

Risk Assessment

Name of home: Heatherwood, Lloyd Park and Willow lodge Nursing Homes		Subject of assessment: Compliance Officer/Office staff/Director who move between sites					
Completed by: Suzy Marshall		Date: November 2020					
HAZARD & PERSONS AFFECTED	HSR	REQUIRED CONTROLS	LFR	RR 1	ADDITIONAL MEASURES TO CONTROL RISKS	LFR	RR 2
<p>Illness due to outbreak of Coronavirus (COVID-19)</p> <p>Business and care continuity</p> <ul style="list-style-type: none"> • Residents • Staff <p>Risk Ratings: 1-3 Low Risk 4-6 Moderate Risk 8-12 High Risk 15-25 Extreme Risk</p>	4	<p>Office staff such as the Accounts Manager and HR Advisor should move between the 3 homes as little as possible. The office is based at Heatherwood Nursing Home – this is their usual place of work.</p> <p>Where paperwork/items need to be transferred between homes this can be carried out by the Group Compliance Officer or The Director. If this isn't possible then the Accounts Manager will be the staff member to do this as they have their own transport. They will phone ahead to either Willow Lodge or Lloyd Park so they can be met outside the home and they don't have to enter.</p> <p>All of these staff are tested weekly as part of the care home testing.</p> <p>The Director's usual place of working is Heatherwood. He does visit the other 2 homes roughly once a week. If there is a positive case in any of the homes he will cease to do this unless absolutely necessary. Instead he will keep in touch via phone or video call.</p> <p>The Group Compliance Officer is the staff member who travels between the 3 homes the most – this is part of the job role in ensuring compliance. Her office is based at Heatherwood. If she has any symptoms of Covid-19 she will stay home and self-isolate as with current guidance. If she is slightly unwell she won't move between the homes but will instead work from the office at Heatherwood or from home if possible.</p> <p>When the Group Compliance Officer enters any of the homes she will wash her hands and then put on a fresh face mask. She has her own car so will never have the need to use public transport.</p>	1	4			

		<p>Her temperature is taken every day and recorded in the file at Heatherwood.</p> <p>If Lloyd Park or Willow Lodge have a positive case of Covid-19, either staff or resident, she will not enter that home unless it is vital.</p> <p>Whilst visiting the homes she will ensure she socially distances from residents and only enters bedrooms where necessary.</p> <p>If Heatherwood have a positive Covid-19 test result she won't move between the other 2 homes. For that period of time her audits will be completed remotely.</p> <p>Where it is possible she will complete more than one audit at a time on one visit thus to reduce the number of times she is visiting each home.</p>					
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- i) **HSR** = Hazard Severity Rating(1-5); **LFR** = Likelihood/Frequency Rating (1-5); **RR** = Risk Rating = 1-25
- ii) In the Control Measures column, consider if risks can be avoided, the activity substituted, or reducing the number of people exposed or their exposure time.
- iii) **RR1** = Risk rating following implementation of initial control measures. **RR2** = Second and final risk rating where initial risk rating (RR1) was still too high and required additional control measures.
- iv) **If RR1 is 8 or more**, then contact the Director for advice on completing the Additional Actions section and calculating RR2
- v) **RR2 should include sufficient controls/additional actions required to a score of less than 8.**

Hazard Severity Rating	HSR (a)	Likelihood/probability of the consequence occurring	LPR (b)
Negligible	1	Rare	1
Minor	2	Unlikely	2
Moderate	3	Possible	3
Major	4	Likely	4
Catastrophic	5	Almost certain	5
Risk rating (RR) = Multiply (a) x (b)			