

FUNCTION: KARBON HOMES	ACTIVITY/TRADE; Use of external spaces within sheltered schemes Retirement Living
RA REF: COV/KH/RL/Rest01	Date 31/03/2021
TASK; Covid 19- use of external seating areas and communal gardens (Stage 2 of easing of lockdown 3)	Revision 1 Creator: C Kay / J McDonald / P Carr

KEYNOTE: ▪ **Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing. This RA follows the current government roadmap out of lockdown allowing the rule of six outdoors.**

HAZARD	Who could be harmed		RISK	Initial Risk Rating (S x L)			CURRENT CONTROLS	WHAT MORE NEEDS TO BE DONE?	Residual Risk (S x L)		
	Employee	Public		Severity	Likelihood	Total			Severity	Likelihood	Total

<p>Covid 19 Resident's using Patio and/or external seating areas in communal garden</p>	<p>Y</p>	<p>Y</p>	<p>A highly contagious biohazard, that has the potential to cause severe health conditions and fatalities.</p> <p>Catching the virus and becoming ill</p> <p>Spreading the virus to colleagues, family and or wider community</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p>Any employee showing symptoms of COVID-19 do not attend work and isolate for a minimum of 14days.</p> <p>2M social distancing must always be followed.</p> <p>Hand sanitising station available in main entrance with additional stations around the building</p> <p>Face coverings are required in all indoor situations 'where people may come into contact with others they don't usually meet'</p> <p>Face coverings can be removed when sitting but must be put back on when leaving.</p> <p>If residents are showing any symptoms of Covid-19 they should not leave their property. If they develop any symptom's they should inform the staff and isolate as outlined by government guidelines.</p> <p>Residents and visitors using external seating areas within the rule of six guidelines. All residents and visitors to sanitise before and after use. Residents and visitors to use the wipes provided to clean own seat/table and dispose of wipe in bins provided. Seating areas are on a first come first served basis. Where the rule of six is maximised, this number is not to be exceeded.</p> <p>Children (including babies) are included in the maximum of 6 persons permitted.</p> <p>Signage printed and made visible within scheme stating current guidelines. To be placed at front and rear elevations and on any doors leading outside.</p>	<p>Follow the HM Government documents for Working safely GOV.UK website. Adhere to any changes in guidelines.</p> <p>Signage needs to include wording instructing that tables and chairs are not to be moved once in place for social distancing.</p>	<p>5</p>	<p>1</p>	<p>5</p>
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PHE: Covid 19-Personal protective equipment (PPE) – resource for care workers working in care homes during sustained COVID-19 transmission in England

Recommendation Table 3. Any other situation when in a care home and at a distance of 2 metres or more away from residents
 These recommendations apply: • when in a care home and not meeting conditions set out in Tables 1 or 2 • e.g. when working in staff only areas, such as staff common rooms, office, laundry room, kitchen. • whatever your role (i.e. applies to all staff, care workers, cleaners, receptionists etc.) even if you do not deliver care to residents

Note: this is not considered PPE, i.e. mask use in this scenario is not used for protection of the staff member wearing the mask but is to prevent them passing on COVID-19 from their mouth and nose to other people in the care home. All other measures to protect you and others should continue i.e. hand hygiene (cleaning your hands regularly and appropriately); respiratory hygiene (“catch it, bin it, kill it”), avoiding touching your face with your hands, following standard infection prevention and control precautions <https://www.nice.org.uk/guidance/cg139> and increased cleaning of frequently touched surfaces. Ensure you practice social distancing (at least 2 metres from other individuals including staff members).

Table 3: Any other situation when in a care home and at a distance of 2 metres or more away from residents

Recommended PPE items	Explanation
<p>✓ Type I or Type II surgical mask</p>	<p>Type I or Type II surgical masks can be used continuously until you take a break from duties (e.g. to drink, eat, for your break time if stepping outside of the care home or at end of shift when leaving the care home).</p> <p>You should not touch your face mask unless it is to put it on or remove it.</p> <p>You should remove and dispose of the mask if it becomes damaged, visibly soiled, damp, or uncomfortable to use. You need to use a new mask and put it on immediately after you have finished eating/ drinking or you are re-entering the care home after a break.</p> <p>If you have been providing care duties to residents (wearing PPE as per Table 1 or 2) and now are going to take a break or change duties to be working away from residents/ in staff only areas, you should remove your gloves, apron and FRSM, clean your hands and put on a new Type I or Type II face mask.</p> <p>Note: if only fluid-repellent Type IIR or Type II surgical masks are available then these may be used in this scenario if stocks are sufficient. Type IR surgical masks can also be used as an alternative.</p>

Managers Risk Assessment Checklist

No	Action	Check frequency	Manager name	Manager signed
1	Are hand washing / sanitising facilities available?	Once		
2	Does the layout allow social distancing?	Once		
3	Are tables and chairs set at a suitable distance apart i.e. there should be a minimum of 2 metres between the chairs at different tables, when the chairs are pulled out from the table to allow the user to stand	Every day		
4	Does the work allow social distancing?	Once		
5	Is a new site induction required? (I.e. when different people go into the site or property)	Once		
6	Are SSOW in place for Medium to High risk activities?	Once		
7	Are contractors RAMS suitable and sufficient?	As required		
8	Have all individuals received, read, understood and confirmed their acceptance of the RA and any associated SSOW?	Once		
9	Have Trade Unions received and confirmed their acceptance of the RA and any associated SSOW?	Once		To be confirmed by H&S Mgr.
10	Is PPE required (ppe matrix)? Gloves, Coverall, Apron, Face covering Filtering respirator. Face shield / eye protection.	Once		
11	Any other equipment required? E.g. Additional Pens	Once		
12	Has any additional training and or instruction related to PPE been provided and recorded?	Once		
13	Has any additional training and or instruction related to new process been provided and recorded?	Once		
14	Have we responded to concerns raised by colleagues?	As required		

Risk Ratings

The risk rating is calculated as the product (multiplication) of the likelihood and severity of harm. The numbers for likelihood and severity are defined in the following table:

Number	Likelihood	Severity
1	remote	delay only
2	unlikely	minor injury
3	may occur	lost time injury
4	likely	major injury
5	very likely	fatality

		5 fatality	4 major injury	3 lost time injury	2 minor injury	1 delay only
5	very likely	25	20	15	10	5
4	likely	20	16	12	8	4
3	may occur	15	12	9	6	3
2	unlikely	10	8	6	4	2
1	remote	5	4	3	2	1

The calculated risk rating gives you a number with which to decide upon the outcome.

Activities with an outcome of 1-4 are considered **low** risk because controls are good (shown in green) and may be carried out using current good practice. Outcomes of 5 -14 are considered **medium** risk (shown in yellow) and may be carried out using specific identified control measures outlined in this document. Outcomes of 15+ are considered **high** risk (shown in red) and may only be carried out by trained personnel.

Revision History		
Date	Summary of revision	Revised by
27/8/2020	Generic Covid 19 use of restaurant area	CK / JMcD / PC
31/03/2021	Arrangements for outdoor gatherings under 'Rule of 6' as Part 2 of easing of lockdown no. 3	JMcD/SD/PC

Has the Operative been provided with and completed the Managers' RA Cecklist

Signed & approved by Patricia Carr (Group H&S Manager)



Has the Team read and understood the SSOW?

Date: 08 April 2021