

## ACORN RISK ASSESSMENT

<b>Job / Task Assessed:</b>	Pandemic Outbreak – COVID-19	<b>Area:</b>	Tier 3 Community Services	<b>Assessor:</b>	Sarah Tattersall/Peter Taylor/Stephen Pattinson
<b>Person assessed (if any):</b>	Clients/staff members	<b>Date:</b>	08/06/2020	<b>Job Number:</b>	N/A

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
Preventing the spread of COVID-19	Staff being exposed to the virus and spreading it further	4	3	12	Staff/clients	<p>There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:</p> <ul style="list-style-type: none"> <li>• Washing your hands often - with soap and water, or use alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available - this is particularly important after taking public transport. Guidance is available on <a href="#">hand washing</a></li> <li>• Covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See <a href="#">Catch It, Bin It, Kill It</a></li> <li>• Employees should wash their hands: <ul style="list-style-type: none"> <li>○ before leaving home</li> <li>○ on arrival at work</li> <li>○ after using the toilet</li> <li>○ after breaks and sporting activities</li> <li>○ before food preparation</li> <li>○ before eating any food, including snacks</li> <li>○ before leaving work</li> </ul> </li> </ul>	3x3 = 9

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						<ul style="list-style-type: none"> <li>○ on arrival at home</li> <li>• avoid touching your eyes, nose, and mouth with unwashed hands</li> <li>• clean and disinfect frequently touched objects and surfaces</li> <li>• people who feel unwell should stay at home and should not attend work to reduce spread of infection to colleagues</li> </ul> <p>The main symptoms of coronavirus are:</p> <ul style="list-style-type: none"> <li>• <b>high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>new, continuous cough</b> – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>• <b>loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> <li>• If you or a member of your household is experiencing symptoms you can apply for a test (tests are to be carried out within the first 5 days of symptoms appearing , it is recommended that you apply within the first 3 days once symptoms start as the test can take a couple of days to arrange) <a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a></li> </ul>		

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					<p>The <a href="#">NHS test and trace service</a> has been established to minimise community transmission of COVID-19. It is designed to:</p> <ul style="list-style-type: none"> <li>ensure that anyone who develops symptoms of COVID-19 can quickly be tested to find out if they have the virus</li> <li>help trace close recent contacts of anyone who tests positive for COVID-19 and, if necessary, notify them that they should self-isolate at home to help stop the spread of the virus</li> </ul> <p>Therefore, if you have had close recent contact with someone who has COVID-19, healthcare workers must self-isolate if the NHS test and trace service advises you to do so. Close contact excludes circumstances where PPE is being worn in accordance with current guidance on infection, prevention and control.</p> <p><u>Coming To and Leaving Work</u></p> <ul style="list-style-type: none"> <li>The Government has advised that from 15<sup>th</sup> June 2020 anybody using public transport MUST use a face covering</li> <li>Identify staff members who have underlying health conditions and discuss with HR BP if required – these include respiratory, diabetes and arrange working from home to allow for shielding</li> <li>Identify those who may be effected by school closures</li> <li>Ensure managers have staff contact details to be able to support from home if no access to IT equipment</li> </ul>		

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						<ul style="list-style-type: none"> <li>Managers communication group established to help smooth communication / shared resources and support if needed</li> </ul>	
Service shut down to contain the situation	Employees unable to attend work or having to self isolate	5	1	5		<ul style="list-style-type: none"> <li>Group work to be suspended – in conjunction with contract provider’s guidance. To continue to deliver the following will be implemented:</li> <li>All staff to complete online working from home training</li> </ul> <p><b>DEAP</b></p> <ul style="list-style-type: none"> <li>Each client will receive a 30 minute telephone call from their counsellor on each group day</li> <li>To advise clients to ring back on works mobile number if they are struggling throughout the day</li> <li>Email out motivational interview worksheets</li> </ul> <p><b>RAMP</b></p> <ul style="list-style-type: none"> <li>Each client will receive a 15-20 minute check in telephone call on their group day</li> <li>Motivational Interview workbooks produced and distributed to clients</li> </ul>	2x1 = 1

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						<ul style="list-style-type: none"> <li>• Advise to clients to contact key worker if required for further support</li> <li>• All Acorn employees to have knowledge around prescription contingency plans that service providers have in place e.g. CGL, Horizon, Pennine Reconnect</li> </ul> <ul style="list-style-type: none"> <li>- Provide information around online fellowship support groups</li> <li>- Ensure all notes are updates on relevant services case management systems where applicable</li> <li>- Ensure contract providers have appropriate staff contact numbers and email addresses</li> <li>- Ensure community staff can use tier 4 residential bases to provide a space to work and support staffing residential services</li> <li>- Have a contingency plan in place to contact each sites clients and still provide the same level of support in the event of staff contracting the virus</li> </ul> <p><b><u>New Leaf</u></b></p> <ul style="list-style-type: none"> <li>- Provide participants with telephone support</li> </ul>	

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						<ul style="list-style-type: none"> <li>- Liaise with managers/New Leaf around delivering contract requirements</li> </ul> <p><b><u>AEP</u></b></p> <ul style="list-style-type: none"> <li>- Utilise Acorn bases and continue promotional work via email and telephone calls</li> </ul> <p><b><u>LCFT Minds Matter CBT Counselling East Lancashire</u></b></p> <ul style="list-style-type: none"> <li>• All face to face counselling is now suspended 17/03/20 until further notice.</li> <li>• All therapists have been informed that therapy sessions can continue through the medium of phone only at this stage.</li> <li>• All case load clients to be informed regarding changes and appointments to resume if the client is consensual to this medium of communication. This has been agreed with Minds Matter. If clients do not want this form of counselling they will remain on waiting list until any other options may become available such as silver cloud web cam. This also applies to new clients</li> <li>• Therapists can operate from home or designated Acorn locations with consideration that place of work protects the privacy of client when using this therapeutic medium.</li> <li>• If using Acorn premises all personal hygiene precautions need to be followed as set out in management guidance.</li> </ul>		

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Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

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**PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)**



Hard Hat		Ear Protection		Welding Helmet	
Safety Footwear		Goggles		Respirator (Type)	(minimum FFP2)
High Vis Vest		Overalls		Gloves (enter type)	
Gas Welding Goggles		Safety Spectacles		Other (specify type)	



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Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors
5. Frequent (Almost Certain To Happen)	5. Catastrophic ( Fatality, Explosions Etc)	Special Cases (Pregnant Worker/Young People Under 18)



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Persons affected by this Risk Assessment – Have been instructed and understand the contents of this risk assessment and associated documentation, by signing below you are accepting that all the associated hazards and risk involved with this work activity have been assessed and will abide to the control measures detailed within.

Print Name:	Sign:	Trade / Occupation:	Date:

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<b>Date of Next Review:</b> Ongoing as Government guidance changes	
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