**COVID-19 Risk Assessment – Ara Housing Service (Lockdown period)**

It is not possible to cover every scenario in this guidance, and dynamic risk assessment will be needed at all times; please discuss any concerns with your Manager.

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| **Task** | **Action Required** | **Action by Whom?** | **Action by When?** | **Completion** |
| Visiting clients with no symptoms | * House visits and face to face contact with clients should continue on a regular basis but refer to section on face to face meetings, support sessions should be co-ordinated during house visits (refer to fortnightly plan), phone support should be considered where appropriate, social distancing must be maintained and PPE used * Staff to maintain [social distancing](https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19) at all times * Staff to refer to section on PPE/infection control * Refer to estates/maintenance section for guidance on room checks * Weekends to resume two days of visits | All staff | Aug 2021 | Ongoing |
| Visiting clients in Ara houses with symptoms of COVID-19 or where clients are self-isolating | * When a client in shared accommodation presents with symptoms of covid or is self-isolating the whole house will be “locked down” until the result of the test comes back or the period of self-isolation ends * Staff should avoid entering clients rooms/flats and face to face support wherever possible, phone support should be maintained * Symptoms to be reported to PHE and a test arranged * Client to be provided with self-isolation policy and support worker to check that this is being followed * Support worker to maintain daily contact to check on symptoms in case client becomes unwell * Find out who they have been in close contact with for past 48 hours as they will need to follow government advice around self-isolation including housemates * Symptoms to be recorded on Theseus – input as event on general information * Clients must not leave Bristol | All staff  Managers/  Seniors | August 2021 | Ongoing |
| PPE/Infection control | * All staff must wash their hands frequently and carry anti-bac sanitiser at all times while working * Anti-bac sanitisers are provided in all Ara shared houses * Staff are required to [socially distance in line with PHE best practice](https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19), and additionally use the following PPE as required:   + Disposable gloves   + Disposable apron   + Fluid repellent face mask   + Eye protection   + Disposable bags   + Staff to refer to following poster for advice on putting on, taking off & disposing of PPE:   - Masks, gloves, aprons & bags to be available in all houses, staff to ensure they collect full PPE from office | All staff | August 2021 | Ongoing |
| Cleaning | * Clients to be encouraged to keep communal areas clean and regularly wipe down surfaces * Deep clean to be carried out of properties where a client has had symptoms of COVID-19, communal areas and client’s room to be cleaned * Deep cleans to be carried out of rooms/flats vacated by a client that has had symptoms of COVID-19 * Mattresses to be treated with bodily fluid disinfectant spray * New mattress protector to be provided, old one to be disposed of * All waste that may be contaminated with coronavirus to be double bagged, disposed of in outside bins and left for 72 hours * All laundry that may be contaminated with coronavirus must be bagged and placed directly in the washing machine, the bag must be disposed of immediately in the outside bin and left for 72 hours before being moved | All staff | August 2021 | Ongoing |
| Managing non-compliance | * Clients to be kept up to date regarding government instruction to reduce the spread of coronavirus via support workers * Instances of non-compliance to be dealt with in the following steps:  1. Support worker to emphasise importance and identify steps required by client 2. Letter to be issued to client “Client Letter COVID non-compliance” 3. Senior/manager to meet with client 4. Client to be issued with formal warning 5. Seniors/manager to request permission to serve notice from BCC | All staff | August 2021 | Ongoing |
| Working in Ara offices | * Staff to work from home where possible * Staff to follow general hygiene advice (regular handwashing) * Hand sanitisers provided throughout Ara main offices * Staff to wipe down computers/work stations before and after each use with anti-bac wipes, there should be no need for staff to hot desk * Please do not move chairs * Clients should not visit the office unless absolutely necessary * Staff to keep calendars up to date at all times to allow for tracing in case of a positive covid test | All staff | August 2021 | Ongoing |
| Client appointments – face to face | * Staff can meet clients indoors providing social distancing can be maintained; good ventilation is to be encouraged, and in good weather gardens and outdoor space to be utilised. * Where appropriate, staff to wear PPE for client appointments. * Consideration to be given to confidentiality (other clients/neighbours/members of the public) * Clients should not use staff phones where possible. If unavoidable, phone should be put on speaker phone to avoid contact and wiped before and after use with anti-bac wipes | All staff | August 2021 | Ongoing |
| House meetings | * House meetings can resume; indoors or where possible in fair weather in outdoor space such as gardens. Social distancing guidelines to be adhered to, together with other [best practice on reducing the spread of COVID-19](https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19). * Staff to discuss concerns with seniors/manager | All staff | August 2021 | Ongoing |
| Travelling to work/while working | * If staff need to travel on public transport follow government guidelines e.g. wearing a face covering * Staff to travel in separate cars/separate transport where possible * If needing to travel together the passenger must sit in the back on the opposite side to the driver and full PPE should be worn * Clients should not be taken in staff cars if possible, taxis can be used where needed. If unavoidable the client must sit in the back on the opposite side to the driver and full PPE should be worn | All staff | August 2021 | Ongoing |
| Alcohol/Drug Testing | * Regular testing to resume within Ara housing, with the following provisos:  1. Staff to wear full PPE 2. Staff to socially distance where possible 3. Client to insert key and remove temp strip 4. Client to place test on a surface, staff to view once client has stepped back 5. Client to dispose of urine and test pot by placing in clinical waste bin/double bagging and placing in external bin  * Clients can be alcohol tested using an alcohol dip test and urine pot. Staff to follow steps i-v above (except step iii) | All staff | August 2021 | Ongoing |
| Admissions | * Admissions can be carried out as required providing [best practice with stopping the spread of COVID-19](https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19) is followed. Staff to socially distance and where PPE as appropriate. | All staff | August 2021 | Ongoing |
| Notices and Evictions | * Notices can still be served for breaches of licence/tenancy agreements * Notices should only be enforced as agreed with seniors/manager | All staff | August 2021 | Ongoing |
| House meals | * House meals to resume; to minimise risk at Kings Court, all monies towards this are to be given to clients during house meetings | All staff | August 2021 | Ongoing |
| House Activities | * House Activities to resume but only after robust risk assessment for each activity completed, and commencement agreed with the seniors/manager | All staff | August 2021 | Ongoing |
| Visitors | * It remains safer to meet people outdoors. On a case by case basis clients may be allowed guests and visitors, based on their support workers appraisal of the situation and [in line with UK Government guidelines on the rule of 6](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#meeting-friends-and-family-indoors-rule-of-6). In larger houses (i.e. > 6 people) guests and visitors should be met outside the property. * Clients in self-contained properties may be able to form a “support bubble” following government guidelines but clients in shared properties would not be able to as they are considered a household | All staff | August 2021 | Ongoing |
| Estates/Maintenance | * Request that contractors give an estimated time of arrival to reduce the amount of time waiting in observe social distancing while repairs/maintenance/checks in communal areas are carried out. * Where possible limit the number of properties visited each week * Limit the amount of time spent in communal areas or bedrooms that are not void * All contractors to wear PPE | All staff | August 2021 | Ongoing |

**Completed by: Robbie Thornhill**

**Date: June 2021**

**Review due: August 2021**