

## PARK MANOR COVID-19 RISK ASSESSMENT

What are the benefits to the Individual(s)?	What are the risks associated?	Who is at risk if the activity went ahead?	What is the risk level with no controls (see matrix)?	What are the control measures to reduce the risk?	What is the risk level after control measures (see matrix)?
<p>To continue to work in line with contract</p> <p>To ensure service runs as normal</p> <p>To ensure service users are supported as per care plans</p> <p>To be able to cover shifts</p>	<p>The risk associated with contracting Covid19 can be mild, moderate, severe or fatal.</p> <p>Covid19 is an illness that can affect the lungs and airways.</p>	<ul style="list-style-type: none"> <li>• STAFF</li> <li>• VULNERABLE GROUPS ELDERLEY, PREGNANT WORKERS, THOSE WITH EXISTING UNDERLYING HEALTH CONDITIONS</li> <li>• CONTRACTORS</li> <li>• VISITORS</li> <li>• ANY OTHER VISITORS</li> <li>ANYONE ELSE WHO PHYSICALLY COMES INTO CONTACT WITH YOU</li> </ul>	<p><b>15</b></p>	<p><b>HAND WASHING</b></p> <ul style="list-style-type: none"> <li>• There are hand washing facilities with soap and water in place.</li> <li>• Staff have received training in hand washing techniques.</li> <li>• Hands are dried with disposable paper towels.</li> <li>• Gel sanitisers are provided in multiple areas around the home.</li> <li>• Staff are encouraged to protect their skin by applying emollient cream regularly.</li> </ul> <p>All employees are reminded to wash their hands for 20 seconds with water and soap and the importance of drying with disposable towels.</p> <p>All employees are also reminded to catch coughs and sneezes in tissues – follow catch it, bin it, kill it and to avoid touching their faces, eyes, nose or mouth.</p> <p><b>CLEANING</b></p> <p>Frequent steam cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches etc.</p> <p>Encourage staff to report any problems.</p> <p>Once empty, all rooms will receive a thorough deep clean before being re let.</p> <p>To help reduce the spread of Covid-19 remind everyone of the public advice posters, leaflets and other materials which are on display.</p>	<p><b>10</b></p>

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<p>where needed.</p>				<p><b>SOCIAL DISTANCING</b></p> <p>Social distancing – reducing the number of persons in any work area to comply with the 2-meter gap recommended by Public Health.</p> <p>Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing.</p> <p>Adequate supplies of appropriate PPE will be provided and staff trained in the donning and doffing all PPE</p> <p><b>OBTAINING ADDITIONAL STAFF IF REQUIRED</b></p> <p>Park Manor staff will cover available shifts where possible, ensuring staff do not work excessive hours as this will cause burn out.</p> <p>Any uncovered shifts will be put out to Newcross agency who will supply the same staff who have not been in contact with any Covid19 positive clients.</p> <p><b>TESTING FOR COVID19</b></p> <p>As per government guidelines, whole home testing (all staff and residents) will be completed when required.</p> <p>Management and senior staff will complete swab testing competencies before commencing any testing.</p> <p><b>SYMPTOMS OF COVID-19</b></p> <p>If any staff become unwell with a new continuous cough or high temperature, they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>Conference calls will be used where possible instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p>	
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Risk Matrix					
Severity ↓	Likelihood →				
	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Negligible	1	2	3	4	5

**To complete the risk score multiple severity by likelihood.**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_