



Finding Scotland's Real Heroes – Carer of the Year

Risk Assessment for Reopening Daycare – approved 11/6/2021

In line with adult Social Care building-based day services guidance

		Questions to consider	Met/unmet – Action required
	All day services	<p>Can we confirm that we have considered and met all the required safety checks that will allow our service to reopen. Please refer to the Scottish Government Cabinet Secretary's letter and the operational guide for day services developed in response to COVID (Care Inspectorate/Shared Care Scotland) for more information.</p> <p>Are we confident that we know what to do if there is outbreak?</p>	<p>MET</p> <p>Full risk assessment completed and practices / policies / procedures adapted as required. All staff consulted and included in risk assessment.</p> <p>Yes. Self-Isolate. Inform. Test.</p>
Overall service provision	Outdoor/ community-based services	<ul style="list-style-type: none"> • How will your service ensure physical distancing rules are maintained? • Will this require changes in attendance e.g. reduced days/ hours/cohorting? • Will face coverings be required? • Will weather affect your plans, and what is your contingency? • How will you address access to toilets in the community? • How will you ensure that hand hygiene is maintained? • How will you address any issues that might arise re: access to food and fluid? • How will you address travel for both staff and people using the service? 	<p>Seats removed from sitting room and in storage. Remaining seats may not be moved by Service Users. Maximum number of people per room. Signage. Phased return – alternate days. Staff and Service Users in bubbles.</p> <p>Yes. Supplied</p> <p>Not affected.</p> <p>Radar Key / Supermarkets. Take wipes and sanitiser. Keep supply on bus. Regular hand washing and sanitiser use.</p> <p>Individual picnics. Flasks. Disposable single use cups.</p> <p>Allocated seating on bus. Restricted numbers. Masks required on bus. Increased ventilation on bus. Bus was deep cleaned prior to re-opening and will be cleaned / sanitised after every use.</p>

	<p>Services with no personal care</p>	<ul style="list-style-type: none"> • What checks will you need to undertake on the building e.g. PAT testing/water testing? • Can you provide your service in a different way to meet need? • Will changes be required in attendance e.g. reduced days/hours/cohorting? • Can your centre be zoned to support cohorting? Can you keep the same people coming on the same days? How will this affect relationships? • Will this require staffing changes e.g. shift patterns? • Can you keep indoor spaces ventilated well? Could you make more use of outdoor spaces, & would this require new equipment e.g. gazebos? • Can you create a one-way system for entry/exit? • What is your drop off/pick up procedure? 	<p>PAT/Electrical/Gas Safety/Fire Safety... all routine maintenance.</p> <p>Staff meetings held to discuss alternative ways of working.</p> <p>Yes. Numbers of Service Users and staff both reduced to facilitate safe social distancing. Reduced days. Staff and Service Users in bubbles.</p> <p>Rota's adjusted accordingly for staff and service users. No negative affect.</p> <p>Yes. Done.</p> <p>Yes. Open Skylight and dining room window. Open kitchen window to create through draft. Use garden and awning, weather permitting.</p> <p>A one-way system would increase risk of people meeting in confined spaces and of Service Users becoming disorientated. Entrance/Exit leads directly to bus via garden and is a safer system.</p> <p>Forward planning. Allocated seating. Escort to manage.</p>
	<p>Services providing personal care</p>	<p>In addition to the above:</p> <ul style="list-style-type: none"> • What PPE will you need? • How will you access PPE and where will you store it? • What procedures do you have in place for those people who use your service who cannot observe physical distancing or who may present with behaviours that increase risk such as spitting or biting? 	<p>Masks, Gloves, Aprons, Visors, Sanitiser, all in stock.</p> <p>Access from PPE Hub. Store as appropriate on bus and throughout centre for easy access. Sanitiser to be stored out of sunlight due to flammable properties.</p> <p>Individual risk assessments. PPE for staff. Additional mobile screens. Self closing pedal bins with tie-handle liners. Regular. Encouragement.</p>

		<ul style="list-style-type: none"> • What procedures do you have in place for activity that requires close contact (within physical distancing parameters) such as personal/intimate care, holding safely, assisting someone to eat and drink? 	<p>PPE for staff. Hand washing and sanitiser procedures.</p> <p>Mobile Perspex screens throughout centre.</p> <p>One server for tea/toast and biscuits which will be served to Service Users individually.</p> <p>No communal / shared plates/platters.</p>
Hygiene	Food and drink preparation	<ul style="list-style-type: none"> • Will you need to change your approach to what you offer re: eating and drinking? For example, do you expect people to bring their own? • If you are providing food and drinks, what additional hygiene measures need to be in place? • What are the arrangements for cleaning food and drink crockery and cutlery? • If people need help to eat, what PPE will be required? 	<p>Cook's hours extended.</p> <p>Individual plates for Service Users. One person to serve.</p> <p>One person only in kitchen.</p> <p>Regular hand washing and sanitising. Single use disposable cups on outings</p> <p>Dish washer mandatory.</p> <p>Disposable single use cups on outings. Sanitise dispensers and bottles before and after use daily.</p> <p>Perspex screens. Masks. Visors. Aprons.</p>
	Communal area/ frequently touched areas	<ul style="list-style-type: none"> • Will you be able to maintain physical distancing in communal areas? • How will you ensure these are kept clean throughout the day? • What checks are in place to monitor cleanliness on frequently touched areas e.g. check sheets? • Do you have an enhanced cleaning schedule? • Are more support staff required? 	<p>Yes.</p> <p>Daily cleaning schedules enhanced. All cleaning products EH approved.</p> <p>Clean as you go policy</p> <p>Enhanced cleaning schedule with tick sheet to record.</p> <p>Yes.</p> <p>Housekeeper hours increased.</p>
	Maintaining good hand and respiratory hygiene	<ul style="list-style-type: none"> • What handwashing facilities do you have? Do these need to be extended? • Is it safe to set up additional handwashing stations? If not, what alternatives can you use? • Are handtowels, tissues, and bins available in appropriate areas? • Will you suggest those using the service wear a fresh set of clothes each time they come to the service for hygiene reasons? 	<p>Downstairs toilet. Upstairs toilet. Kitchen for cook. No. Staff to clean immediately after use by Service Users.</p> <p>Not required. Increased automatic sanitiser dispensers fitted throughout centre.</p> <p>Yes. Increased closed lid pedal bins with tie handle liners.</p> <p>Yes</p>

		<ul style="list-style-type: none"> How will you support people who need additional help with coughing and sneezing hygiene? 	Ready supply of disposable hankies. Encouraged to use proper procedures. Use closed lid pedal bins for disposal. Hand hygiene procedures.
	PPE	<ul style="list-style-type: none"> Are your staff clear on what PPE is required for which situation? Are staff trained on how to put it on and take it off PPE safely? How will you access PPE? Where will you store it safely? What are your contingency plans if PPE runs low? Have staff been advised on requirements on what to wear to work & laundering requirements? Have you worked out roughly how much PPE is required? Have you contacted the supplier you use to discuss your PPE requirements? What are your contingency arrangements if you need support to access PPE if your Business As Usual routes have been exhausted? 	<p>Yes. As per Infection Control training.</p> <p>Yes, as per certificated training. Refresher training available if required.</p> <p>PPE Hub.</p> <p>Throughout centre in designated storage areas.</p> <p>Order from Hub.</p> <p>In emergency, purchase directly from local supplier.</p> <p>Monitor stock levels.</p> <p>Yes.</p> <p>Yes.</p> <p>Yes</p> <p>Hub.</p> <p>Local Supplier.</p> <p>Online Overnight service.</p>
	Overall hygiene	<ul style="list-style-type: none"> What are your plans for daily cleans/increased frequency? What are your arrangements for cleaning between groups/individuals who use the service? Can layouts be changes to make cleaning easier e.g. removing clutter/unnecessary items? Do you have sufficient cleaning supplies/PPE for cleaning? Do you have cleaning protocols e.g. what is to be used where and when? Who has overall responsibility for supervising cleaning? Are staff clear on the cleaning procedures? 	<p>Enhanced cleaning.</p> <p>Clean as you go.</p> <p>Clean after use.</p> <p>Regular handwashing.</p> <p>Full deep clean and only open alternate days initially.</p> <p>72 hour isolation area for daily activities between use.</p> <p>Staff spent 2 weeks cleaning and decluttering centre.</p> <p>Yes.</p> <p>Yes.</p> <p>Collective responsibility overseen by manager.</p> <p>Yes.</p>
Test and Protect	Overall test and protect	<ul style="list-style-type: none"> How will you ensure that staff and people using the service are aware of the Test and Protect requirements? 	Notified individually in writing. Staff to test Sunday afternoon and Wednesday evening and record results online as per Guidance issued

		<ul style="list-style-type: none"> • Do you know who to contact in your Local authority, HSCP/Public Health for help and advice? • What is your reporting procedure to support track, trace, and isolate strategy? • Do you know where to access testing for staff and people using the service? 	<p>Yes.</p> <p>As advised by Public Health Agency flowchart and Scottish Government Test & Protect Guidelines.</p> <p>Yes. Murray Owen Centre.</p>
	Staff	<ul style="list-style-type: none"> • What measures are in place if a member of staff exhibits symptoms of COVID-19 while at work? E.g. isolation • Is your 'call tree' up to date re: N.O.K? • What is your criteria for ongoing monitoring e.g. do staff need to be tested regularly, or do you take a risk-based approach based on symptoms? • What records will you keep on staff/those using the service in case there is a need of track and trace? • What contingency plans do you have in place if staff must isolate? 	<p>Send home immediately and initiate track, trace and isolate procedures.</p> <p>Yes.</p> <p>All staff to self-test with LFD kit twice weekly and record results online. If test is positive or any symptoms develop, arrange a PCR Test.</p> <p>Record of everyone in centre daily kept up to date.</p> <p>Anyone who has symptoms must self-isolate straight away, and use NHS Inform or call 0800 028 2816 to arrange a test.</p> <p>People who have tested positive for coronavirus must self-isolate for a minimum of 10 days from the time their symptoms started, or the date of the test if asymptomatic.</p> <p>Close contacts of someone who has tested positive identified by an NHS contact tracer will have to self-isolate for 10 days.</p> <p>Centre may need to close depending on staff availability.</p>
	People using the service	<ul style="list-style-type: none"> • How will you identify anyone who is symptomatic? • What measures do you have in place for someone who exhibits symptoms while using the service? 	<p>Daily checklist prior to collecting. Monitor regularly for signs and symptoms.</p> <p>Contact Carer immediately Isolate individual and return home asap. Initiate Track, Trace and Isolate procedures for all close contacts.</p>

		<ul style="list-style-type: none"> • What are your procedures for the person returning to the service post-isolation/positive result? 	<p>If covid positive person /contact has isolated for 10 days and has had no fever for the previous 48 hours (and if a contact remains asymptomatic), there should be no need for further testing unless they have new symptoms.</p> <p>Symptomatic cases and contacts should have already been tested during their isolation period. (As per guidance on NHS Inform website).</p> <p>NHS Health Protection don't usually recommend retesting within 90 days of a positive result unless there are new symptoms (or on the advice of Public Health or Test and Protect).</p>
		<ul style="list-style-type: none"> • What systems are you putting in place to ensure risks are minimised e.g. asking about coughs or symptoms, daily check ins before using the service... 	<p>Daily checklist prior to collecting. Monitor regularly for signs and symptoms. Temperature checks prior to attending.</p>
Transport/ travel	Travel to and from the service/ centre	<ul style="list-style-type: none"> • What measures will you need to put in place to support safe travel arrangements? • Can individuals travel safely to use the service? • Can the family/carer drop off? • How will you ensure face coverings are used if using public or shared transport? • How will you support clients, where possible, to adhere to face covering advice if using public transport? • Will transport arrangements impact on your staffing/changes to shift patterns? 	<p>Bus was deep cleaned professionally. New daily cleaning schedule for bus. Allocated seating. Restricted numbers. Social distancing. Use of Face Coverings and hand sanitiser.</p> <p>Yes.</p> <p>If preferred. Yes. PPE supply stored on bus. Encourage Service Users to wear face coverings.</p> <p>Public transport not used.</p> <p>No.</p>
	Group transport	<ul style="list-style-type: none"> • Is group transport used? • What changes will you need to make to this to meet guidelines? 	<p>Yes. We have our own minibus. Allocated seating. Increased ventilation. Social distancing. Reduced numbers.</p>

		<ul style="list-style-type: none"> • Will you need to introduce cohorts/bubbles for transport? • If you do use group transport what additional hygiene measures will need to be put in place, e.g. cleaning of high touch areas? 	<p>Yes. Allocated days.</p> <p>Deep cleaned professionally. Daily cleaning schedule revised.</p> <p>Regular sanitising with antibacterial wipes.</p> <p>Tie handle bin for used PPE which is to be emptied into yellow hazardous waste bags, dated and stored for 72 hours before being disposed of in black bin bags in no positive tests. If positive tests, to be disposed of as hazardous waste.</p>
Staffing	Health and Safety	<ul style="list-style-type: none"> • Have you conducted a risk assessment for your service and with your staff? • Have staff been trained in the new measures e.g. PPE, cleaning protocols? • What measures do you have in place for testing? • What record keeping will you have in place for staff? 	<p>Yes. All staff contributed to this risk assessment.</p> <p>Yes.</p> <p>All staff to test twice weekly at home with LFD test kits. Use NHS Inform to upload individual test results. If test is positive or any symptoms develop, arrange a PCR Test.</p> <p>Staffing schedule and note of all close contacts maintained.</p>
	Staff numbers	<ul style="list-style-type: none"> • Will changes to services e.g. increased hours/lower numbers/cohorting require different staffing numbers? • Will any of your staff not present for duty owing to concerns regarding their own health/if shielding is in place? • What are your arrangements for staff who cannot work owing to isolation? • What are your staff contingency plans if a number are 'out' due to isolation? 	<p>Hours and numbers adapted to suit. Staff consulted.</p> <p>No.</p> <p>Fully supported.</p> <p>Possible closure of service.</p>
	Staff training and support	<ul style="list-style-type: none"> • How will you train staff in all the new requirements? • How will you support staff who will have concerns about returning to work? • How will you support the ongoing well-being of staff? • How will you cascade information to staff to keep them informed? 	<p>Staff meeting. Individual meetings. Letters. Updated policy statements shared. Staff involved at every stage in agreeing new procedures.</p> <p>Staff Supervision. Regular consultation and review of procedures. Open door policy. Daily debriefings.</p> <p>Group WhatsApp for all staff. Personal e-mails. Daily debriefings. Communications diary.</p>

		<ul style="list-style-type: none"> Staff Training Undertaken? CACHE Level 2 Certificate In, the Principles of The Prevention and Control of Infection in Health Care Settings Unit 1: Principles of the causes and spread of infection in healthcare settings Unit 2: Principles of the importance of personal hygiene and health in the prevention and control of infection in healthcare settings Unit 3: Principles of decontamination, cleaning and waste management in healthcare settings Unit 4: Principles of infection prevention and control in a healthcare setting. 	<p>All Staff undertook extensive certificated training on Infection Control.</p> <p>Ongoing updates and further training will be accessed via Health Protection Scotland, SSSC and Care Inspectorate Portals and the Local Health & Social Care Partnership.</p>
People using the service and their carers	Communication	<ul style="list-style-type: none"> How will you keep those using the service and their carers informed? How will you consult with those using the service and their carers on issues that affect them such as changes to the delivery? How will you make provisions for people using the service and their carers to provide feedback? 	<p>Regular contact from Senior Care-worker. Call prior to attending. By letter and follow up telephone call.</p> <p>Service User Forums. Carers Questionnaires. Feedback forms.</p>
	Hygiene protocols	<ul style="list-style-type: none"> How will you keep those using the service informed of the correct procedures for your hygiene measures e.g. expectations regarding drop off and pick up, changes of clothes? Have you thought of putting in place a one-way system for drop off and pick up? 	<p>By letter and by phone prior to attending.</p> <p>Staff reminders and prompts throughout the day.</p> <p>Considered but due to low numbers and parking it would be counterproductive.</p>
	Contingency arrangements	<ul style="list-style-type: none"> Have you developed service contingency arrangements in the event of a positive COVID19 test result? Have you put in place arrangements should your service be instructed to close? 	<p>Yes. Implement procedures advised by Test, Trace and Protect. Guidance issued.</p> <p>Yes. Inform Carers and Service Users Inform staff and Committee. Inform HSCP, Care Inspectorate and Local Authority.</p>
Completed By:	Brian Doig, Group Co-ordinator, following consultation with and including input from: Donna Liddiard, Roger Davidson, Amanda Murray, Irene Anderson, Roslyn McGarry and Clare Morrison.		
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