

ACORN RISK ASSESSMENT

Job / Task Assessed:	Pandemic Outbreak – COVID-19	Area:	Tier 4 – Fulstone	Assessor:	Kerrie Lang
Person assessed (if any):	Clients/staff members	Date:	28/7/20	Job Number:	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	Employee being exposed to the virus and spreading it further	3	3	9	Staff and their families.	<p>There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:</p> <ul style="list-style-type: none"> 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 hand washing covering your cough or sneeze with a tissue, then throwing the tissue in a bin. See Catch It, Bin It, Kill It If any staff member or members of their house hold are displaying any COVID-19 related symptoms they should inform their line manager and not come into work. Symptoms include; <ul style="list-style-type: none"> Cough or sore throat Shortness of breath or difficulty breathing Fever Repeated shaking with chills Muscle pain New loss of taste or smell Headache. <p>employees should wash their hands:</p> <ul style="list-style-type: none"> before leaving home on arrival at work after using the toilet 	5

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					<ul style="list-style-type: none"> ○ after breaks and sporting activities ○ before food preparation ○ before eating any food, including snacks ○ before leaving work ○ on arrival at home <ul style="list-style-type: none"> ● avoid touching your eyes, nose, and mouth with unwashed hands ● if staff are worried about their symptoms or those of a family member or colleague, please call NHS 111. They should not go to their GP or other healthcare environment <p>To enable the continuation of services staff should follow all guidance on working safely https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing.</p> <p>Where a safe 2 meter distance can not be kept staff have been provided with PPE. All staff have confirmed that PPE training has been completed and understood.</p> <p>Following a review, the Prime Minister has also set out that where it is not possible to stay two metres apart, guidance will allow people to keep a social distance of 'one metre plus'. This means staying one metre apart, plus mitigations which reduce the risk of transmission.</p> <p>https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video</p>		

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Preventing the spread of COVID-19	Resident being exposed to the virus and spreading it further	3	3	9	Clients/Staff	<ul style="list-style-type: none"> - Restrict visitors to the project – staff to ensure social distancing is being practiced. - Family member visits to take place away from Acorn’s property’s or in the gardens with safe distance in place. - Clients and staff to be encouraged to purchase washable face coverings as per latest guidelines that all must wear them whilst visiting shops and supermarkets. - Any assessments to take place via telephone only - Revised assessment for admissions which includes questions around recent visits to affected country’s – contact with others that have visited affected country’s, questions about current physical any flu like symptoms. - Ensure adequate supplies of basic food e.g. milk, cereal, tea, coffee, tins of food and long life packets – stock freezers up. - Deep cleaning of communal areas - Ensure we have adequate PPE – Calico are purchasing PPE suits as a precaution - discuss this with Liz Dewell - Working practices – ability to manage with limited staff, staff meeting to plan for next steps. 	5

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						<ul style="list-style-type: none"> - Ensure petty cash and debit cards are topped up - Clients not to attend fellowship meetings – book study meetings to take place in house. 	
Service shut down to contain the situation	Employees unable to attend work or residents having to self isolate.	2	4	8	Staff/clients	<ul style="list-style-type: none"> - Group work to be suspended – plan for individual activities if appropriate - Any weekend plans only to go ahead in line with latest government guidance. - No visitors at inside the property's. - Any planned appointments for clients to be rearranged or conducted via telephone where possible. - Any planned visits with care managers or family's to be rearranged or arranged via telephone. - Staff rota to be implemented - Any staff that can work from home to do so. 	4

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						- Staff to ensure clients have appropriate activities to ensure wellbeing alongside work given by counsellors.	

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)	Latex
Gas Welding Goggles		Safety Spectacles	X	Other (specify type)	Face Mask Apron.

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

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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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Date of Next Review:						11/8/20	