

Dayspace Reigate – Covid-19 Risk Assessment

Risk Rating		Likelihood				
		Catastrophic	Major	Moderate	Unlikely	V unlikely
Consequences	Very likely: Catastrophic harm – death 1 in 100 chance	25	20	15	10	5
	Likely: Major injury – hospitalisation. 1 in 1000 chance	20	16	12	8	4
	Fairly likely: Moderate physical / emotional injury. 1 in 10,000 chance	15	12	9	6	3
	Minor: minor injuries needing first aid. 1 in 100,000 chance	10	8	6	4	2
	Insignificant: very minor injury – no first aid. 1 in million chance	5	4	3	2	1

Company name: Dayspace Reigate
Rees

Assessment carried out by: Stuart Lomath / David Harries-

Date of next review: 21/06/2021

Date assessment was carried out: 06/05/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Additional Controls	Who needs to carry out the action?	When is the action needed by?	Done
Arriving and exiting the building	Customers, support workers & Dayspace Staff. Doorways being blocked. Risk of Infection	Specific seating is provided for support workers who are picking up customers. This seating is adequately spaced and are wiped down after each use.	Risk assessments shared with providers to ensure system is followed.	Customers, support workers & Dayspace Staff.	06/05/2021	
Social distancing not being adhered to.	Customers, support workers & Dayspace Staff. Risk of Infection	Setting up spaces appropriately, including tables and chairs. Regular prompting and reminders where	Consider offering sessions to fixed bubbles.	Customers, support workers & Dayspace Staff.	06/05/2021	

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		necessary. Limit attendance to promote effective social distancing.				
Hands carry infection.	Customers, support workers & Dayspace Staff. Spread of Infection	All customers and Support workers will be expected to clean their hands on arrival by using hand sanitizer gel or washing with soap.	Dayspace online videos have been created to promote the effective handwashing method. Government guideline handwashing posters are displayed at all handwashing points. Paper hand towels available instead of hand dryers.	Customers, support workers & Dayspace Staff.	06/05/2021	Yes
Unclean surfaces carry infection	Customers, support workers & Dayspace Staff. Spread of Infection	A deep clean is completed at the end of every working day and periodically throughout the day as required. There will be adequate time for all customers to leave and cleaning to be completed before the next session begins.	High use objects and surfaces to be cleaned regularly throughout the day. Removal of soft furnishings or items that are hard to clean effectively.	Dayspace staff	06/05/2021	Yes
Coats and Bags can carry infection	Customers, support workers & Dayspace Staff. Spread of infection when placed in a communal area or shared space.	Customers to keep personal belongings on the back of their assigned chair. All customers to carry personal belongings themselves when exiting the building	All staff to keep personal belongings either on own chair in the office or hung separately on the back of the office door to avoid cross contamination.	Customers, support workers & Dayspace Staff.	06/05/2021	Yes
Accessing Refreshments	Customers, support workers & Dayspace Staff. Spread of	Anyone wishing to have refreshments during the session will be expected to	Staff handling another person's used items should clean their hands	Customers, support workers & Dayspace Staff.	06/05/2021	Yes

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	infection via saliva when sharing Mugs/Glasses/Cutlery etc	bring their own drinks bottle or Travel Mug. Customers and Support Workers will be informed about bringing their own prior to attending.	immediately afterwards. Any kitchen items used will be cleaned on the hottest wash in the dishwasher to ensure maximum level of cleanliness. Anyone eating lunch at Dayspace to be socially distanced around the tables (including distance opposite).			
Use of toilets	Customers, support workers & Dayspace Staff. Risk of Infection	Toilets will be cleaned by staff prior to and following each session.	Staff are expected to wear Gloves and a Mask to clean. If staff support is essential for personal care, staff to wear full PPE - aprons/gloves/masks/visors.	Dayspace staff	06/05/2021	Yes
Staff Operations	Customers, support workers & Dayspace Staff. Staff moving between varying activities. Eg, office based work, session based work, kitchen based.	Spread of Infection from high use objects and surfaces eg, office phones, keyboards, fridge handles, kettles etc.	Staff to clean hands when switching between activities eg, from office to making hot drinks. Alcohol based hand gel to be used as well as thoroughly washing hands to adhere to government guidelines.	Dayspace Staff	06/05/2021	Yes
Coughing/Sneezing. Being Coughed or Sneezed on	Customers, support workers & Dayspace Staff. Spread of infection	Customers are encouraged to wear face masks when entering dayspace. If they need to, individuals are encouraged to cough or sneeze into their elbows or a tissue.	Staff to always wear facemasks during sessions where Customers are present. Clean the area sneezed or coughed on with soap or antibacterial spray. Remove any contaminated clothing (if possible).	Customers, support workers & Dayspace Staff.	06/05/2021	Yes

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		Individual to wash hands after coughing or sneezing. Extra care to be taken around any customers who are unable to wear a mask.				
Non compliance or failure of anyone entering the premises to follow Covid safe guidelines.	Customers, support workers & Dayspace Staff. Risk of Infection	All risk assessments/policies shared with support networks prior to attendance. Verbal prompts and reminders as required.	Feedback to providers/families of any noncompliance. Removal from premises if necessary as a last resort.	Customers, support workers & Dayspace Staff.	06/05/2021	Yes
Unknown high temperatures which may be a symptom of COVID 19.	Customers, support workers & Dayspace Staff. Spread of infection	All staff to check temperature upon entering the building. If it is 37.8 degrees staff will be expected to take a lateral flow test. If positive they will be asked to isolate at home	All customers and support staff will have their temperatures taken on entry into the building.	Dayspace Staff	06/05/2021	Yes
COVID 19 transmission/outbreak - STAFF	Customers, support workers & Dayspace Staff. Spread of infection	Weekly testing (1X PCR and 2x LFT) for all staff to be completed in-house, in line with current government guidelines for day services.	Expectation of any newly recruited staff to be vaccinated prior to commencing work. Commitment to 100% vaccinated staff team. Potential positive result/ safe disposal of test kit and self-isolation procedure to be followed.	Dayspace Staff	Ongoing	Yes
COVID 19 transmission/outbreak - Customers	Customers, support workers & Dayspace Staff. Spread of infection	Compliance to all aspects of Covid safe precautions to be assessed as part of Individual Risk Assessments.		Dayspace Staff, support staff	06/05/2021	Yes

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COVID 19 transmission	Individuals who have previously been shielding due to medical conditions that place them in a high risk group.	Covid 19 Risk questionnaire to be completed as part of initial individual Risk Assessment	Any identified additional measures to minimise risk will be planned, agreed and facilitated	Dayspace Staff, support staff	Ongoing	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/