

The Prospects Trust Covid-Secure Placement Risk Assessment

Date Created: May 2020

Date Updated: 22 December 2020

FOCUS AREA	WHAT IS BEING DONE TO CONTROL RISK	EXTRA CONTROLS BEING PUT IN PLACE FOR PLACEMENTS	Lead & timescale
<p>Site Management: Snakehall Farm</p>	<p>1) HAZARD: SITE MANAGEMENT – SNAKEHALL FARM</p> <p>a) All internal spaces measured to calculate social distancing space required. Zoned into coloured areas:</p> <ul style="list-style-type: none"> i) Red zone: 4 staff and 8 Co-workers ii) Blue zone: 1 staff and 4 Co-workers iii) Yellow zone: 2 staff and 2 Co-workers iv) Additional Zone(s) created to resume Pre-Covid full capacity – As a Trust we are able to provide external social distancing capacity to all or more Placements. <p>At least 14 Co-workers per day (Mon-Fri) can safely attend SHF. Co-worker numbers can be increased by building more internal space as we have 18 acres of outdoor space.</p> <p>b) Groups to work outside in coloured zones according to their internal zone to minimise cross infection</p> <p>c) People not allocated to zones to use pergola area on rota or stay in work areas for breaks (offsite teams, office teams & horticultural teams)</p> <p>d) Potential pinch points identified:</p> <ul style="list-style-type: none"> i) Toilets ii) Entrances iii) Teabarn (break area) <p>e) Groups will work in rotas of staggered start and end times and break times</p> <p>f) Snakehall Farm Staff team split into Farm Focused horticultural team to keep production up and Care team to ensure safety of Co-workers</p>	<p>1. HAZARD: SITE MANAGEMENT – SNAKEHALL FARM</p> <ul style="list-style-type: none"> 1.1. Coloured visuals put up in zoned area ✓ 1.2. Tables and chairs set out in internal spaces adhering to social distancing guidelines ✓ 1.3. Work tasks no longer chosen by Co-workers. Tasks will be allocated to care staff who are responsible for preparing and sanitising task equipment. ✓ 1.4. Outdoor work areas set up once tasks allocated with coloured markers ✓ 1.5. Co-workers to wear coloured lanyards to easily identify who is working where ✓ 1.6. Staff, volunteer & Co-worker rotas set up ✓ 1.7. Additional toilets hired on a monthly basis ✓ 1.8. Staggered start and end times to avoid pinch point ✓ 1.9. Teabarn (lower end) out of bounds to avoid pinch point ✓ 1.10. All entering Snakehall Farm to have temperature checks done ✓ 	<p>MC/HA July 2020</p>
<p>Site Management: Vehicles</p>	<p>2) HAZARD: SITE MANAGEMENT – VEHICLES</p> <ul style="list-style-type: none"> a) Garden team: 1 staff and 1 Co-worker (+ if same household) b) Landscaping team: 1 staff and 1 Co-worker (+ if same household) c) Delivery team: 1 staff and 1 Co-worker (+ if same household) <p>3 Co-workers per day (Mon-Fri) can safely work in vehicles. Co-worker numbers can be increased by installing screens in vehicles.</p>	<p>2. HAZARD: SITE MANAGEMENT – VEHICLES</p> <ul style="list-style-type: none"> 2.1. Fundraising for additional vehicle to maximise placement opportunities on Garden Team (MB Action) 2.2. Create Co-worker same household social bubbles on Garden Team to increase placement opportunities for more Co-workers on the Offsite Teams. ✓ 	<p>MC/TC/MB July 2020</p>

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	<ul style="list-style-type: none"> d) Do not go into customers houses or any enclosed space e) Vehicles cleaned and sanitised at start and end of day f) Tools, equipment & machinery sanitised after each task if shared or at end of day (inc keys) g) Face Coverings worn when in shared transport at all times, Type IIR for staff h) Handwashing Units on vehicles to aid handwashing pre and post customer visits. 	<p>2.3. Handwashing units installed in vehicles to enable handwashing before and after customer visits by staff & co-workers (added August 2020) ✓</p>	
<p>Site Management: Unwrapped</p>	<p>3) HAZARD: SITE MANAGEMENT – UNWRAPPED</p> <ul style="list-style-type: none"> a) Internal spaces measured to calculate social distancing space required. b) 2 Co-workers per day (Mon-Sat) can safely work at the shop at Unwrapped. c) Home Delivery option offered d) Staff to comply with environmental health opening checks e) Any offsite containers entering Unwrapped to be handled with gloves and all contact surfaces cleaned afterwards f) Ensure hand sanitiser is applied before and after every service g) Card machine to be cleaned down after chip and pin use h) Staff to support co-workers to serve customers, work in the storeroom and orders i) Staff to remotely supervise co-workers when using the toilets j) Co-workers to use hand gel and wash hands under staff supervision when returning into Unwrapped k) Ensure the social distancing guidelines are adhered to by anybody coming onsite 	<p>3. HAZARD: SITE MANAGEMENT – UNWRAPPED</p> <ul style="list-style-type: none"> 3.1. Customer safety screens installed at till and arrows when shop in use ✓ 3.2. External Seating in place ✓ 3.3. Internal Seating removed ✓ 3.4. DURING NOVEMBER LOCKDOWN _ NO SEATING IN USE ✓ 3.5. October shop refit to support Covid secure customer flow ✓ 3.6. Canopy of Care fundraised to install open sided canopy to make external seating weatherproof over Winter 	<p>TC July 2020</p>
<p>Infection Control: Cleaning</p>	<p>4) HAZARD: INFECTION CONTROL – CLEANING</p> <ul style="list-style-type: none"> a) Handwashing facilities provided with anti-bacterial soap, hot water and paper towels, with a lidded pedal bin. b) Hand sanitiser stations set up on site c) Co-worker hand hygiene monitored to ensure that everybody is washing their hands on arrival, before & after work tasks, before & after eating/drinking and after using the toilet for 20 seconds or more 	<p>4. HAZARD: INFECTION CONTROL - CLEANING</p> <ul style="list-style-type: none"> 4.1. Increase handwashing stations at SHF ✓ 4.2. Install hand sanitiser stations at entrance points and all coloured zones ✓ 4.3. Staff to carry their own personal infection prevention kit which will include: ✓ <ul style="list-style-type: none"> 4.3.1. Hand sanitiser on a carabiner 4.3.2. Small bottle of anti-bacterial spray 4.3.3. Blue roll 4.3.4. Disposable gloves 	<p>RC/MB/HA/TC July 2020</p>

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	<ul style="list-style-type: none"> d) Tissues must be used for those suffering from hay fever/common cold etc. Catch it Bin it Kill it guidelines adhered to e) No-one to enter sites if they suspect they may have Coronavirus f) Ad-hoc visitors not allowed on at SHF site. All visitors/tradespeople will be on site for essential work only g) Everyone is reminded to not touch their eyes, nose or mouth and to wash hands afterwards if this occurs h) New technology and ways of working introduced to avoid working with paper or other materials that are traditionally shared i) All shared items (tools, equipment etc) used during a work times are to be sanitised before and after use by appointed staff member j) COVID-19 cleaning & sanitising schedule introduced k) Teabarn out of bounds to minimise infection l) Doors and windows remain open to aid ventilation m) Contactless and online payments encouraged. Cash payments discouraged Cash handled with disposable gloves at farm n) Unwrapped to adhere to existing Environmental Health Checks already in place. 	<ul style="list-style-type: none"> 4.3.5. Spare Type IIR face mask 4.3.6. Pen 4.3.7. Anti-bacterial wipes 4.4. Visual hand washing posters at each handwashing station- pictorial and/or widget for easy read ✓ 4.5. Catch it Bin it Kill it posters at key points on site ✓ 4.6. COVID-19 compliance poster displayed when site is ready 4.7. SHF entrances locked at all times and 1 entrance only to be monitored by Ring technology and appointed staff member ✓ 4.8. Signing in book replaced by signing in technology 4.9. All personnel to complete a health questionnaire before gaining access to SHF site ✓ 4.10. Site procedures displayed at entrance ✓ 4.11. Tool and equipment washing stations installed at SHF ✓ 4.12. Deep clean schedules to be created 4.13. All personnel to bring in own (and take home at end of day): <ul style="list-style-type: none"> 4.13.1. Food & drink and cooling packs (fridges not in use) 4.13.2. Crockery & cutlery 4.13.3. Face masks (Co-workers only) 4.13.4. Tissues 4.14. Side by side or back-to-back working encouraged at all times ✓ 	
Infection Control: Social Distancing	<p>5) HAZARD: INFECTION CONTROL - SOCIAL DISTANCING</p> <ul style="list-style-type: none"> a) Maintaining the two-metre social distancing in line with PHE guidance b) Safe haven (fire assembly point) extended to allow social distance guidelines to be adhered to in an emergency c) Every returning Co-worker to be risk assessed on ability to socially distance d) Lockers will be used by care staff only to avoid congestion. 	<p>5. HAZARD: INFECTION CONTROL - SOCIAL DISTANCING</p> <ul style="list-style-type: none"> 5.1. Full size 2 metre posters to aid visual reminders for Co-workers at entrance at other key site points ✓ 5.2. New non-contact alternative to farm fist bump introduced as a friendly greeting for Co-workers 5.3. Visual and verbal reminders about social distancing introduced into conversation at every opportunity ✓ 5.4. Clearly marked out 2 metre crosses as a visual aid for social distancing in internal spaces ✓ 5.5. Risk procedure in place for Co-workers unable to socially distance 	MC/HA/MB/RC July 2020

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<p>Infection Control: PPE</p>	<p>6) HAZARD: INFECTION CONTROL – PPE</p> <ul style="list-style-type: none"> a) All personnel have a responsibility under our Health & Safety policy to ensure all PPE is appropriate, safe, suitable and correctly used b) All care, offsite and retail staff, volunteers and Co-workers when asked to wear disposable gloves for work tasks ensure hands are washed before and after c) Staff to wear Type 2R grade face masks, unless lone working d) Co-workers to wear face coverings, unless individual risk assessment says otherwise e) Staff to wear TypellR masks when working in groups of 2 or more where social distancing isn't possible f) Co-workers to wear face coverings when working in groups of 2 or more where social distancing isn't possible g) Staff to wear Type IIR face masks, face visors when working alongside a Co-worker that can't socially distance or there is risk that behaviours may escalate and result in cross infection behaviour (spitting, scratching etc) h) Staff to wear Type IIR face masks, face visors, disposable aprons and gloves when providing personal care i) Staff to wear FFP3 Masks, full body aprons and gloves when administering first aid and if suspects Covid-19 outbreak j) Every returning Co-worker to be risk assessed on ability to wear PPE correctly 	<p>6. HAZARD: INFECTION CONTROL – PPE</p> <ul style="list-style-type: none"> 6.1. Disciplinary policy to include a COVID-19 clause ✓ 6.2. Co-workers to have a named safety box on their return to be used during the day. Care staff will take responsibility for box and will store in zoned areas. <ul style="list-style-type: none"> 6.2.1. Face covering to use and take home to be laundered 6.2.2. Lunch box & crockery/cutlery 6.3. Personal infection prevention kits for all staff to be provided ✓ 	<p>Co-Managers July 2020</p>
<p>People Management</p>	<p>7) HAZARD: PEOPLE MANAGEMENT (Staff/Placements/Volunteers/Customers/Visitors)</p> <ul style="list-style-type: none"> a) All staff and volunteers to complete person focussed risk assessment. Any that are returned in amber or red categories will be individually risk assessed b) Anyone either suspected as having caught COVID-19 at SHF site will be isolated and the appropriate measures followed in line with Government/PHE advice c) Shops have clear signage for customers on social distancing rules and one household protocols 	<p>7. HAZARD: PEOPLE MANAGEMENT</p> <ul style="list-style-type: none"> 7.1. Staff and volunteers to inform managers if their circumstances change which will put them in orange or red categories 7.2. Staff & volunteer COVID-19 training/induction to include: ✓ <ul style="list-style-type: none"> 7.2.1. Return to Work Statement 7.2.2. Risk Assessments 7.2.3. Donning and Doffing Training 7.2.4. PPE 7.2.5. Typical Daily Routine 7.2.6. Organisational Activity Modifications 	<p>Line Managers July 2020</p>

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		7.2.7. Annual Leave 7.2.8. Welfare 7.3. Co-worker induction ILP module to include: 7.3.1. Social distancing 7.3.2. Catch it Bin it Kill it 7.3.3. PPE use 7.3.4. Hand washing 7.3.5. Side by side or back to back working 7.3.6. COVID-19 symptoms 7.4. Newsletter sent to all parents/carers of returning Co-workers outlining the changes in procedures and practices ✓ 7.5. New technology investigated as alternatives to traditional ILP/attendance registers/sign in sheets/daily tasks ✓													
Christmas Closure 2020	<p>8) CHRISTMAS CLOSURE AND CONFIRMED COVID CASE</p> <p>a. The Prospects Trust has a scheduled and planned seasonal closure of all sites over the Christmas Period. During this period the office, shop and sites remain closed but the Trust will monitor one email account throughout the closure to ensure we reduce transmission of Covid-19 and notify those who may have been in direct contact with any confirmed cases within a 48 period</p> <p>b. For Co-workers this period is 48 hours from the date last attending a placement. We will closely monitor any positive cases confirmed with 48 hours of contact at The Prospects Trust.</p> <table border="1" data-bbox="309 1074 1142 1222"> <thead> <tr> <th>Last Date up to</th> <th>48 hour period</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>22nd December</td> <td>24th December</td> <td>Co-workers</td> </tr> <tr> <td>23rd December</td> <td>25th December</td> <td>Staff</td> </tr> <tr> <td>24th December</td> <td>26th December</td> <td>Staff</td> </tr> </tbody> </table> <p>c. Re-opening of Services if Tier 4 impacts Cambridgeshire. The Managers will host an emergency meeting on Tuesday 5th January to arrange a fast response to staff and Co-workers if we enter a more restrictive Tier.</p>	Last Date up to	48 hour period	Who	22 nd December	24 th December	Co-workers	23 rd December	25 th December	Staff	24 th December	26 th December	Staff	<p>8. CHRISTMAS CLOSURE AND CONFIRMED COVID CASE</p> <p>8.1 Website Updated 8.2 Mailchimp Mailing Issued 8.3 Answerphone at Snakehall Farm updated 8.4 Managers agree an emergency contact protocol during closure 8.5 Managers review return dates for any confirmed cases or contact issues on a case by case basis</p> <p>8.6 Managers to meet on Tuesday 5th January to review Tier changes and how to reopen provision safely in lockdown situation and provide a workforce to ESSENTIAL SERVICES</p>	MB & Managers 22/12/20
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