

Risk Assessment Record

Assessor: Mark Saxon	Assessment Date: 13th March 2020	
Activity Assessed: Covid-19	Location: Midstream (West Lancs) Ltd.	Review Date: 10th January 2025

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who and when?
Covid-19 Infection	Clients, Staff & members of the public by exposure to Covid-19 symptoms.	<p>As from Monday 23rd May 2022 – Re-open Garden Centre & Café to members of the public from 10.00am to 3.30pm. Infection prevention controls will remain in force for staff & Midstream Clients.</p> <p>At start of day, designated staff to direct all vehicles to “drop off point.” Staff will instruct occupants when to alight from the vehicle and direct clients to “one way” system. Driver must remain in their vehicle. Designated staff will take client temperature as they alight vehicle. If temperature raised, client will be directed to Reception to be assessed by Mark Saxon or another Senior Manager in his absence.</p> <p>At end of day, Dial-a-Ride passengers will congregate in the canteen and maintain social distancing (where possible) with designated staff member to supervise. Passengers will be directed by staff to board vehicle in a socially distanced manner.</p> <p>For client(s) traveling by private car or taxi, they will wait in their vocational area and will be called down to Reception. Office staff will liaise with driver as to who they are picking up. Driver must remain in their vehicle. Staff from the vocational area to accompany the client(s) to Reception.</p> <p>Explore staggered pick up times with client Parent / Guardian or their transport provider.</p> <p>As per Social Care Institute for Excellence (SCIE) guidance for those being transported by others that are not in their household - a designated staff member is to record the name of the driver, vehicle registration & names of other vehicle passengers. This process is to be repeated at the end of the day if client transported home by someone other than in their household.</p>	<p>Hand sanitiser & signage at Garden Centre & Café entrances and till points to encourage use by visiting members of the public.</p> <p>Temperature checks by designated staff as client arrives using a thermal imaging thermometer.</p>	Ongoing by all Staff & Management. Daily Senior Manager Meetings to review operational status and clients observing social distancing.

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		<p>All staff and clients to use “one way” system to navigate site and work areas. Staff to reinforce this and social distancing verbally at regular intervals during day. (Special emphasis to be undertaken by staff prior to and at end of breaks).</p> <p>No client is to wander around site unaccompanied with toilet visits monitored by vocational area staff.</p> <p>Increased cleaning regime to site – All sections to identify and clean high use items throughout day. Identify where barriers such as disposable gloves can be worn to reduce infection crossover.</p> <p>Lockers have been introduced to each vocational area for clients to use on a daily basis only, limiting client movement around site and congregation in locker rooms / toilets. No personal items are to be stored overnight in these lockers as they will be steam sanitised at the end of each day.</p> <p>Facemasks / face shields are to be worn as a matter of choice by staff & clients moving around inside buildings and outdoor spaces where other people are present.</p>	<p>Roving cleaning to be increased with emphasis on high traffic areas, door / cupboard handles and frequently handled items such as keys, computers, photocopier controls, pebbels & intercom.</p>	
Covid-19 Infection	Clients & Staff in high risk categories or identified as immunosuppressed	<p>Assess whether staff can work from home. Social distance (where possible) as per Government and Social Care Institute for Excellence (SCIE) guidance for all (inc. vulnerable groups). Where this is not possible, use screens to provide an infection control barrier.</p> <p>Follow guidance from Royal College of Obstetricians & Gynecologists for pregnant women.</p> <p>Undertake specific Risk Assessment for those from Black, Asian or Ethnic Minority background and those identified as immunosuppressed.</p> <p>Staff & clients to maintain good hand hygiene (Wash hands with soap and hot water for a minimum of 20 seconds or use personal or static hand sanitiser points when entering buildings, before and after breaks / lunch and after toilet visits).</p> <p>All in vulnerable groups to be issued with PPE (facemask, face shield, disposable apron & gloves) which are to be worn as a matter of personal choice.</p>	<p>As above. Follow medical advice given to staff (ask for medical certificate to confirm action suggested by clinicians).</p>	<p>Ongoing by all Staff and Management. Daily Senior Manager Meetings to review operational status and clients observing social distancing.</p>

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Covid-19 Infection	Clients & staff using and operating transport	<p>Observe social distancing (where possible) as per Government and Social Care Institute for Excellence (SCIE) guidance. Transport admin to reduce client numbers per vehicle and specific seating arrangement introduced. Additional vehicle introduced. All non-essential journeys to be cancelled, senior manager agreement prior to a non-essential journey being undertaken. Staff & clients to maintain good hand hygiene (Wash hands with soap and hot water for a minimum of 20 seconds or use personal or static hand sanitiser points when entering buildings, before and after breaks / lunch and after toilet visits). Staff & Clients may choose to wear a facemask or visor for all journeys. Open a window wherever possible for ventilation. Facemask (if worn) to be disposed of as client disembarks vehicle. Driver or escort to collect used facemask in waste bag which is to be double bagged prior to disposal. (If own facemask is being used, this will be left in place at all time and not handled by driver or escort). At end of day, clients to be accompanied to Midstream minibus by vocational staff.</p>	<p>Implement transport with reduced client numbers per run to maintain social distancing. All hard surfaces to be cleaned before and after a journey has taken place with antibacterial wipes. Temperature checks by driver or escort as client arrives at vehicle. If temperature raised, transport will not be offered, and client to stay at home. Driver or escort will liaise with Parent / Guardian or professional care team.</p>	<p>Ongoing by transport admin staff and Management. Daily Senior Manager Meetings to review operational status of transport.</p>
Covid-19 Infection	Staff working on 1:1 basis with clients.	<p>Staff & clients to maintain good hand hygiene (Wash hands with soap and hot water for a minimum of 20 seconds or use personal or static hand sanitiser points when entering buildings, before and after breaks / lunch and after toilet visits). Maintain social distance (where possible) from other clients & staff as per Government and Social Care Institute for Excellence (SCIE) guidance. Where this is not possible, use screens to provide an infection control barrier.</p>	<p>Maintain good levels of PPE & sanitiser stocks. Issue PPE memo to all staff. Covid-19 information posters displayed around site and social areas.</p>	<p>Ongoing by all Staff and Management. Daily Senior Manager Meetings to review operational status.</p>
Anyone displaying Covid-19 Symptoms	Staff & clients.	<p>Anyone displaying symptoms of Covid-19 (Persistent new continuous dry cough, high temperature to the touch, muscle pain, loss of smell / taste or breathing difficulties) must be identified to Mark Saxon or another Senior Manager in his absence. Mark, or Senior Manager will isolate person, assess symptoms and undertake temperature check. (Facemask, face shield, disposable apron & gloves must be worn by Mark or Senior Manager whilst waiting with person). Mark, or Senior Manager will arrange for person to leave premises if displaying Covid-19 symptoms. Person must undertake a lateral flow test. Until Covid-19 status is confirmed, i.e person has infection or is clear, person will</p>	<p>Ensure updated Government guidance is enacted. Issue Covid-19 memo symptoms to all staff. Liaise with Parent / Guardian or professional care team of person with Covid-19 symptoms or positive lateral flow test result.</p>	<p>Ongoing by all Staff and Management. Daily Senior Manager Meetings to review operational status. Deep clean area, equipment and all materials used by person(s) with suspected Covid-19 symptoms.</p>

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		<p>be asked to leave and not return for 10 days. (For staff phoning work with suspected symptoms, however mild, 10 days self-isolation will be instructed but may be shortened if after day 5, 2 negative lateral flow tests are obtained 24 hours apart).</p> <p>For high risk supported living settings, the self-isolation period may increase to 14 days as per Government guidance.</p>		
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<p>General Comments</p>
<p>All updated guidance to be implemented as practicable. Current Risk Assessment reviewed alongside guidance letter from St. Helens Adult Social Care (Received 2nd September 2021). Risk Assessment updated 26th September 2023 to reflect change in mandatory face covering policy.</p>

RA completed by:- Assistance from :-	Name:- Mark Saxon Name:-	Date:- 13 th March 2020 (Updated 26 th September 2023) Reviewed 10 th January 2025.	
<p>Other persons Involved / Acknowledgement of understanding</p>			
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date

<p>Any Additional Comments/Observations</p>
<p>All staff are reminded to stop and report any circumstances where the conditions of this risk assessment cannot be achieved. Also to remind all others in your work area of the safe work process in place to avoid injury and incident.</p>