**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.

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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/weekly plan), phone support should be considered where appropriate, social distancing must be maintained and PPE used where appropriate. * 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. | All staff | Jan 2022 | 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-19 or is self-isolating then any resident within that house that is not double jabbed will need to go into “locked down” until the result of the test comes back or the period of self-isolation ends. If clients are double jabbed plus two weeks, then they do not need to self-isolate.   * self-isolation starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your positive LFD or PCR test was taken * You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or loss of smell, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice. * You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 5 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result. * NHS lateral flow tests - which are available in boxes of seven - are free from pharmacies or via online order. Or we have them at Head Office. They do not need to take a PCR test if they have already taken an LFD test and the result was positive. * Staff should avoid entering client’s rooms/flats and face to face support wherever possible, phone support should be maintained. * 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 | Feb 2022 | 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, and when appropriate 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 | Jan 2022 | 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 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 | Jan 2022 | 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 | Jan 2022 | Ongoing |
| Working in Ara offices | * REFER TO SEPARATE ARA OFFICES RISK ASSESSMENT | All staff | Jan 2022 | 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 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 | Jan 2022 | 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/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do). * Staff to discuss concerns with seniors/manager | All staff | Jan 2022 | 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 well-ventilated cars when travelling together * Clients should not be taken in staff cars if possible, taxis can be used where needed. | All staff | Jan 2022 | Ongoing |
| Alcohol/Drug Testing | * Regular testing to resume within Ara housing, with the following provisos:  1. Staff to wear gloves and other PPE as appropriate 2. Staff to socially distance where possible 3. Staff to follow testing policy  * Clients can be alcohol tested using an alcohol dip test and urine pot. No breathalysers to be used. | All staff | Jan 2022 | Ongoing |
| Admissions | * Admissions can be carried out as required providing [best practice with stopping the spread of COVID-19](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) is followed. Staff to socially distance and where PPE as appropriate. | All staff | Jan 2022 | Ongoing |
| Notices and Evictions | * Notices can be served for breaches of licence/tenancy agreements * Notices should be enforced as agreed with seniors/manager | All staff | Jan 2022 | 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 | Jan 2022 | Ongoing |
| House Activities | * 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 | Jan 2022 | Ongoing |
| Visitors | * 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](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) 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. | All staff | Jan 2022 | Ongoing |

**Completed by: Richard Chilvers**

**Date: December 2021**

**Review due: January 2022**