



Activity/workplace/equipment/event Reopening of the Swardeston Day Centre post Covid-19		
Assessor(s) Philip Rose/Liz Brown/Julia Jones	Date 30/07/2020	No of pages/risks 4/6
Last reviewed by Philip Rose/Liz Brown/Julia Jones	Date 11/06/2021	Are all of the risks controlled? Yes, so far as is reasonably practicable
If no, what further actions are required?		

All of the risks assessed below are specifically related to the re-opening of the Swardeston Day Centre and the risk of infection from Covid-19. It does not cover non Covid-19 related risks. The Day Centre operates from premises shared with a sports club with whom we have a good co-operative relationship. The Day Centre operates from the main function room and also uses the male, female and disabled toilets and the kitchen for the preparation of meals/refreshments. Our clients are almost invariably elderly and some may suffer from physical/mental disabilities and/or underlying health conditions including mobility issues and dementia. This assessment is subject to review and may change depending on a number of factors including prevailing Government advice and/or best practice.

1. What is the hazard and who might be harmed?	2. These are the precautions that will be taken	3. Is the risk controlled? If 'no' then what further precautions are needed? Who will do this and when will this be done?
<p>1. Attending the Day Centre - There is a risk of infection with Covid-19 for Clients attending the Day Centre, the Day Centre Staff and Volunteers</p>	<ol style="list-style-type: none"> 1. We will provide all clients and volunteers and/or their families with comprehensive and up to date information prior to re-opening/re-attending 2. We will assess all of our clients for 'infection risk' prior to re-attending the Day Centre. Where we assess that the risk of them attending is too high i.e. due to pre-existing conditions we will not accept them as clients and we will explain to them/their families why we feel they should not attend at this time. 3. Prior to re-opening we will ensure that the parts of the premises that we use are thoroughly cleaned in particular regular touch points. There will be enhanced cleaning during the opening period and we will provide a checklist of those areas requiring particular attention. 4. On arrival all clients, volunteers, staff and drivers will have their temperature checked ('no touch' thermometer) and will be required to sanitise their hands. 5. During the initial phase of reopening, we will reduce the number of clients at each session to ensure that we are able to ensure social 	<p>Yes, so far as is reasonably practicable</p>

	<p>distancing, however, we will seek to increase capacity in accordance with the prevailing government guidance</p> <ol style="list-style-type: none">6. Tables and chairs will be arranged so that we will keep clients up to 2 metres apart where possible. Clients will also sit in the same places with the same people where possible.7. There will be 2 metre spacing between seats in the same 'bubble' and a 2 metre spacing between 'bubbles'. We consider that are able to ensure the necessary spacing without the need for floor markings.8. Clients will be requested to sanitise hands after using the toilets9. The use of soft furnishings will be reduced and we will ask clients to bring their own cushions, throws etc.10. We will increase ventilation where possible and weather permitting11. Suitable PPE will be provided for staff and volunteers and training provided12. We will carry out temperature and symptom checks throughout the day13. We will implement contact tracing14. Where possible the same staff will be with the same clients, but this will not always be possible across the 2 days and clients are able to attend both days if they choose. 'Bubbles' remain an ideal where we can.15. We have considered a one-way system however, there is no level entrance/exit to allow a one way system and we feel that we are able to manage the movements of people in and out of the one entrance/exit sufficiently to ensure that there is no significant risk16. It is likely that staggered timings will occur naturally as a consequence of only being able to transport one client at a time. However, as above we feel confident that we can manage movements to ensure that there is no significant risk.17. One member of staff will be responsible for signing people in and out18. There will be a meeting with staff/volunteers prior to opening to provide advice on the various additional measures required to minimise the risk of Covid transmission. Similarly clients will be advised and reminded on measures that they can take to minimise the risk.19. We monitor cleaning/sanitising and PPE supplies on a weekly basis and replenish where necessary ready for the following week20. Staff and volunteers will be asked to leave their personal belongings in their cars.	
--	---	--

<p>2. Transporting clients to and from the Day Centre - There is a risk of infection with Covid-19 for drivers and clients while clients are being transported between home and the Day Centre.</p>	<ol style="list-style-type: none"> 1. We will ask clients families to transport their family member to and from the Day Centre. 2. Drivers will be provided with information and materials prior to reopening to reduce the risk of infection with Covid-19 including: <ol style="list-style-type: none"> a) Only one client/household will be transported at any one time b) Face mask for driver and passenger(s) c) Sanitising spray/wipes for cleaning the car before and after transporting clients d) Clients will normally be transported in the rear seat on the passenger side i.e. diagonally opposite the driver to socially distance subject to clients mobility e) Windows will be opened subject to weather conditions 	<p>Yes, so far as is reasonably practicable</p>
<p>3. Catering and refreshments - There is a risk of infection with Covid-19 for clients and kitchen staff during refreshment and meal times.</p>	<ol style="list-style-type: none"> 1. There will be enhanced cleaning of all surfaces 2. There is no contact between kitchen staff and clients 3. Hand sanitiser will be provided for the kitchen staff 4. One person will be assigned to serve refreshments 5. Those staff/volunteers serving meals/refreshments will wear a face mask and/or face shield 6. There is limited scope for 2 metre social distancing in the kitchen. However, all staff/volunteers will be temperature checked on arrival and staff will have been vaccinated by the time of reopening; only 2 people will be in the kitchen at any one time. It is also likely that staff will participate in a Covid testing programme. 7. Staff and volunteers do not have formal planned breaks, but where breaks are taken these will be socially distanced from clients and other staff/volunteers 	<p>Yes, so far as is reasonably practicable</p>
<p>4. Activities - There is a risk of infection with Covid-19 for clients taking part in activities</p>	<ol style="list-style-type: none"> 1. Each activity will be assessed to ensure that the risk of infection can be adequately controlled 2. We will ask all clients to sanitise their hands before and after each activity where necessary 3. We will sanitise equipment before and after activities where necessary 4. We will be using one set of equipment for each day and each bubble. Sharing of equipment will be avoided and/or minimised where possible and where necessary sanitising will be carried out to mitigate the risk. 5. Some activities will take place outside weather permitting 6. We are aware of the increased risks associated with raised voices, singing etc. and will take appropriate action where necessary to mitigate the risk. 	<p>Yes, so far as is reasonably practicable</p>

<p>5. Toilets/Personal Care - There is a risk of infection with Covid-19 for clients going to the toilet and staff assisting clients with personal care.</p>	<ol style="list-style-type: none"> 1. The toilets will be subject to enhanced cleaning and additional cleaning throughout the day where necessary 2. Only one client at a time will be allowed to go to the toilet 3. Clients will be asked to sanitise their hands on re-entering the room 4. The usual hand towels will be replaced with single use paper towels and a suitable waste bin provided; this will be fitted with a polythene liner which will be tied up and disposed of at the end of each session. 5. Staff will be provided with PPE including face masks and/or face shield and single use disposable gloves and aprons 6. Staff will be required to sanitise their hands before and after assisting with personal care 	<p>Yes, so far as is reasonably practicable</p>
<p>6. Symptoms - A client, member of staff or volunteer presents symptoms during a session</p>	<ol style="list-style-type: none"> 1. We will 'isolate' the person displaying symptoms from the rest of the clients and make arrangements for them to be taken home. 2. We will provide advice to the client/member of staff in accordance with the latest NHS/Government advice i.e. self-isolating, testing etc. (we will provide the necessary information to them to do this and assist them where necessary) 3. We will advise all other clients and staff who may have been exposed and take the necessary precautions which may include closure of the day centre for a period of time and according to guidelines prevailing at the time 	<p>Yes, so far as is reasonably practicable</p>
<p>7. First aid – There is a risk of cross infection when providing first aid assistance.</p>	<ol style="list-style-type: none"> 1. We will ensure that we take additional care, including hand sanitising before and after providing first aid. 2. Staff will be advised of the revised guidance issued by the resuscitation Council i.e. no breaths/compressions only Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK 	<p>Yes, so far as is reasonably practicable</p>