

COVID-19 Risk Assessment – Ara Housing Service

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.

Task	Action Required	Action by Whom?	Action by When?	Completion
Visiting clients with no symptoms	<ul style="list-style-type: none"> - 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 at all times. - Staff to refer to section on PPE/infection control. 	All staff	Sep 2021	Ongoing
Visiting clients in Ara houses with symptoms of COVID-19 or where clients are self-isolating	<ul style="list-style-type: none"> - When a client in shared accommodation presents with symptoms of COVID-19 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 client’s rooms/flats and face to face support wherever possible, phone support should be maintained. - A PCR test to be arranged with the client. If this is a home test, this must be registered on line before the test is returned. - 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. - Clients to follow government advice around self-isolation, including housemates and close contacts. - Symptoms to be recorded on Theseus – input as event on general information. - Clients must not leave Bristol 	All staff Managers/ Seniors	Sep 2021	Ongoing

PPE/Infection control	<ul style="list-style-type: none"> - 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, and when appropriate use the following PPE as required: <ul style="list-style-type: none"> • 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	Sep 2021	Ongoing
Cleaning	<ul style="list-style-type: none"> - 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 a positive COVID-19 PCR test result, 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 a positive COVID-19 PCR test result - 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	Sep 2021	Ongoing
Managing non-compliance	<ul style="list-style-type: none"> - Clients to be kept up to date regarding government instruction to reduce the spread of coronavirus via support workers 	All staff	Sep 2021	Ongoing

	<ul style="list-style-type: none"> - Instances of non-compliance to be dealt with in the following steps: <ul style="list-style-type: none"> i. Support worker to emphasise importance and identify steps required by client ii. Letter to be issued to client “Client Letter COVID non-compliance” iii. Senior/manager to meet with client iv. Client to be issued with formal warning v. Seniors/manager to request permission to serve notice from BCC 			
Working in Ara offices	- REFER TO SEPARATE ARA OFFICES RISK ASSESSMENT	All staff	Sep 2021	Ongoing
Client appointments – face to face	<ul style="list-style-type: none"> - 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 necessary, 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	Sep 2021	Ongoing
House meetings	<ul style="list-style-type: none"> - 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. - Staff to discuss concerns with seniors/manager 	All staff	Sep 2021	Ongoing
Travelling to work/while working	<ul style="list-style-type: none"> - If staff need to travel on public transport follow government guidelines e.g. wearing a face covering - Staff to travel in well-ventilated cars when travelling together - Clients should not be taken in staff cars if possible, taxis can be used where needed. 	All staff	Sep 2021	Ongoing
Alcohol/Drug Testing	<ul style="list-style-type: none"> - Regular testing to resume within Ara housing, with the following provisos: <ul style="list-style-type: none"> i. Staff to wear gloves and other PPE as appropriate 	All staff	Sep 2021	Ongoing

	<ul style="list-style-type: none"> ii. Staff to socially distance where possible iii. Staff to follow testing policy <ul style="list-style-type: none"> - Clients can be alcohol tested using an alcohol dip test and urine pot. No breathalysers to be used. 			
Admissions	<ul style="list-style-type: none"> - Admissions can be carried out as required providing best practice with stopping the spread of COVID-19 is followed. Staff to socially distance and where PPE as appropriate. 	All staff	Sep 2021	Ongoing
Notices and Evictions	<ul style="list-style-type: none"> - Notices can be served for breaches of licence/tenancy agreements - Notices should be enforced as agreed with seniors/manager 	All staff	Sep 2021	Ongoing
House meals	<ul style="list-style-type: none"> - 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	Sep 2021	Ongoing
House Activities	<ul style="list-style-type: none"> - House Activities to resume following evaluation of the risk assessment for each activity venue where available. Commencement agreed after discussion with the seniors/manager 	All staff	Sep 2021	Ongoing
Visitors	<ul style="list-style-type: none"> - It remains safer to meet people outdoors. - Visitors are now allowed in Ara houses; all visitors are encouraged to complete lateral flow testing before attending Ara houses. - No visitors with any symptoms of COVID-19 are allowed in the houses - If a visitor to an Ara house later develops symptoms, clients need to inform their support worker ASAP. - It is the responsibility of clients to ensure that guidelines around visitors are adhered to. A letter outlining this to be sent to clients. 	All staff	Sep 2021	Ongoing

Completed by: Robbie Thornhill

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