

Risk assessment – Working during COVID 19

All employers must conduct a risk assessment. Employers with five or more employees must record the significant findings of their risk assessment.

Organisation name: Middleton Hall Retirement Village

Hazard or hazardous events: Person contracting COVID 19 and potential spread of virus to others.

Who might be harmed: Potentially any person who is in close proximity or contact to person with virus, infected area or infected surfaces.

What risk controls are currently in place?

Co-owners

- Co-owners to follow social distancing guidelines of at least 2 meters apart at all times. Areas such as for deliveries, smoking, seating marked out to highlight the 2 meters.
- No car sharing, unless in same household.
- COVID secure guidelines followed with specific risk assessments for each service
- Co-owners working from home where possible from February 2020, now in a process of careful reassessment with phased return to the workplace following a COVID secure risk assessment.
- E-learning programme on COVID 19 completed by all co-owners
- Consideration of physical and mental wellbeing of co-owners and residents.
- Specific Risks assessment for each co-owner by managers to highlight a grading of low/medium/high risk dependent upon numerous factors such as living arrangements e.g. partners work, travel, shopping, health etc. Resulting actions for high risk then followed up.
- Flexible co-owner approach to working shifts, new services, additional roles, uptake new training
- Basic support training to non-care staff in event of coverage required in these roles.
- Cross over of co-owners reduced unless essential /emergency i.e. stick to one specific service.
- System in place with clear guidelines on when co-owners self-isolate / remain away from MHRV.
- Care services trained ready to deal with potential case

Communication / legislation

- Clear communication: Regular bulletins sent to co-owners, resident families and residents
- Daily contingency group meeting since March 2020 to constantly adapt and stay ahead
- Monitoring and adaption to any changes / guidelines from regulatory bodies
- Work with governing bodies and adapt procedures to keep the site safe when having to minimise usual legal test and checks required on site. E.g. Fire, legionella prevention

Eternal visits to and from site

- Deliveries / external companies minimised to site. Guidelines set out for deliveries.
- Links with hospitals avoided where possible.

What risk controls are currently in place?

- Minimal use of transport – stopped care service trips and non-emergency appointments. provision to independent residents in emergencies to avoid use of taxis or public transport.
-
- Public transport avoided where possible
- Controlled management of district nurse visits and domestic care – minimise
- Facilities such as delivery service and shopping to reduce need for residents to leave site. Guidelines set out for deliveries.
- Creation of visitor pods to allow clear control and management of all visitors to site.
- CCTV and ground surveillance to keep uninvited people from site

Facilities

- Spa, Orangery and restaurant closed in March, now in a process of careful reassessment with phased return planned pending no outbreaks and low cases throughout the UK.
- Alterations to exercise classes – now external, minimal and more than 2 meters apart.
- Other facilities strict guidelines in place – bowling, golf, art studio.
- Creation of specific centre on site to isolate potential positive residents

Cleaning, Hygiene

- Specific training given on how to wash hands.
- Additional Hand sanitiser and soap dispensers throughout the site.
- Use of correct chemicals to tackle the virus and purchase of Victory sprayer
- High levels of cleaning throughout the site
- Care services change into uniforms at work.
- Visitor pod sprayed between each visit

PPE/ Testing

- PPE worn within care service areas. gloves, aprons and FFP2 masks during shift.
- Required levels of PPE stock to cope with current situation and event of a potential positive case.
- Stock levels kept to minimum 8 weeks supply
- Regular testing of co-owners and residents.
- Distribution of PPE packs to co-owners and independent residents.