




<b>Risk Assessment for</b>		<b>Name of residential Home:</b>		<b>Ref no</b>	<b>01. Visitors to residents during Covid-19 Daily assessment</b>	 <b>EAST RIDING</b> OF YORKSHIRE COUNCIL  <b>Operational Risk Assessment</b> Directorate of Adult, Health and Customer Services
<b>Occupation/activity/task</b>		Safety of staff, residents, visitor		<b>Location</b>	All Areas	
<b>Date completed</b>		<b>Review date</b>	Ongoing - live working Risk Assessment	<b>Assessor name(s)</b>		


<b>What are the hazards</b> <i>Identify hazards (relevant to occupation/ activity/task)</i>		<b>Those at risk and how they might be harmed?</b> <i>List groups of people at risk from the hazards identified and list how they may be affected</i>	<b>What are you already doing/ your existing control measures</b> <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	<b>Is risk ALARP?</b> <i>Yes or No+ ALARP – as low as reasonably practicable</i>
01	Breaches of law or Government / local Public Health guidelines	<ul style="list-style-type: none"> <li>• ERYC authority</li> <li>• Registered manager</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Manager / Identified Lead person must check daily that Government guidance remains that visits to residential homes is appropriate.</li> <li>• Manager / Identified Lead Person must check daily that local Public Health guidance remains that it is safe for visits to be facilitated.</li> <li>• Relevant policies and procedures regarding visits must be put into place and be monitored regularly by Managers / Identified Lead Person.</li> <li>• *Residents consent must have been obtained before any visits (or LPA / Deputy / best interest decisions as appropriate for those lacking capacity).</li> <li>• Robust infection Control measures must be in place – This must evidence cleaning tasks that staff have undertaken – Prior and between visits.</li> </ul>	
02	Breaches of data protection	<ul style="list-style-type: none"> <li>• Residents</li> <li>• Staff</li> <li>• Visitors</li> <li>• ERYC authority</li> </ul>	<ul style="list-style-type: none"> <li>• Identified person must check that the visiting area is clear of all personal information relating to individuals.</li> <li>• Privacy notice for COVID-19 response available on request</li> <li>• Visitors to have been informed of how their information will be processed.</li> </ul>	

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03	Cross infection	<ul style="list-style-type: none"> <li>• Residents</li> <li>• Staff</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Is there no recognised outbreak of Covid-19 or other virus within the home.</li> <li>• Sufficient supply of PPE must be available for staff and visitors for the day.           <ol style="list-style-type: none"> <li>01. Face mask</li> <li>02. Gloves</li> <li>03. Plastic apron</li> <li>04. Plastic shoe covers.</li> </ol> </li> </ul> <p>*Visitors asked to bring their own pens to complete visiting Agreement.</p>
03	Staffing	<ul style="list-style-type: none"> <li>• Residents</li> <li>• Staff</li> <li>• Visitors</li> <li>• ERYC authority</li> </ul>	<p>Managers / Identified Person must check daily</p> <ul style="list-style-type: none"> <li>• Are hand hygiene facilities appropriate and working ?</li> <li>• Is the clear dividing screen in place and secure to prevent contact? (if applicable)</li> <li>• Are entry and exit routes for visitors clear and safe to use?.</li> </ul>

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			<ul style="list-style-type: none"> <li>• Are appropriate signage displayed to direct / guide Visitors?.</li> <li>• Is there appropriate information/ signage displayed reminding Visitors of the 2m meter social distance and no touching rule?.</li> <li>• Is the visiting list for the day at hand?</li> <li>• Are products available to spray/wipe/clean between visit?</li> <li>• *re staff aware / following COSHH information sheets specific to products they are using?</li> <li>• Are clinical waste bags in place and sufficient for the days visits?</li>   <li>• Are sufficient staff available to safely facilitate visits whilst maintaining the safety of and meeting the complex needs of all residents in the home and able to maintain staff and visitor safety?</li> <li>• Have staff being briefed on and acknowledged understanding of the requirements for the day?</li> <li>• Have all on duty staff temperatures been checked and are the below 37.8?.</li> <li>• Are all on duty staff clear of syptoms of Covid-19?</li> </ul> <p>Regular cleaning of door Handles / communal areas through out the day must be robust and evidenced.</p>	
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04	Residents	<ul style="list-style-type: none"> <li>Residents</li> <li>Staff</li> <li>Visitors</li> <li>ERYC authority</li> </ul>	<ul style="list-style-type: none"> <li>Have all residents temperatures been checked and below 37.8?</li> <li>Are all residents clear of symptoms of Covid-19?</li> <li>Are the individual visiting risk assessments at hand for all residents due a visit on the day?</li> <li>Can the requirements of the residents risk assessment be met on the day?</li> <li>An appointment system must be in place to enable staggered visits</li> <li>Plans must be in place for those residents that are shielding before any visits - all staff must be made aware prior any visits.</li> </ul>	
05	Visitors	<ul style="list-style-type: none"> <li>Residents</li> <li>Staff</li> <li>Visitors</li> <li>ERYC authority</li> </ul>	<ul style="list-style-type: none"> <li>Have visitors temperatures been taken and recorded as below 37.8?</li> <li>Visitors are not displaying symptoms of Covid-19 or other virus</li> <li>Visitors have signed the visitors Covid-19 agreement</li> <li>Are visitors aware and willing to comply with infection control and no touching rule?</li> </ul>	
06	Hygiene	<ul style="list-style-type: none"> <li>Residents</li> <li>Staff</li> <li>Visitors</li> <li>ERYC authority</li> </ul>	<ul style="list-style-type: none"> <li>The nominated staff member is to ensure that prior to the first visit of the day.             <ol style="list-style-type: none"> <li>The hand hygiene station is clean and well stocked.</li> <li>Appropriate PPE is placed ready for each visitor as they arrive</li> <li>Clinical waste bags are in situ</li> </ol> </li> </ul>	

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06	Hygeine continued	<ul style="list-style-type: none"> <li>• Residents</li> <li>• Staff</li> <li>• Visitors</li> <li>• ERYC authority</li> </ul>	<ul style="list-style-type: none"> <li>• Between vists the nominated staff member will ensure that the visitors side of the safe space is cleaned thouroughly, sprayed and wiped with appropriate cleaning product. This will include:           <ol style="list-style-type: none"> <li>1. Hand hygiene station.</li> <li>2. All touchable surfaces</li> <li>3. Floor</li> <li>4. Visitors seating.</li> <li>5. The room has no added furniture, wall coverings etc which could increase cross contamination.</li> </ol> <p>*Staff must sign and date that the above measures / tasks to evidence completeion – these MUST be retained.</p> </li> </ul>	<ol style="list-style-type: none"> <li>4. All of the rooms touchable surfaces are thoroughly sprayed and wiped with appropriate cleaning materials.</li> <li>5. Residents and visitors seating is cleaned and safe to use.</li> </ol>
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07	Health and safety	<ul style="list-style-type: none"> <li>• Residents</li> <li>• Staff</li> <li>• Visitors</li> <li>• ERYC authority</li> </ul> <ul style="list-style-type: none"> <li>• Residents</li> <li>• Staff</li> <li>• Visitors</li> <li>• ERYC authority</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and visitors will adhere to and act appropriately to all health and safety arrangements Which includes           <ol style="list-style-type: none"> <li>01. Notices and signs</li> <li>02. Risk Assessment</li> <li>03. Verbal requests.</li> <li>04. Alarms</li> </ol> </li> <li>• Access and exit route for visitors are safe, clean and well maintained</li> <li>• Fire gates are in the correct state of lock / unlock both at beginning and end of visiting period.</li> <li>• Dividing screen is in correct state of lock / unlock both during and following visits to maintain safe exit via the fire exit doors.</li> <li>• Visitors are informed of what is their expectations should the fire alarm sound.</li> <li>• Staff to supervise visits and reiterated the 2 metre social Distance rule and no touching if necessary.</li> <li>• Staff must wear PPE , gloves, apron , mask.</li> <li>• Staff will remove any items left by visitors within the safe space.</li> </ul>	
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**Do you/can you do anything else to manage/reduce this risk? If required, who is responsible and date completed**

*For risks not adequately controlled, detail further action needed*

Ref No	If further action is required, detail what action is required	By Whom	By When	Completed (sign)

Acceptance by Responsible Manager (print name & signed):	Date:
Staff briefed on Risk Assessment & Safe System of Work (print name & signed)	Date: