

Risk Assessment- Visiting Arrangements for an outdoor space

What are the hazards <i>Identify hazards (relevant to occupation/ activity/task)</i>		Those at risk and how they might be harmed? <i>List groups of people at risk from the hazards identified and list how they may be affected</i>	What are you already doing/ your existing control measures <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	Is risk ALARP? <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"> • ERYC authority • Registered manager • Visitors 	<ul style="list-style-type: none"> • Manager / Identified Lead person must check daily that Government guidance remains that visits to residential homes is appropriate. • Manager / Identified Lead Person must check daily that local Public Health guidance remains that it is safe for visits to be facilitated. • Relevant policies and procedures regarding visits must be put into place and be monitored regular by Managers / Identified Lead Person. • Residents consent must have been obtained before any visits (or LPA / Deputy / best interest decisions as appropriate for those lacking capacity). • Robust infection Control measures must be in place – This must evidence cleaning tasked that staff have undertaken – Prior and between visits. 	
02	Breaches of data protection	<ul style="list-style-type: none"> • Residents • Staff • Visitors • ERYC authority 	<ul style="list-style-type: none"> • Identified person must check that the visiting area is clear of all personal information relating to individuals. • Privacy notice for COVID-19 response available on request • Visitors to have been informed of how their information will be processed. 	
03	Residents	<ul style="list-style-type: none"> • Residents • Staff • Visitors • ERYC authority 	<ul style="list-style-type: none"> • Have all residents temperatures been checked and below 37.8. • Are all residents clear of symptoms of Covid-19 • Are the individual visiting risk assessments at hand for all residents due a visit on the day? • Can the requirements of the residents risk assessment be met on the day • An appointment system must be in place to enable staggered visits • Only one visit per Resident a day – maximum of two visitor for that individual. 	

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			<ul style="list-style-type: none"> Plans must be in place for those residents that are shielding before any visits 	
04	Visitors	<ul style="list-style-type: none"> Residents Staff Visitors ERYC authority 	<ul style="list-style-type: none"> Have visitors temperatures been taken and recorded as below 37.8 Visitors are not displaying symptoms of Covid-19 or other virus Visitors have signed the visitors Covid-19 agreement Are visitors aware and willing to comply with infection control policy 	
05	<p>Visits taking place in outdoor spaces</p> <p>This needs to be read and implemented with the SSoW for visitors – visiting Residential units outside</p>	<ul style="list-style-type: none"> Residents Staff Visitors ERYC authority <ul style="list-style-type: none"> Residents Staff Visitors ERYC authority 	<ul style="list-style-type: none"> Management / Nominated Lead staff member must consider and implement where necessary , the below: *Visitors are not permitted to enter into the property – Outdoor visits can not be arranged if visitors have to access via the unit. Does the weather conditions allow for the visit to be undertaken without any detrimental effect to the resident or visitors. If the weather does not permit - nominated staff member must contact the visitor as soon as possible to inform and offer an alternative - via telephone / video call - and to re-arrange an outside visit. Before taking the resident to see their visitor staff must check if they are still happy to do so. Management to implement Booking System - All visitors must pre – book their visit and the time scale for the duration of the visit must have been agreed. 	

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			<ul style="list-style-type: none">• Bookings must be staggered across the day to maintain safe staffing levels, And to ensure correct infection control measures are upheld by staff.• All furniture needed including any hand rails, touchable surfaces leading to and in the garden / outside area must be sanitized prior visit and *in between visits.• Manager / Lead Staff must Identify and risk assess a suitable outside space which will allow for adequate 2 meter social distancing and provide a comfortable, dry, warm and conducive setting for the visit to be undertaken.• If it is identified that your visiting area is also your Muster station – Visitor / s need to be informed prior to visiting that the expectation is if the fire alarm sounds the visitation will be abolished and the visitor will be expected to leave straight away - taking the quickest and safest route, whilst maintaining social distancing and avoiding contact with any residents / staff.• Where visitors or residents are unable to comply with 2 meter distancing, then a form of barrier will need to be provided or the visit will not take place• Chairs must be place at least 2 metres apart - preferably with a large table between them• Number of Visitors are limited to two	
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			<ul style="list-style-type: none"> • If residents are symptomatic / or the home has confirmed COVID-19 then it is at the management discretion to allow outdoor visits. • Management / lead staff must ensure pathways/ entrances are kept clear of any debris and are safe to walk on – appropriate signage to be displayed if grounds are uneven / slippery. • A PPE station must be set up in the garden / outdoor area where the visit will take place, prior to the visit : <ul style="list-style-type: none"> Washing bowl Soap Paper towels Hand Sanitizer Gloves (if requested) Mask (if requested) Plastic Apron (if requested) Disposable bags • All Visitors must complete a Visitors Agreement form after washing their hands. Visitor to receive a brief. • All visitors will be asked to bring their own pen prior to visitation • Supervise both the resident and their visitors to the location where the visit will take place. • Staff to reinforce social distancing and physical contact (if necessary) • Relevant signs / information relating to social distances to be displayed 	
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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:
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Staff briefed on Risk Assessment & Safe System of Work (print name & signed)	Date:
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