

Day Services for Adults – things to consider when doing a Risk Assessment for re-opening – 16th June 2020

Below are some of the areas which providers may need to consider as part of any risk assessment for re-opening of services. **Please note that this is not an exhaustive list and that this document is for guidance only.** Decisions around re-opening and appropriate risk assessments remain the responsibility of providers and will also need to take into account the most up to date government guidance and rules around social distancing (please see links at the end of the document).

Service-wide risk assessment should also be accompanied by appropriate risk assessments on an individual basis for those adults who may be considering returning to day services, in discussion with social work teams where appropriate.

Please contact coronavirusasc@worcestershire.gov.uk if you want to discuss anything with commissioners and to let us know if you are considering re-opening.

Area	Factors to consider
Outdoor and community-based day services	How will your service ensure social distancing rules are met, including guidance around 2 metre distancing?
	Will this require changes in the way people attend e.g. reduced days/ reduced hours?
	Will you need increased staffing/changing patterns of staffing /consistency of staffing?
	What will you do in bad weather?
	Consider access to toilets in the community.
	Consider hand washing facilities in the community.
Day Centre environment without personal care	Can you provide a service in a different way which doesn't involve individuals coming to the centre?
	Are there other ways to meet individual need without attending centre?
	If government guidance confirms that centred-based services can re-open is your centre big enough to zone and allocate a space dedicated to small number of individuals compliant with social distancing guidelines to remain two metres apart?
	Consider reducing days/hours attended but increasing one to one time.
	Can you minimise the time individuals spend indoors?
	Will this require changes in the way people attend e.g. reduced days/ reduced hours/ extended opening times but staggered hours?

	Will you need increased staffing/ changing patterns of staffing?
	Can you keep indoor places well ventilated?
	Is it possible to operate a one-way system for entering and leaving the building?
	Have you considered health and safety implications e.g. risks around legionella where buildings have been empty for a period (see HSE link below)?
	Consider policies for administering first aid or non-expected personal care and ensure appropriate PPE is available.
More specialised day centre environments e.g. with personal care or for people with behaviours which may challenge services	Consider all factors as above but acknowledging that these clients may be more vulnerable in their individual risk assessments.
	Could you provide a safer service of reduced hours in or from the individual's home?
	Consider use of PPE and relevant guidance specifically for personal care (see guidance link below)
	Do you have access to a robust supply of PPE?
	What measures are in place to manage people with behaviours which challenge services such as spitting, biting, hitting or kicking or people who may not be able to observe social distancing rules?
Safe Travel – how will people get to your service?	Can individuals travel safely to use services?
	Can you avoid public transport?
	How can you ensure any shared transport you provide meets social distancing guidelines?
	Is third party transport available if required?
	How will you ensure the use of face coverings if using public or shared transport? How will you support clients, where possible, to adhere to this?
Meals	Are you preparing meals or are people bringing their own food?
	If preparing food, consider if any additional precautions are needed and use of PPE.
	Are you providing drinks? Who is making them, how will mugs/cups be washed?
Good hygiene	What handwashing facilities do you have?

	Are tissues and lidded bins available in all appropriate areas?
	Teach use of arm not hand to catch cough/sneeze if no tissue available
	Hand washing to be repeated at every possible opportunity
	Asking people to wash clothes each day and where fresh ones the next day
	Consider appropriate signage and easy read materials.
Use of shared areas e.g. toilets and kitchens	How will you ensure social distancing when using these facilities?
	Signage relevant to client group.
	How will you ensure areas are kept clean during the day?
Maintaining clean environments as evidence suggests that the virus can exist for up to 72 hours on surfaces	What are your plans for a daily deep clean /increased frequency of cleaning?
	Frequent cleaning is particularly important for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchens and tea points
	Feasibility of cleaning communal resources or learning aids (remove items that cannot be effectively cleaned)
	Can room layouts be changed to facilitate cleaning and/or social distancing (e.g. reduce clutter, remove unnecessary furniture/resources etc)?
	Do you have sufficient supplies of PPE for cleaning use and cleaning products, sanitisers etc. to cope with the increased cleaning demands that will be required?
	How will cleaning be supervised and by whom?
Checks and testing (staff and service users)	How will you ensure you are identifying anyone who is symptomatic?
	What are your policies for managing symptomatic attendees/ staff?
	Consider potential contacts with COVID-19 to be reviewed prior to every visit to the service.
	What systems do you have in place to ensure someone attending doesn't have COVID-19? <ul style="list-style-type: none"> • Pre-arrival checks? • Temperature checks?
	What measures are in place if someone starts to exhibit Covid-19 symptoms whilst in the service and what steps will be taken to ensure they are isolated from other people until they can be collected from the service?

PPE for all settings?	Ensure appropriate use of PPE in line with guidance.
	Do you have a robust supply chain for any PPE you will require?
	How will you ensure you have adequate PPE before re-opening?
Staffing safety and staffing levels	Note that as an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them (recognising you cannot eliminate the risk of COVID-19). More guidance at: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19
	Have you conducted a risk assessment for your staff?
	Do you have sufficient staffing levels?
	Do you have staff who are shielding or isolating?
	Ensure return to work discussions with any staff advised to self-isolate.
	Ensure clear reporting systems for staff with symptoms / positive test results.
	Can staff get to work?
	Are there issues re childcare for some staff?
	Any specific staff training required?
	How will info be cascaded from management?

Government legislation and guidance

There is no specific government guidance to date around day services but some elements of related guidance which are available on gov.uk may apply to different types of days services. The following links may be helpful:

Legislation

The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 and subsequent amendments <http://www.legislation.gov.uk/ukxi/2020/350/contents/made>

General guidance

[OUR PLAN TO REBUILD: The UK Government's COVID-19 recovery strategy](#)

Workforce

[Coronavirus \(COVID-19\): health and wellbeing of the adult social care workforce](#)

[COVID-19: how to work safely in care homes](#)

[COVID-19: how to work safely in domiciliary care in England](#)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

Learning Disabilities and Autism

[COVID-19: supporting adults with learning disabilities and autistic adults](#)

Education and children's guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

Health and Safety and Infection Control

<https://www.hse.gov.uk/news/legionella-risks-during-coronavirus-outbreak.htm>

<https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>