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| **Assist Trust Covid-19 Organisational Risk Assessment (May 2020)****Updated on 24.6.20 / 6.7.20 / 23.7.20 / 8.9.20 / 1.10.20 / 3.11.20 / 18.12.20 / 16.2.21** |
| **What are the hazards?** | **Who might be harmed?** | **Controls Required** | **Additional Controls** |
| Spread of Covid-19 Coronavirus | * **Staff and members**
* **Visitors to Assist**
* **Cleaners**
* **Contractors**
* **Drivers**
* **Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions**
* **Anyone else who physically comes in contact with Assist**
 | **Members in the vulnerable health category**Line managers to contact every family individually to discuss a return to day services at Assist, assessing underlying health conditions and any additional concerns as they do so. At least two weeks ahead of proposed date of reopening.Update 16.2.21: Only members who are three weeks past their first vaccination will be returning to attend face to face services. Other members to be considered on an individual basis.All Assist Trust staff who are delivering face to face services have had their first vaccination at least three weeks prior to working with the members All staff at Assist Trust will undergo regular Covid19 testing ***Update 18.12.20***Line managers to identify and assess the needs of any members of staff that are Clinically Extremely Vulnerable or vulnerable due to other factors within the household (as per the Assist Trust “Lifting the Coronavirus lockdown safe working policy during Covid 19 pandemic”, linked below risk assessment link on Assist Trust web pages). Identified staff to be considered for options as appropriate to the guidance at the time.*UPDATE 3.11.20: Individual Risk Assessments to be carried out with all individuals who are in high risk category (or who live with others in high risk categories) and their family / support network.* **Hand Washing*** Hand washing facilities with soap and water in place.
* Stringent hand washing taking place.
* See hand washing guidance.
* <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
* Drying of hands with disposable paper towels.
* <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>
* Staff and members encouraged to protect the skin by applying emollient cream regularly ( staff and members will need to provide their own emollient cream)
* <https://www.nhs.uk/conditions/emollients/>
* Gel sanitisers in any area where washing facilities not readily available

**Supporting members with hand washing:*** Member’s supervised as they enter the building and encouraged to wash hands thoroughly as described.
* Member’s supported when using toilet facilities and encouraged to wash hands thoroughly (toilet areas and any shared areas cleaned after every visit).

**Cleaning**Scheduled cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. (See right)**Social Distancing**Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency*UPDATE 24.6.20: Govt guidelines have altered in this area, however Assist will continue to encourage 2M distancing until further review is necessary.*<https://www.publichealth.hscni.net/news/covid-19-coronavirus> <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people> **Supporting members to understand Social Distancing**Encouraging families and carers to reinforce social distancing messages before members return to Assist.Taking steps to review work schedules for staff including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls or Zoom meetings to be used instead of face to face meetings.Reduce hot desking and any administrative tasks that could be done away from the workplace**PPE**Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behavioursWhere Risk Assessment identifies wearing of gloves or other PPE as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to put on and take off PPE carefully to reduce contamination and how to dispose of them safely. Training will cover use of PPE while cleaning toilets and other areas, plus dealing with incidents, accidents and seizures etc.**Symptoms of Covid-19****Update 18.12.20****Guidance for all staff:****If you or someone you live with has coronavirus symptoms****It is absolutely essential that if you or anyone you live with develops:*** **a fever, particularly a high temperature (ie a temperature of 37.8 degrees or over); and/or**
* **a continuous cough**
* **a loss or change to your sense of smell or taste – this means that you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal**

**you do not attend work and self-isolate in accordance with the Government's guidance at**[**www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)**.****Staff will be required to attend a Covid19 test centre as soon as possible after displaying Covid19 symptoms. If test results for the staff member and their family come back as negative then staff should be able to resume their normal work duties.** **In line with our sickness absence reporting procedure, you should notify your line manager by telephone before you are due to start work, or as soon as possible if that is not practical.****Failure to disclose any Covid19 related symptoms to your line manager may result in disciplinary action.** If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.Line managers will maintain regular contact with staff members during this time.If advised that a member of staff, one of the members or a member of the public has developed Covid-19 and were recently on the premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>***Update 18.12.20******Visitors******All non-essential visits to the Trust’s properties to be cancelled and essential care related visits to be conducted in a separate room from all bubble group activity with all handwashing, distancing and cleaning procedures applied.*****Transport - Staff**Staff to minimise use of public transport, travelling in by walking or cycling where possible. If travelling by car, to not car-share with anyone outside the household.Where use of public transport is necessary, think about social distancing, where possible staying two metres away from others and avoiding touching surfaces. If possible, wear a face covering on public transport.**Transport – Members**Persons should not share vehicles or cabs, where suitable distancing cannot be achieved, unless they are from the same household.*UPDATE 24.6.20: Use of Assist Trust vehicles or staff vehicles to transport members: Individuals must be spaced out in vehicles according to guidance issued by Norfolk County Council and all people in vehicles should wear face coverings for the duration of the journeys.**All surfaces in vehicles used for these purposes should be cleaned using anti-bacterial fogger.**UPDATE 8.9.20: All passengers to be temperature checked before entering vehicles.***Mental Health** Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference –<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress)*UPDATE 24.6.20:**Adhoc outreach arrangements for Assist Trust members – see right**Adhoc outreach arrangements for individuals who are not Assist Trust members* | Employees and members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.Encourage staff to report any problems<https://www.hse.gov.uk/skin/professional/health-surveillance.htm>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus> Posters, leaflets and other materials are available for display.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.Staffing arranged to allow cleaning of toilet areas and any shared facility areas, whenever they are used (staff to escort members in these areas).Regular thorough end of day and end of session cleaning rotas to be built into staffing arrangements also, to ensure comprehensive cleaning of all areas to correct standards (staff to be trained in this area and all relevant equipment and materials acquired)*UPDATE 3.11.20: All areas inside buildings to be ventilated every hour, by opening windows or doors etc. for a short period.*COSHH risk assessment’s will be produced for any new products, staff will read COSHH risk assessments before use. Staff and members to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.*Update 18.12.20**Disposal of rubbish**Staff member responsible for cleaning each area to bag up rubbish from their own bubble and take to the appropriate skips for disposal.**Used PPE and any materials used for dealing with a suspected case of Covid 19 to be double bagged, dated and left in designated areas for 48 hours before disposal.*Staff to gently but firmly remind members of the need to maintain social distancing at all times at Assist and elsewhere.Work schedules to run from 9.30am Staffing maintained at levels that ensure appropriate ratios, while social distancing is maintained.**Zone working with the members:*** “Bubbles” set up that have their own cleaning stations, drinks, cloakroom facilities and resources.
* Members to be assigned to one group and stay with it.
* Staff to mostly be assigned to just one group also (although some cover staff will need to help escort members to the toilet, to monitor hygiene and clean up after every visit).
* Groups to be kept to a size that allows social distancing.
* All members and staff to have their own resource packs and not to share anything.

Use clear marking systems for these zones, as well as one way systems as necessary to manage areas where individuals might pass closer to one another.Cancel groups that go out into the community, unless to areas that allow social distancing.**Assist Trust groups adaptations:*** Maintain groups that can be run safely, with due regard to use of resources and social distancing etc.
* Initially make groups fun and enjoyable with aspects of progression included where possible. Wellbeing and exercise groups to have priority as services resume.
* Make the best possible use of outdoor spaces, such as Heath Gardens, as well as other areas in the region where transport can be arranged safely.

*UPDATE 8.9.20: See up to date Heath Gardens risk assessment attached to this document.** Consider groups that don’t need to come to Assist Trust buildings at all, again if transport can be arranged safely.

Staff to be given sufficient time to complete necessary administrative tasks remotely whenever possible. Ensure that all such systems are accessible electronically.Staff to be reminded that wearing of gloves is not a substitute for good hand washing.Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask). Staff to inform mangers if PPE stock is running low or is insufficient to their needs. *UPDATE 24.6.20: All staff and members will be issued a visor for optional individual use. Members visors will be kept at Assist and cleaned every day*.*UPDATE 15.2.21: All staff and members to wear masks when moving around the buildings. Staff to wear surgical standard masks while indoors. Masks can only be removed when staff are stationary at work stations .Staff are not to remove masks while working members.* *UPDATE 24.6.20: Members and staff to be temperature checked as they arrive at Assist (with reference to any unusually higher temperature readings due to other factors affecting individuals).* *UPDATE 1.10.20: Everyone attending Assist to be asked if they or anyone in their household are experiencing symptoms of Covid 19.**UPDATE 23.7.20: Procedures detailing actions required when a case of Covid 19 is suspected or confirmed attached to this risk assessment (see below)*Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.Assist to work with Norfolk County Council to help co-ordinate safe journey planning for members that are able to attend.Assist to ask parents and carers if they are willing to help with the transport of the member in the short term.Update 15.2.21: Any visitors to the Assist Trust are to wear a surgical standard mask at all times while indoors or interacting with the members Assist to explore the possibility of offering help to transport members to day services safely.Regular communication of mental health information and open door policy for those who need additional support.*All arrangements to support Assist Trust members that fall outside the day service arrangements detailed above to be covered by all the same principles as described, in the following areas:** *Hand washing / enhanced hygiene*
* *Social distancing guidance*
* *Transport arrangements for members*
* *Cleaning routines for all facilities used*
* *PPE requirements*
* *Zone working*
* *Covid 19 symptoms*

*Managers to conduct and document individual risk assessments in order to cover such arrangements, in discussion with Social Services, the family and others as appropriate.**All such arrangements to work along Assist Trust Covid 19 risk assessment principles as described above.* |

**Schedule for working day at Assist buildings – updated 8.9.20**

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| Time  | **(from Monday 13th July, 2020 onwards – to be reviewed regularly)** |
| 8:30 | * Managers to arrive and open up buildings
* Managers to open as many doors as possible to avoid people having touch doors to open and close them.
* Staff to ensure they are prepared with the rota and members attending list for members within their bubble. Staff to ensure a group plan is sorted and ready to go in accordance with the schedule.
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| 9:00 | * Staff arrive – Staff to wait outside using the marked spaces to ensure they are adhering to social distancing rules. Temperature checked by managers before entering the building, wash hands and go to allocated bubble.
* Staff to be given a walkie talkie if appropriate
* Staff to set up resources for their own bubble – to include PPE box, members pencil cases, group equipment and water dispensers.
 |
| 9:30 | * Members start to arrive, members to wait outside using the marked spaces.
* Temperature checked before entering the building by allocated staff member. Also asked if they or anyone in the household are experiencing Covid 19 symptoms.
* Members will be support to wash their hands and then shown straight to their allocated bubble
* The staff member running their bubble are responsible for reporting any members who have not arrived to the management team.
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| 9:30 – 14:15 | * Groups will be run, break and lunch times can be adapted to the group’s needs. Lunch times at set at 12pm and will be in the main hall at Lazar for all groups ensuring staff and members keep within their bubbles, at Colegate staff and members are to have breaks in their bubble.
* Each day staff to go through emergency procedures, toilet procedures, PPE demonstration and daily routine etc with the members at the start of the group.
* Members to have hands sanitised before and after break/lunch times.
* A member of staff will need to be with the groups at all times, if needing a comfort break please speak to a manager in plenty of time.
* Allocated staff on toilet and cover duties
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| 14:15 | * Members start to prepare to leave, use this time to use the toilets for the last time, wash hands before leaving Assist.
* The person on toilet duty will be responsible for ensuring the members use the toilets safely.
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| 14:30 | * Members start to leave – members will called by the allocated taxi person.
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| 14:30 – 15:30 | * Staff clean own bubble, person on toilet duty to clean the kitchen/ hand washing area
* Staff restock PPE boxes (please ask managers for any PPE required), clean out water coolers and restock disposable cups.
* Staff to clean members pencil cases (outside, not individual pens) and individual face shields and put back into allocated box.
* Staff to ensure Walkie Talkies are cleaned and returned to managers.
* Allocated staff to use fogger
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| 15:30 | * Staff leave to go home, once home using remaining hour to complete admin work and fill out member’s progress notes.
* Staff whose finishing time is 3:30pm are to do progress notes on their office days, other paperwork such as seizure forms, accident forms etc will need to be completed as soon as possible.
* Staff to read handover for the next day at home, which will be updated on the shared staff account.
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| Other  | * Staff will be unable to go out for lunch, staff will also be unable to use the kettle, microwave, toaster, fridge, cutlery, mugs, glasses etc. Staff will need to bring in everything they need for lunch, snacks and drinks. Water will still be available.
* The staff office and photocopier with not be in use. Please speak to manager if you require anything to be printed, however this must be kept to a minimum.
* Staff are to ensure they launder clothes as soon as they get home, staff are to wear freshly laundered clothes each day.
* Staff are to avoid wearing unnecessary jewellery (Wedding rings and watches that can be cleaned are ok)
* Staff are to park at the Saint Georges church or the Golden Dog Lane car park.
* The work vehicles are to be kept in the Lazar Car Park in the marked spaces.
* Staff will be unable to access the staff room or offices.
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| Isolation Room  | * If a member of staff or an Assist Trust member displays a high temperature or any Covid19 symptoms they are to be sent home immediately.
* If said person is unable to go home immediately then they will have to wait in an isolation room. Colegate – 1st floor, Goldfish bowl

 Lazar – Office next to staff room * Only allocated staff will be able to enter the isolation room (management will advise)
* Room to be completely disinfected after use by an allocated person wearing full PPE
* Management will advise all staff of the required details.
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| Walkie Talkie  | * Colegate walkie talkies to be set to channel 9 at all times
* Lazar walkie talkies to be set to channel 13 at all times
* Walkie talkies are to be used for staff to let the allocated toilet duty person aware that a member needs to use the toilet. They can also be used to contact the management team if a comfort break is required or an emergency situation only.
* Staff to be aware that walkie talkies are not secure or private and as such no confidential information is to be given over the walkie talkies.
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| Dealing with emergency procedures  | * Fire – In the event of a fire emergency please follow normal fire procedures, keeping bubbles together and separate from other bubbles where possible. The managers will instruct and read the register.
* Seizures – Follow normal procedures. Staff to wear PPE as appropriate to the situation.
* First Aid - Follow normal procedures. Staff to wear PPE as appropriate to the situation.
* Staff to notify managers as soon as possible for any emergency situation.
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| Toilet duty  | * The person on toilet duty will be responsible for escorting members to the toilet and then back to groups.
* The toilet duty person will need to thoroughly clean the toilet area after each use.

Disinfect and clean the toilet seat, handle and bowl. Disinfect handrails, taps, surfaces/sinks and door handles/locks. Disinfect the handwashing area.* The toilet duty person will need to ensure the member washes their hands thoroughly after using the toilet and returning to their groups.
* Staff members are responsible for fully disinfecting these areas after they have used them.
* Person on toilet to restock their PPE boxes
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**Actions to be taken in the event of person/s displaying Covid19 symptoms**

 **or confirmed Covid19 case**

* Managers to be informed immediately of any suspected case or of any person displaying Covid 19 symptoms, the main symptoms are as follows:
	+ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
	+ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
	+ a loss or change to your sense of smell or taste
* If person is displaying symptoms on arrival they are not to come into the building and to be to be sent home immediately – testing to be arranged\*
* If person is displaying symptoms while at Assists person is to be isolated and sent home as soon as possible – testing to be arranged.\*
* The management team are to immediately start to fill out the Suspected or confirmed Covid19 action sheet, the management team will use this form to record all actions.
* The management team will keep staff informed of the situation as it develops
* Management team to allocate specific staff to deep clean and disinfect any possibly contaminated area.

\*See below for testing pathways available:

**Pathway description**

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| **Pathway 1** | **Pathway 2** | **Pathway 3** |
| **National testing scheme****(Members generally)** | **Local testing sites****(Staff)** | **Local response****(Members unable to travel or have home test)** |
| Where individuals are able to travel to a national drive through site (either the fixed sites or a mobile testing unit) or can access and administer a home testing kit, they should do so. *The closest national testing site is based at Postwick.* Guidance about the national testing scheme, including details of who is eligible and how to get tested:<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>For those without internet access, the NHS Coronavirus Testing Service can be reached by phone on 119. | Staff working at day services will be classed as key workers and will be able to – via their employer – access the local testing drive through sites at the acute trusts if they choose. **Process (see info below):**An organisation or company only needs to register once by emailing NorfolkRegistercovidtesting@nnuh.nhs.uk with their name, job title and contact number.The NNUH registration team will contact them to register the organisation so you can then book an appointment.Your employer will be given a **unique reference number** and the contact details for your triage.Individual employees can then request a test through the following routes:* If you are a key worker for an **NHS organisation**, email NHScovidtesting@nnuh.nhs.uk with your name, job title and contact number and quoting the **unique reference number** given to you by your employers.

If you are a key worker for a **non-NHS organisation**, email covidtesting@nnuh.nhs.uk with your name, job title, contact number and quoting the **unique reference number- see below** given to you by your employers. | If individuals were not able to access testing via any other route, a referral would be made to the local Community Testing Team. This local response would also be used where a prioritised and urgent response was required:1. If a symptomatic individual was living alone, not able to drive or access transport and not able to use home testing kit. They would have to self-isolate until a negative test result and not attend their usual day services, which may pose a risk to their wellbeing.
2. If an individual was reliant on support from a personal assistant who became symptomatic and was not able to drive or access transport it would be important for this personal assistant to be tested quickly in order to maintain the support they are providing.
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| If any further or particular advice is required in terms of self-isolation, this will be provided by the relevant healthcare team – this may be the team providing the result or the CCG IPC team  |

**Assist Trust Unique Reference Number for staff (keyworkers) is: OCA0077**

Staff can request tests via covidtesting@nnuh.nhs.uk or by phoning 01603 647900

* The management team are to report any outbreaks to the local health protection team, who will advise regarding self isolation and other appropriate measures:

PHE East of England Health Protection Team,
Thetford Community Healthy Living Centre, Croxton Road,Thetford,
IP24 1JD

EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.net

Phone: 0300 303 8537

Out of hours for health professionals only:01603 481 221 (Medicom) (Norfolk)

**Isolation after a test or while waiting for a result**

This guidance applies to both members of staff and people who use the service.

If someone tests positive

* The individual needs to follow the advice for individuals who test positive.
* All individuals who meet the ‘close contact’ guidance will need to self-isolate for 14 days (which will require a further 7 days from the onset of any symptoms in line with standard advice).
* The nature of these services means that most attending that session / day will meet the close contact definition (with a few exceptions of outdoor, well dispersed provisions).
* There is no exception for care workers in the test and trace guidance – they will need to isolate for 14 days.

Whilst awaiting a test result

* Follow above self-isolation guidance unless / until a negative result.

If someone is symptomatic and not yet tested

* Follow above self-isolation guidance unless / until a negative result.
* Managers to also report outbreak to the county councils public health team

You must do this by emailing: phnorfolkomc@norfolk.gov.uk.

* The management team to conduct an investigation into the outbreak or suspected case, reviewing current polices and procedures as well as a thorough review of Assist Trusts infection control procedures and the Covid19 risk assessment.

* The management team to assess the impact on the company and all persons involved
* **Risk Assessment – Heath Gardens – Coronavirus(Covid-19) recognised**

The purpose of this risk assessment is to provide staff and Members with a check list which ensures all action has been taken to identify all the hazards associated with activities that take place at Assist Trust allotment site at Heath Gardens, and that appropriate control measures have been taken to reduce risk to an acceptable minimum.

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| **Hazard** | **Who is at Risk?** | **Risk Rating Before****H=High****M=Medium****L=Low** | **Control Measures Put in Place** | **Risk Rating After****H=High****M=Medium****L=Low** |
| Misuse of tools and gardening equipment - can cause injury to self or othersMisuse of COSHH substances - can cause chemical burn, skin irritation, inhalationMisuse of hazardous materials – cause injury to self or othersMisuse of electrical equipment - can cause electrocution  Slipping/tripping on uneven ground, causing injuryMembers working in an area without immediate supervision and therefore being more vulnerable to any of the above If members walk to and from the gardens independently; there is a risk of injury through involvement in road traffic accident i.e. being struck by car/bike, or through slipping/tripping, there is a risk of members being financially, verbally or physically abused by others.Risk of members absconding, potentially leading to injury or harmRisk of spreading COVID-19 through using tools and other equipment to perform gardening tasksRisk of spreading COVID-19 through use of communal areas (toilet, field centre and kitchen)Risk of spreading COVD-19 by individuals working closely together | Members/StaffMembers/StaffMembers/StaffMembers/StaffMembers/StaffMembersMembersMembersMembers/StaffMembers/StaffMembers/Staff | HMMMMMHMHHH/M | Staff to explain/support members to adopt safe usage of implements/tools and to offer additional support where needed. Members and staff to wear appropriate protective clothing and footwear.Staff to ensure that suitable protective clothing is worn when handling hazardous substances/materials. Any spillages to be cleared up immediately. Staff to encourage members to wash their hands after using material/products. Staff to ensure instructions on packaging are followed and members are observed when using COSHH or hazardous products/materials.No liquids to be placed/used around equipment. All equipment to be P.A.T tested. Staff to complete visual checks before use. Staff and members to wear appropriate protective clothing and footwear.Staff to ensure that members who are working independently understand how to carry out tasks safely, are aware to seek support if needed, and are aware of where staff members will be.Staff to ensure that members who are working independently understand how to carry out tasks safely, are aware to seek support if needed, and are aware of where staff members will be.Members who travel independently complete travel training and risk assessment before doing so. Members to carry Members Card with contact information on. Staff to be aware of members’ whereabouts and to follow Missing Person Policy if incident occurs. Staff to carry mobile phone.Staff to be aware of members’ whereabouts and to follow Missing Person Policy if incident occurs. Staff to carry mobile phone. Only **ONE** member of staff are to go into the blue storage containers to retrieve items for use by others. Staff to ensure that **ALL** persons using equipment have thoroughly washed their hands before doing so. Staff to ensure that only one person touches/uses an item of equipment at any one time. Items are to be disinfected after use/before use by another person, following control measures stated within Assist Trust’s COVID-19 risk assessment and policy & procedure. ***Update 18.12.20******Staff member to use gloves when issuing tools and equipment to the members working at the Gardens.***The kitchen and field centre **ARE NOT** to be accessed during group time using the garden. The staff on ‘’toilet duty’’ must ensure that the individual using the toilet has washed their hands in accordance with government guidelines and that the toilet which has been used by an individual is thoroughly cleaned following Assist Trust’s COVID-19 risk assessment and policy & procedures.Whilst any work or activity is carried out at Heath Gardens, staff must ensure that all individuals are adhering to the 2 meter social distancing guideline. If it is at all necessary for staff to be within 2 meters of a member or another member of staff, extra PPE precautions **MUST** be used in accordance with Assist Trust’s COVID-19 risk assessment and policy & procedures | LLLLLMMLM/LLL/M |