles Sanitizer items Chair They environment will then be sanitized, and service users can access the gardens freely.</p> <p>Once the post cleaning task have taken place. All PPE expect the surgical masks are to be disposed of.</p>

Reviewed dates and by who

Date:	Reviewed by:	Date:	Reviewed by:	Date:	Reviewed by:
1. 25/08/2020	1. A.Bond	4.	4.	7.	7.
2. 25/03/2021	2. A.Bond	5.	5.	7.	7.
3.	3.	6.	6.	7.	7.

