



RISK ASSESSMENT: Staying Covid Secure through changes to lockdown.

PREMISES: All ubu Supports

DATE: Reviewed 03.03.2021 following the easing of lockdown 12th April 2021. Reviewed on 17th May 2021 following the easing of the lockdown. Reviewed 19.07.2021 following the easing of the lockdown

Key:

1. Identify the hazards (from the questionnaire)
2. Identify why the individual is at risk.
3. Evaluate the risks:
 - i. the probability (a)
 - ii. the severity (b)
 - iii. the risk (a) x (b)
4. What are the existing controls to remove, reduce and protect the individual from the risks?
5. Do the existing controls protect the individual from risk?
6. What additional actions are needed?
7. Who will undertake these actions?
8. What is the completion date for these actions?
9. Are the actions complete?
10. What is the review date?

(1) Identify hazards	(2) Who is at risk	(3) Evaluate risks			(4) Existing controls	(5) Y/N	(6) Additional actions	(7) Undertake actions	(8) Complete on	(9) Y/N	(10) Review date?
		(i) (a)	(ii) (b)	(iii) (a) x (b)							
Spread of disease via droplets/airborne	ubu staff members People we serve Contractors or visitors ubu as an organisation	3	5	15 Substantial	Cleaning schedule in place, including regular deep cleaning of all areas of the property. Social distancing measures must be followed in so far as possible and reasonably practicable. Enhanced hand hygiene practice in place All staff and people we serve to wear a mask when in communal areas (this refers to communal areas in flat models not shared homes). Visors, gloves and aprons to be worn in addition to the mask when providing personal care, assisting with eating or if a person is	Y	None currently	Service Manager	18.01.2021	Y	03.03.2021 no changes to the section, it is vital high standards of cleaning is continued. No change to risk assessment 12.04.2021 No change to risk assessment 17.05.2021 No change to risk assessment 19.07.2021

					coughing/showing any symptoms of Covid.						
Communal areas – It has been identified that communal areas are becoming very busy at times and due to this there is a high risk of contamination	ubu staff members People we serve Contractors or visitors ubu as an organisation	3	5	15 Substantial	Cleaning schedule in place, including regular deep cleaning of all areas of the communal areas including toilets and basins following use by any one person must be followed. Social distancing measures must be followed in so far as possible and reasonably practicable. Enhanced hand hygiene practice in place for staff and people we serve. The wearing of PPE including face masks by all staff and the people we serve is mandatory when in a communal area (this refers to communal areas in flat models not shared homes) this also applies to staff when leaving the property with a person we serve	Y	Anyone showing symptoms or have a positive result are not to enter or use communal areas and must isolate.	Service Manager	18.01.2021	Y	03.03.2021 no changes to the section, it is vital high standards of cleaning is continued. No change to risk assessment 12.04.2021 No change to risk assessment 17.05.2021 No change to risk assessment 19.07.2021

Additional health issues	ubu staff members ubu as an organisation	2	4	8 Moderate	ubu has taken the action to protect all staff members to the same level/grade with regard to PPE regardless of vulnerability all staff receive the same high protection BAME risk assessments have been completed for each support.	Y	When staff members are returning from furlough a risk assessment is completed with each person to ensure Covid safe measures are in place.	Service manager and Regional Manager	18.01.2021	Y	03.03.2021 no changes to the section. Furlough staff removed as now returned to work.12.04.2021 No change to risk assessment 17.05.2021 No change to risk assessment 19.07.2021
Lack of PPE	ubu staff members People we serve Contractors or visitors ubu as an organisation	1	5	5 Tolerable	The organisation holds a stock of PPE and delivers this throughout the organisation as needed PPE is stored at each support and a daily check of the amount in stock is recorded on cognito. This is overseen	Y	There are also 2 locations with additional stocks of PPE that can be delivered to the supports when needed.	Service manager to make requests to the Regional Manager.	18.01.2021	Y	03.03.2021 no change to this section. No change to risk assessment 12.04.2021 No change to risk

					<p>by a nominated individual per region.</p> <p>There are also local stockholders with additional PPE for the area that can be accessed by the Regional Manager. This is counted weekly and recorded on cognito.</p>					<p>assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p> <p>No change to risk assessment 19.07.2021</p>	
PPE not being used correctly	<p>ubu staff members</p> <p>People we serve</p> <p>Contractors or visitors</p> <p>ubu as an organisation</p>	2	5	10 substantial	<p>All staff have completed training around the use of PPE, this training is refreshed in team meetings as well as in quarterly training sessions.</p> <p>Staff to ensure that PPE is worn at all times when supporting a person we serve and social distancing is not possible, including when indoors</p>	Y	<p>Disciplinary action will be taken against anyone who fails to follow the policy's and training and is wearing PPE incorrectly</p> <p>The risk of infection is higher indoors, the virus is more easily transmitted when you're in closed areas, where there's less ventilation or room for airflow.</p>	Regional Manager responsible for delivering and overseeing the training. Service Manager responsible for day to day monitoring of performance	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p>
Safe storage of PPE	ubu staff members	2	4	8 moderate	All stocks of PPE must be stored in a clean, sanitary and dry area of	Y	None currently	Service manager	18.01.2021	Y	03.03.2021 no change to this section.

	<p>People we serve</p> <p>Contractors or visitors</p> <p>ubu as an organisation</p>				<p>the building and raised a minimum of at least 6 inches of the ground.</p> <p>PPE should be ready to use at any time.</p> <p>Infected or used PPE must be placed in the bins provided and these emptied daily and put in general waste bins.</p> <p>All staff have been instructed in the safe disposal of PPE</p>						<p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p>
Staff training	<p>ubu staff members</p> <p>People we serve</p> <p>Contractors or visitors</p> <p>ubu as an organisation</p>	2	4	8 Moderate	<p>All staff to have completed barrier nurse training and are able to demonstrate correct use of donning and doffing as well as good hand hygiene practices.</p> <p>*Covid policies are in place and all staff must read and adhere to these.</p> <p>Covid policies and infection control procedures are to be</p>	Y	ubu will monitor any changes to legislation or government guidance and ensure this is taught to our staff urgently.	Service manager	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p> <p>No change to risk</p>

					discussed in monthly team meetings. If any of the people we serve have a positive test result or are showing signs of Covid then barrier nursing will be implemented at that support and an “on the job” refresher will also take place.						assessment 19.07.2021
Travel to work	ubu staff members People we serve ubu as an organisation	4	2	8 moderate	Where possible staff to use their own vehicle or walk/cycle to work to reduce contact with members of the public. Car sharing is recommended to minimise the risk cars must be cleaned prior to a person sharing and after use If public transport cannot be avoided the following guidance should be adhered to Avoid sitting directly next to someone and leave a chair space in-between. Face	Y	Only two people can car share and must wear IIR masks and sitting opposite the driver and windows must be open to allow air circulation	Service manager	18.01.2021	Y	03.03.2021 no change to this section. No change to risk assessment 12.04.2021 No change to risk assessment 17.05.2021 No change to risk assessment 19.07.2021

					<p>mask/covering should always be worn.</p> <p>Hand sanitiser should be used and when possible, wash hands using soap and water.</p>						
Arriving at work / the support	<p>ubu staff members</p> <p>People we serve</p> <p>Contractors or visitors</p> <p>ubu as an organisation</p>	2	2	4 Tolerable	<p>Rotas have been written to allow a staggered entry of staff to reduce any build-up of people waiting to go through the process</p> <p>Upon entering the building staff will have their temperature taken and recorded, wash hands with hand sanitiser and put on PPE to include face mask. Once staff have their PPE on, they are permitted to enter the building.</p> <p>Anyone with symptoms of the virus or a high temperature will not be allowed to enter the building and will be asked to leave the premises and isolate in</p>	Y	Essential visitors will be recorded, in order to be able to track and trace	Service manager and all staff	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p>

					line with government guidance/ubu policy.						
At work/at the support	ubu staff members People we serve Contractors or visitors ubu as an organisation	2	2	4 Tolerable	<p>All staff and people we serve must comply with social distancing expectations unless there is an assessed need for close contact support where additional PPE is required.</p> <p>Throughout the shift regular cleaning and hand washing to take place.</p> <p>Regular cleaning of all areas with particular focus on any communal areas as identified in the cleaning rota.</p> <p>Designated areas for breaks have been identified and a rota of when staff can break in in place to ensure no overcrowding of the designated area for breaks.</p>	Y		Service manager	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p>
							<i>All cups/crockery are to be removed from the support by each team member at the end of their shift.</i>				

					<p>Staff are permitted to take their mask off when in the break area to allow them to take refreshment.</p> <p>Before leaving the break room staff must clean the area in preparation for the next person, then wash hands, use sanitiser, and put on a clean mask.</p> <p>Visitors and contractors will not be permitted to use any toilet or break facilities whilst on site.</p>						
Leaving work /support	<p>ubu staff members</p> <p>People we serve</p> <p>Contractors or visitors</p> <p>ubu as an organisation</p>	2	2	4 Tolerable	<p>When staff are ready to leave work at the end of their shift, they must stagger their exit.</p> <p>Rotas have been written to allow staggered exiting of the building, staff must leave the premises and grounds immediately when their shift has ended.</p> <p>PPE must be taken off at the door and disposed of</p>	Y	None currently	Service manager	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p>

					<p>effectively and safely in the bin provided.</p> <p>If staff are supporting someone with symptoms or who has tested positive, then the barrier nurse process must be followed at all times with regard to donning and doffing.</p> <p>Where a person we serve may be asymptomatic or tested positive all PPE must be changed before access or egress from the area they are self-isolating (bedroom/flat) and left in the area for a minimum of 72 hours double bagged.</p>						No change to risk assessment 19.07.2021
<p>Working from home</p> <p>Where able to the government have asked people to work from home, within ubu we have been able to reduce the risk of spreading this virus by the specialist, regional and service managers</p>	<p>ubu staff members</p> <p>People we serve</p> <p>ubu as an organisation</p>	1	2	2 Tolerable	<p>Working from home must be agreed by your line manager.</p> <p>You will need to have a work from home and DSE risk assessment initially completed with the health and safety manager and reviewed by yourself after, if</p>	Y	None currently	<p>Health and safety manager</p> <p>Line manager</p>	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>No change to risk assessment 12.04.2021</p>

<p>working from home where possible.</p> <p>Following lockdown easement service managers will return to the support for a minimum of 2 days per week, as working from home will continue the procedures are still in place.</p>					<p>equipment is identified this will be ordered.</p> <p>The use of Microsoft teams and Zoom will be used to connect supports with other team members.</p> <p>The right to work from home can be removed at any time and abuse of this may lead to disciplinary action taken.</p>						<p>No change to risk assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p>
<p>Returning to work in the support</p>	<p>ubu staff members</p> <p>People we serve</p> <p>ubu as an organisation</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>If there is a need for Managers to attend a support, they are to follow arriving at work/support At work/at the support and leaving work/support process.</p> <p>Managers will also need to provide evidence of a negative lateral flow test taken in the last 72 hours or be prepared to take one on site and wait for the results before entering the property.</p> <p>While at the support managers will wear PPE</p>	<p>Y</p>	<p>Managers will continue to work from home and conduct support sessions and team meeting this will also aid with social distancing.</p>	<p>Line manager</p>	<p>03.03.2021</p>	<p>Y</p>	<p>29.03.2021</p> <p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p>

					and follow handwashing procedures. Breaks will also be on a rota basis.						
Agency staff	ubu staff members People we serve ubu as an organisation	3	5	15 Substantial	<p>Before entering the building, staff will have their temperature taken and recorded, wash hands with hand sanitiser and put on PPE to include face mask.</p> <p>Once staff have their PPE on, they are permitted to enter the building</p> <p>All staff must comply with social distancing measures so far as possible and reasonably practicable</p> <p>Throughout the shift regular cleaning and hand washing to take place, cleaning rota in place.</p> <p>Anyone with symptoms of the virus or a high temperature will not be allowed to enter the building and will be asked to leave the</p>	y	Due to the new guidance (restricting workforce movement between care homes and other care settings) the same agency worker must work at one support only and is not permitted to work across supports. Nominated agency staff must be organised 3 months in advance to adhere to the restriction.	Service manager Agency	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>New guidance added assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p>

					premises and isolate in line with government guidance/ubu policy.						
Contractors – visit to service	<p>ubu staff members</p> <p>People we serve</p> <p>Contractors or visitors</p> <p>ubu as an organisation</p>	2	2	4 Tolerable	<p>All contractor visits will be pre planned and at a time when the area needed can be vacant as far as reasonably practicable.</p> <p>Contractors will need to wear PPE this will not be provided by ubu. When in support contractors should always wear a IIR masks.</p> <p>Contractors will also need to provide evidence of a negative lateral flow test taken in the last 72 hours or be prepared to take one on site and wait for the results before entering the property.</p> <p>Temperature checks will be taken, and hand sanitiser must be used prior to entry.</p>	Y	In the event of an emergency contractors may enter the building without a lateral flow test.	Service manager	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p> <p>No change to risk assessment 19.07.2021</p>

					<p>The named company of the contractor have the responsibility of ensuring their staff do not attend if they have any signs or symptoms of Covid.</p> <p>Contractors will not be permitted to use any toilet or break facilities whilst in site.</p> <p>Visitors Forms for all contractors will need to be as part of the planning of visits.</p>						
Visitors	<p>ubu staff members</p> <p>People we serve</p> <p>Contractors or visitors</p> <p>ubu as an organisation</p>	2	2	4 Tolerable	<p>From the 19th July the people we serve can have unlimited number of visitors to visit them subject to fire regulations being followed and not overcrowding at the property</p> <p>Visitors forms should be completed as part of the planning of visitors and signed upon arrival by the visitor along with checks on PPE and clarity</p>	Y	<p>If at any time anyone is found to have symptoms of Covid 19 all visits will be cancelled until further notice</p> <p>ubu will continue to follow all government guidance</p>	Service manager	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>Lateral flow testing added, risk assessment reviewed 12.04.2021</p> <p>Reviewed 17th May number of visitors changed.</p>

					<p>on where the visit will take place.</p> <p>Prior to arriving at the support, visitor will be asked to complete a flow lateral test and register this with NHS, if the test shows positive the visitor will not be permitted to enter the building.</p> <p>On arrival visitors will have their temperature taken follow ubu procedures and asked to complete the visitors form with contract tracing information.</p> <p>Visitors will not be permitted to use any toilet or break facilities whilst in site.</p>						Updated in line with easing of lockdown 19.07.2021
Lockdown rules	ubu staff members People we serve Contractors or visitors	2	5	10 Substantial	All staff must adhere to the government rules around lockdown, ensuring the people we serve also have the information they need about this subject in an accessible format.	Y	Information is added to ulink and easy read guidance is also made available.	Service manager	18.01.2021	Y	03.03.2021 no change to this section. No change to risk

	ubu as an organisation				All staff to be encouraged to report any breaches of the government rules relating to lockdown in a timely manner and in line with ubu Whistleblowing Policy whether this relates to themselves or other team members						assessment 12.04.2021 No change to risk assessment 17.05.2021 No change to risk assessment 19.07.2021
Staff testing	ubu staff members People we serve Contractors or visitors ubu as an organisation	3	5	15 Substantial	Regular Covid testing will be completed weekly at the supports, as requested by the local authority, and test kits sent away for processing. Results are sent to the service manager within a few days of taking the test. Negative test result - staff may continue to work their normal shifts. Positive test result including Asymptomatic will be asked to isolate for 10 days and produce a negative result before being able to return to work. If after 10 days, the person is still testing positive a risk	Y	None currently	Service manager	18.01.2021	Y	Reviewed 03.03.2021 No change to risk assessment 12.04.2021 No change to risk assessment 17.05.2021

					<p>assessment will be completed by the regional manager prior to the staff members return.</p> <p>Any staff member refusing to be tested weekly will be subject disciplinary action.</p>						
Vaccinations	<p>ubu staff members</p> <p>People we serve</p> <p>Contractors or visitors</p> <p>ubu as an organisation</p>	3	5	15 Substantial	All staff are eligible to receive the Covid vaccination to enable them to protect the people we serve, themselves and their families so should take this opportunity as soon as possible.	Y	None currently	Nicola Swinbank and Regional managers	18.01.2021	Y	<p>03.03.2021 no change to this section.</p> <p>No change to risk assessment 12.04.2021</p> <p>No change to risk assessment 17.05.2021</p>

Notes: *covid Policies in place :

- Barrier nursing & infection control
- Personal Protective Equipment
- Self-Isolating
- Vulnerable people and registering
- Admissions & discharges from hospital People we serve
- Easement to the Care Act /MCA /DoLs assessments online
- People we serve monies
- Palliative care and dying, DNR procedure



- Recruitment during a Pandemic
- Staff absence
- Remote training
- Working from home
- On call measures
- Use of Mobile phone-
- Visitors
- Keeping healthy and well
- Riddor reporting
- Audits - Quality and Financial
- Formal meetings incl Disciplinary Procedures