|  |
| --- |
| **CMSS Skills Development Centre Covid-19 Risk Assessment** |
| **Task: “Operating CMSS during a pandemic”.** |
| **Assessed by:** Name: Naheed JudgeSigned: Naheed JudgeManagement Job Title: Service Manager | **Date of Version** Issue 1 2 September 2020  | **Reference: CMSS 902** |
| **Background:****Closure of CMSS**CMSS Skills Development Centre [CMSS] is a centre for adult clients with Cerebral Palsy and associated disabilities. CMSS operate from a centre in Wiltshire Lane in Northwood Hills. CMSS closed the centre to all staff and clients on Thursday 19th March 2020 following Government advice. Remote support has been on going to all clients who attended CMSS. However, since the closure, some clients have been struggling with social isolation, missing their friends and staff at CMSS, routine changes and activities. This has allegedly had an impact on some the client’s mental health and well-being. **Using Zoom**Following conversations with the Board of Trustees, employees of CMSS, carer’s and clients, Zoom sessions started on Monday 20th July 2020 and were delivered Monday to Thursday for clients who can access Zoom at home independently, or with support of their carer’s and personal assistants. Time over Zoom provides the clients with opportunities to remotely have conversation, interaction, and participation in activities. **Covid-19 and the susceptibility of some people to serious illness and death.**The Covid -19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing and can be transferred to the hands and from there to surfaces. The time the virus can survive on surfaces is dependent on things such as the type of surface, its moisture content and temperature. Symptoms of Covid -19 can range from no visible signs, mild illness through serious illness to ultimately death in a small number of people. Some CMSS clients have underlying health condition in respect of the Covid -19 virus and some may struggle to understand or adhere to social distancing and /or good hygiene measures, so a full return to the centre is unlikely while the Covid-19 virus is in the wider community. CMSS cannot guarantee a Covid-19 safe workplace if all clients returned, due to the known and likely behaviors of some of the client group. **Partial return to CMSS**Some clients may be able to return to CMSS provided they have capacity (or they have been authorised to do so following a “best interest meeting”) and their pre-existing medical conditions suggest that a return is not going to endanger their health. Both capacity and the effect of Covid-19 in relation to pre-existing medical conditions must be assessed by competent people prior to a client returning to CMSS. Some clients do not want to return to CMSS while the pandemic is continuing and the Councils who ultimately fund attendance of all clients, appear to have differing opinions and requirements to be fulfilled prior to their clients returning to CMSS. A partial return to the centre, initially with 8 clients in two separate bubbles of 4 clients and two staff is planned over three days for the first two weeks. If this trial is successful, then it may be possible a third bubble to operate. Each bubble will operate in its own separate room at CMSS. The trial would be dependent upon clients adhering to and practicing both good social distancing and hygiene measures and that the control measures in place, are followed, monitored, and managed. Services to clients currently being delivered via Zoom will continue for clients unable or unwilling to return to CMSS during the pandemic and can be rolled out to all clients should local lockdowns occur.Administrative work for CMSS and meetings should take place via Zoom from people’s homes. People who can work from home should do so, to reduce the chance of the spread of Covid-19 to clients and staff who need to attend the centre.**Outreach activities.** The control measures that apply to staff and clients attending CMSS as detailed in this document (CMSS 902) will apply to Outreach clients and staff. Outreach activities are being trialed by CMSS during the pandemic. They include 2 clients meeting up at an Outreach activity. Outreach activities will include visiting and walking in parks, attending bowling alleys and visiting the cinema.Each client will be allocated a dedicated member of staff, who will pick them up in a CMSS vehicle and drive them to the Outreach activity. The dedicated member of staff will wear appropriate PPE where two metres between them and their client cannot be achieved.  At the Outreach activity they will join the other client and along with their dedicated member of staff will form a bubble of two clients and two staff members. The activity will be undertaken and then the clients individually driven home by their dedicated member of staff. Both prior to picking up and dropping off clients to their homes, the dedicated staff will clean and sanitise the vehicle they have used.**Local lockdowns**The possibility of local lockdowns due to the resurgence of the Covid-19 infection rate in the community may overshadow all current plans being considered. This may result in either CMSS being asked to close or indeed travel to CMSS from surrounding Boroughs being stopped. **What can individuals do to minimise the transmission of Covid-19?*** Do not leave home if you or anyone in your household has symptoms or you have been told to self- isolate by Track and Trace or you have returned to the UK from certain countries.
* Do not attend CMSS to do your work or attend meetings if your work can be undertaken from home and if your meetings can be undertaken on Zoom.
* Limit your contact with other people as per current Government guidelines.
* Socially distance - keep your distance from people not in your household (2 metres apart where possible).
* Wash your hands regularly with soap and water for 20 seconds.
* Ensure that you do not touch your eyes, nose, or mouth after touching any surface.
 |
| **Hazard:**The main hazard is the contracting and/ or transmission of Covid-19 Virus. This can result from encountering an infected person (who may not show any symptoms) or touching a surface that has been contaminated with the Covid -19 virus and then touching your eyes, nose, or mouth. The Covid -19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing and can be transferred to the hands and from there to surfaces. The time the virus can survive on surfaces is dependent on things such as the type of surface, its moisture content and temperature. Symptoms of Covid -19 can range from no visible signs, mild illness through serious illness to ultimately death. In the general population death only takes place in a small number of cases. However, where vulnerable people congregate the number of deaths may be much higher proportionately due to underlying health conditions, ethnicity, and individual susceptibility.Transmission could be from staff and or contractors to clients and vice versa. As well as transmission between staff, between contractors and between clients. * Most surfaces can become contaminated, the most common for CMSS include:
* Desks and chairs
* Shared equipment
* Contaminated vehicles
* Door handles, light switches, kettles, cups, glasses etc
* Toilet facilities
 |
| **Existing Control Measures [What we already do].**Please note: the risk assessments outlined in the “CMSS Skills Development Centre Task Listing” continue to apply. This document provides additional controls to follow in respect of Covid-19 virus and operating during a pandemic. **Travelling to CMSS during a pandemic**. * Some clients will be dropped off at CMSS and collected from CMSS by their carers.
* CMSS vehicles will be cleaned and serviced prior to being brought back into service.
* Individual drivers will be allocated a specific vehicle and will be required to sanitise surfaces that could have been touched and contaminated with Covid-19 after each journey and every evening.
* Drivers will obtain a daily self-declaration (either from clients or carers where the client does not have capacity) that neither the client or anyone they have come in contact with, or anyone they share their home with has symptoms of Covid-19 and that the client is Covid-19 free and has not been told to isolate by Track and Trace.

 * Drivers will keep windows open when possible to ensure a good supply of fresh air as the bus is driven along.
* Initially one or two clients from the same bubble will use each mini- bus and this will be kept under review.

□ Staff travel to CMSS using their own personal vehicles. Car sharing is allowed if the staff members are in the same staff bubble. □ Staff will have the option to take CMSS vehicle home on a short-term basis during current circumstances. Staff will be responsible for ensuring the vehicle is cleaned before transporting the client to the centre. * Currently three staff members are using public transport or private hire vehicles to commute. If necessary, a staggered journey time to avoid peak times on public transport will be implemented.

 **Unlocking and locking CMSS.**  * Key holders each have their own set of keys. Keyholder to wipe down surfaces, intruder alarm and door furniture touched when opening and closing the centre, with antiviral wipes. Once the centre has opened, wash hands for 20 seconds with soap and hot water and use hand sanitiser.

**The overriding principles:*** Everyone (staff, clients, visitors, and contractors) is required to follow current Government guidelines on how to avoid contracting and transmitting Covid-19 which include:
* People must stay at home and self-isolate if they suspect that they or people sharing their home have symptoms of Covid-19 or if they have been contacted by Track and Trace and advised to do so.
* Everyone must wash their hands thoroughly for 20 seconds with soap and hot water after entering CMSS and throughout the day if they sneeze or cough and prior to eating and drinking. Hand sanitiser must also be used.
* People must go home if they feel unwell at CMSS and advise Naheed Judge or Shervee Ekanayakee of their symptoms and the areas of the building and people they have been in close contact with. Whilst waiting to go home they will be moved to a well-ventilated office and any staff with them will wear a face covering and visor and try to remain at 2 metres from the person. Clients and staff who have been in close contact will be advised to get tested and should remain at home until the test results are available. Advice will be taken from Public Health England health protection team and the Local Health Authority in respect of the centre remaining open and any wider testing.
* Social distancing must be strictly followed where reasonably practicable to do so, that is, always remain at least 2 metres away from other people and face coverings to be worn when social distancing cannot be achieved.
* Clients who use CMSS transport will have their temperature taken by the driver before being allowed on the vehicle and if the temperature is high, they will not be allowed to travel.

**On arrival at CMSS*** If anyone (staff, clients, visitors, or contractors) are showing any symptoms of Covid-19 they must make this known and not enter CMSS. Staff must inform their line manager and clients must inform their carer. CMSS staff member to take advice from the NHS website.

 * Clients must complete a daily self-declaration that neither they, or anyone they have come in contact with, or anyone they share their home with has symptoms of Covid-19 and that they do not have Covid-19. Forms will be stored in a plastic wallet to minimise the handling of forms by CMSS staff.
* Staff and clients who have been transported by their carers will have their temperatures taken prior to entering the building. If the temperature is high, they must not enter the building. Arrangements will be made for them to immediately return home.
* One member of staff will take peoples temperatures and sign everyone in and out of the building.
* Everyone must wash their hands thoroughly for 20 seconds with soap and hot water after entering the building, throughout the day, if they sneeze or cough and prior to eating and drinking. Hand sanitiser must also be used.

**Moving about at CMSS** * PPE provided in reception area, staff member to be responsible for using this.
* Staff are informed to only to go the areas in the building that they have been allocated to perform their duties.
* A one-way flow through the building has been implemented (which may be ignored in the event of an emergency evacuation).
* Laminated Posters are displayed around the centre reminding staff of social distancing, practising hand hygiene, avoidance of face touching, coughing into tissues and disposal or coughing into crook of arm.
* Staff follow arrows on the floor to their nominated location and maintain 2m distance.
* Staff and clients are allocated to a small group or bubble and this reduces the number of people that staff and clients meet with each week.
* Staff maintain 2 metre distance when in their bubble so far as is reasonably practicable and where a 2 metre distance cannot be achieved staff will be required to wear a face covering and or additional PPE such as gloves, mask, face visor, aprons etc.
* All equipment is thoroughly cleaned before and after use by staff.
* WC has been allocated, toilet seat covers are provided and sanitising wipes. Staff are aware to clean the seats and all surrounding areas after use.
* Areas of the building where staff and clients are not to enter have been closed off, but emergency exits must always be easily accessible when CMSS is occupied.

 * Contracted cleaner deep cleans all areas after the centre is closed, as outlined in contract cleaners risk assessment and method statement.

**Activities undertaken** * Socially distanced indoor activities: quizzes, discussions, bingo, exercise, conductive education.
* Socially distanced outdoor activities: gardening, appropriate outdoor games.

**Ventilation** * Ventilation, by means of opening windows and doors will be possible in all areas CMSS will occupy during the pandemic.
* Only large rooms at CMSS will be used for group (bubble) activities.
* Some activities can be undertaken in the grounds of CMSS and where possible this should take place in preference to indoor activities.

**Eating and drinking** * Everyone must wash their hands thoroughly for 20 seconds with soap and hot water prior to eating and drinking. Hand sanitiser must also be used.
* The kitchen will be closed for the preparation of hot food.
* Food and drink will be provided to clients by CMSS.
* Disposable cups and plates will be provided by CMSS.
* Waste will be disposed of in sealed plastic bags which will be stored for at least 72 hours before being disposed of as normal waste.

 **Provision of personal care, medication, first aid provision and emergency arrangements*** The provision of personal care, medication, first aid provision, medical emergencies, and emergency arrangements (fire evacuation) are all situations where a 2-meter distance cannot be achieved. Staff will be required to wear additional PPE such as gloves, mask, face visor, aprons etc as appropriate and as previously trained in these situations.
* For most emergency situations it is unlikely that the member of staff will be in close contact for more than a few minutes.
* First aid procedures that are likely to generate an aerosol, such as chest compressions during CPR may not be possible to administer as normal during the pandemic. A loose covering over the persons face may be needed to minimise any aerosol from chest compressions.
 |
| **Are current control measures adequate?**  **No** * Carers / registered care managers to obtain medical advice as to the whether the client can return to CMSS during the pandemic. Carers / registered care managers to notify CMSS in writing of advice received prior to the client returning to CMSS.

 * An assessment of the client’s capacity needs to be undertaken before their return to CMSS. Appropriate control measures will be put in place, following a “best interest meeting” for clients without capacity.
 |
| **Do records and/ or local knowledge indicate a problem with this task? Yes ~~/ No~~** **Give details of any historical problem.** The pre-existing medical conditions of some clients could be a significant issue in how they would be affected by a Covid-19 infection and this could result in serious or indeed fatal consequences. *To be recorded by management**.* |
| **Estimate of current level of Risk** |
| Hazard: Reasonably foreseeable worst-case injury.  | Low 1 | Med 2 | High 3 |
| Likelihood of an incident occurring *to be recorded by management.* | Low 1 | Med 2 | High 3 |
| **Risk Rating**Hazard x Likelihood = RiskL1 L2 M3 M4  **H6**  H9*To be recorded by management* |
| **Are additional specific assessments are required for:** * **Young Workers**
* **Pregnant Workers**
* **Workers with impaired hearing**
* **Disabled workers**

*To be recorded by management.* |
| **Review date:***(Initial and date when checked)* | **Date: Quality checked by** **Signature.................................................................................****Print.........................................................................................****Date.........................................................................................** |