

## Risk assessment Lifeworks Holiday Bubble Summer 2020

Company name: Lifeworks Charity Ltd

Assessment carried out by: SJ Lowson

Date of next review: 07-08-20

Date assessment was carried out: 14-07-20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Risk of infection</b>	Young people & staff	Delivering outdoors only. Creating 'small consistent groups'; Only 8 young people in each bubble + 4/5 staff. Same young people attend for 2 weeks (4 days) to sustain a consistent group. Staff are looking after themselves; <a href="#">staying alert and social distancing</a> . Staff and young people will have temp checks as they arrive daily (above 37.8 is a concern). Young people will also have a temp check at lunchtime. Each day we have a member of the team on S/by to come in as required. We will instruct families not to come if anyone in the family is unwell. Wearing PPE	<p>We will request parents using our Holiday Bubble limit the number of settings their young person attends. We will request parents drive and stagger drop off and pick. Where families don't have a car we will either pick the young person up or ask the family/social services to arrange a taxi.</p> <p>Government guidance to be included in Joining Information together with our RA and Scoping Documents:  <a href="https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p>	<p>SJL &amp; TH</p> <p>TH &amp; TC</p>	10 July 20	

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		<p>(gloves, mask, apron and eye shield) for personal care and First Aid + on arrival if we have a suspected case of Covid-19. Mapping 'touch points' prior to delivery. Adopting a thorough cleaning protocol. Ensuring partners at SW Family Values &amp; Lupton adopt the same practice.</p> <p>Workshop leaders WILL be working with both bubbles – 2M distance MUST be maintained at all times.</p> <p>LA GUIDANCE (JULY 2020): Declutter - reduce the number of shared resources. All information to be shared via email/text - NO LEAFLETS.</p> <p>All equipment, e.g. Hula-hoops to be cleaned before and after use.</p> <p><a href="#">Face covering PHE guidance (July 20)</a></p>	<p>We will ensure we have hand sanitiser accessible at entrances and exits.</p> <p><a href="#">Develop a cleaning, hand washing and hygiene procedure</a></p> <p>Encourage young people to connect not using physical contact. Create signage to help map this process.</p> <p>Train staff in situ re: Bubble protocol, cleaning protocol and safe use of safe coverings:</p> <p>Young people &amp; staff must be instructed not to touch the front of their face covering during use or when removing them. ALL young people and staff must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading into the Peace Garden. To be included in procedure.</p>	<p>SJL 20 July</p> <p>TH &amp; TC</p> <p>TC MJ SJL</p> <p>SJL</p>	<p>In joining information and HB delivery</p> <p>Thurs 23 July</p>	

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		<p>Public Health England does not (based on current evidence) recommend the use of face coverings in education settings, except where they are already routinely used as part of close contact care;</p> <p>Face coverings are not required in education settings as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.</p> <p>Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p>	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a>		10 July	
<b>Using Public Transport – increase risk of infection</b>	<b>Staff &amp; young people</b>	<p>Staff and parents to follow guidance: <a href="https://www.gov.uk/guidance/coronavirus-s-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-s-covid-19-safer-travel-guidance-for-passengers</a> Participating families will be encouraged to drop off and pick up by car. This will be considered in individual RA. Leaders will offer lifts to Lupton to staff working in their bubble. Car-share</p>	Tracey and Tim to cover this in Joining Information	TH & TC		

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		will always operate with windows down – good ventilation. Face coverings will be provided for car share staff. There is parking at Lupton for staff wanting to travel independently.				
<p><b>Getting or spreading coronavirus by not washing hands or not washing them adequately</b></p>	<p><b>Staff &amp; young people</b></p>	<p>Follow <a href="#">HSE guidance on cleaning, hygiene and hand sanitiser</a> - Provide water, soap and drying facilities at wash stations - Provide information on how to wash hands properly and display posters - Based on the number of workers and the number of people who come into your workplace decide: &gt; how many wash stations are needed &gt; where wash stations need to be located You may already have enough facilities - Provide hand sanitiser for the occasions when people can't wash their hands</p> <p>Toilet use: We will limit the number of young people able to use the toilet at the same time. We will clean the toilets</p>	<p>We will create accessible and inclusive signs, posters and regular reminders to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face, and to cough or sneeze into your arm rather than your hand</p> <p>Please note we have access to running water in the outdoor toilets + an outside tap near the toilets at Lupton (please scoping photos). Use of hand sanitiser essential. We will create a wash station in the Peace Garden using a trestle table with a wipe clean cover and a 20L water container with tap, soap and recycled paper towels. We will have a metal waste bin for disposal of paper towels. Staff and young people will be issued with their own small bottles of hand sanitiser to carry with them at all times;</p>	<p>TC &amp; TH to create posters</p> <p>See Appendix A &amp; B</p>	<p>Order to arrive no later than</p>	

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		<p>a minimum of twice a day but ideally before and after use. We will use standard bleach and detergent products.</p>	<p>We will have hand sanitiser dispensers available at all workshop locations for young people to use before and after participating in the activity. We will ask staff and young people to let us know if their skin is getting dry because of the hand sanitiser – we will provide hand cream for their use.</p>	<p>↑ TC &amp; TH to source ↓</p>	<p>WC 13 July</p>	
<p><b>Not being able to maintain 2m social distance</b></p>	<p><b>Staff &amp; young people and workshop leaders.</b></p>	<p>“We recognise that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group”: <a href="#">Government guidance July 2020</a> Bubble delivery &amp; cleaning protocol reduces risk +</p> <p>We are developing a programme of activity which encourages connection that doesn't require close contact; Music, mindfulness, Dance and Physical Activity. BUT we need to be realistic the young people we support will need closer intervention regularly.</p>	<p>Where we can't keep a 2M distance we will: Keep the activity time involved in close contact as short as possible. Ask workshop providers to plan activities which separate people from each other using back-to-back or side-to-side working whenever possible, Leaders will always maintain 2M social distance. We will stagger arrival and departure times of young people. Reduce the number of people each person has contact with by using 'fixed teams'.</p> <p>Wearing of PPE for personal care and first aid.</p> <p>Supporting from the side not face to face.</p> <p>Using hand sanitiser before and after contact.</p>			

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		<p>In particular, young people with physical disabilities as well as LD may need help walking.</p> <p>Risk of transmission considered to be lower outdoors. Devon has the joint lowest infection rate in the country as of 28 June 2020: Plymouth 2.3 (1.5) Devon 0.4 (1.0) Torbay 0.0 (0.7)</p> <p>That said it is likely infection rate will increase as tourists come to visit. “separating groups and maintaining distance are not ‘all or nothing’ options and will still bring benefits even if implemented partially.” <a href="#">Government Guidance July 2020</a></p>				
<p><b>Lupton House and the Orchard present</b></p>	<p><b>Risk of young person hurting</b></p>	<p>We have a minimum of 2 First Aiders rota'd into each bubble.</p>	<p>Bubble A: Ros Underhill to train as First Aiders prior to going live.</p>	<p>RU training as First Aiders for Bubble A.</p>	<p>06 July 20 Training to be</p>	



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		<p>LA Guidance (July 2020): Reduce the number of shared resources. All correspondence with participating families via email - NO LEAFLETS/Joining Information at Holiday Bubble</p> <p>We will need to make an assessment of the clean-ability of equipment used in the delivery of therapies (e.g. Music instruments, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</p> <p>It is still recommended that young people limit the amount of equipment</p>	<p>Items we are giving to the young people e/g hand sanitiser and hand cream will be labelled with their name and cleaned before return if found by a staff member.</p> <p>Food – Young people will bring packed lunches AND snacks AND refreshments.</p> <p>We will only carry individually packaged items (juice, crisps, muesli bars, dried fruit in case young people forget lunch. SJ to source from Lidl</p> <p>Medication to be brought in a wipe clean zip bag and be cleaned as signed over to Leader.</p>	<p>Joining Info TH TC</p> <p>SJL</p> <p>TH &amp; TC to include in joining information</p>		

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		they bring into the setting each day, to essentials such as lunch boxes, hats, coats, sun cream and medication*. Bags are allowed.				
<b>Transmission of infection during First Aid</b>	First Aiders Risk of infection increases because of close contact.	All First Aid being given in the Outdoors. First Aiders will ask injured young person to help by doing as much of the first aid themselves as they can.  Please see Lifeworks Holiday Bubble First Aid Needs Assessment.	In many cases, e.g. seizure this is NOT possible. First Aiders will carry PPE to reduce risk of transmission BUT for many of the young people we support this could increase stress at an already stressful time. We will map what PPE is and why we are using it in emergencies with participants prior to Holiday Bubble going live. MJ to create video / TH to provide MJ with PPE: Gloves, Apron, Mask and Visor.	TC & TC to order  MJ in Holiday Bubble Safety Briefing	Order to arrive no later than WC 13 July  WC 13 July	
<b>Risk of infection transmission during personal care</b>	Staff providing personal care  Young person receiving personal care	Staff providing personal care will wear PPE - this will be mapped with the young people receiving personal care prior to Holiday Bubble delivery.	We cannot use Lupton's bins as squirrels get in. Torbay Waste Disposal providing an events bin for our use at Lupton House over the summer. Tracey to contact Janet at Lupton to arrange the best place for bin to be stowed. All waste to be double bagged. Support staff clearing waste to wear gloves, apron and mask.	TH	WE 17 July	

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<p><b>A young person or member of the staff team becoming ill with Covid-19 symptoms during the day</b></p>	<p>Staff  Young people</p>	<p>If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</a>. For young people we/parents follow this link: <a href="https://bit.ly/2VqU4Ue">https://bit.ly/2VqU4Ue</a> to local testing who will process at pace and we inform SW Health Protection team: 0300 303 8162. Staff apply through <a href="#">NHS 111 Online</a> NB: Tell them you work in a social care environment - DO NOT request home testing kit – GO TO TEST CENTRE (current turnaround time at Mobile Testing Centre, Lymington Road in Torquay, TQ1 4BD, less than 24 hours)</p> <p>Please note this in itself is not a cure-all as the disease has a prolonged incubation period. Staff with vulnerable</p>	<p>Educational &amp; Child care Flow chart provided for all staff to follow – please see Appendix D</p> <p>“Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.”</p> <p><a href="#">Government guidance July 2020</a></p>	<p>SJL</p>		<p>√</p>

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		<p>family members at home (see record of returning to work form) are not to support poorly young person and keep their distance.</p> <p>Young person to be cared for at a safe social distance from the main group (at least 2 metres).</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products and following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p>				

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		<p>If a member of the team becomes unwell they will go home, and follow the online procedure at NHS 111 Online. HB Leader notifies SW Health Protection Team so they can support RA (see Childcare flow chart for contact information) AND Torbay Council Childrens Services. Bubble will continue as per until result of test comes back with both young person and staff. If the test positive, SW Health Protection Team NHS Track and Trace will be informed and THEY will request the Bubble self-isolates.</p> <p>Whilst we are waiting for results of tests; whilst there is a known risk staff checking staff and young people's temperature on arrival will be wearing PPE to reduce the risk of transmission.</p> <p>Transparency at all stages will be maintained:</p>	<p>South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>.</p> <p>Torbay Childrens Services contact numbers to be contacted should we have a suspected or confirmed case once we have made the testing request and contacted the SW Health Protection Team we must also inform:</p> <p>Monday to Friday</p> <ul style="list-style-type: none"> <li>- Donna 07917244334 or</li> <li>- Lorraine 07768131549 or</li> <li>- The Early Years Team on 01803 207895</li> </ul> <p>Weekends Rachael Williams – 07919 111621</p> <p>If a child has symptoms of Covid-19 the family can get a local test quickly by following this link: <a href="https://bit.ly/2VqU4Ue">https://bit.ly/2VqU4Ue</a></p> <p>Staff request a test through NHS 111 Online: <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></p>			

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		For suspected cases letters will be sent to attending families letting them know.				
<b>A confirmed case of Covid-19</b>	Young people and staff	<p>Manage confirmed cases of coronavirus (COVID-19) amongst the Holiday Bubble Community: Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should <b>contact the local health protection team</b>.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with us in this situation to guide us through the actions they need to take. Based on the advice from the health</p>	<p>WHAT TO DO IN CASE OF SUSPECTED CASE / IN CASE OF CONFIRMED CASE FLOW CHART attached. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p> <p>South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>.</p>	SJL	14 July	√

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		<p>protection team, settings must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</p> <p>proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case travelling in a small vehicle, like a car, with an infected person</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of young people and staff in each group, and any close contact that takes places between</p>				

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		<p>children and staff in different groups. This should be a proportionate recording process. We do not need to ask young people to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p>				
<p><b>A young person goes missing</b></p>	<p>Young person and young people attending Holiday Bubble</p>	<p>Lupton House is a very large estate with forest on 3 sides (please see scoping document) A young person could get lost very quickly. Staffing ratio high; partners working in the estate are aware of when we're there; we have a missing child policy that we will adhere to and we will set ground rules with young people at the start of each 2 days.</p>				
<p><b>Safeguarding young people in Bubble - Deputy DSO required in</b></p>	<p>Young people</p>	<p>We have arranged for 1 member of staff in each bubble to train as Deputy DSO online with DCC to ensure if DSO is poorly there is ALWAYS a DSO on site. All staff have undertaken a minimum of L2 Safeguarding online.</p>	<p>Tracey to book training and training to be completed by GS and PT</p>	<p>TS Staff undertaking training (one from each bubble)</p>	<p>WE 10 July 22 July</p>	

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<p><b>case of illness</b></p>		<p>ALL Young Volunteers working with us on the Holiday Bubble will have an enhanced DBS and will have undertaken an Introduction to Safeguarding with Dialogue in 2019.</p> <p>The young people will attend for 4 days over 2 weeks our hope is that we establish a strong connection with the young people and as such build a proficient capacity to safeguard.</p>				
<p><b>Clinically vulnerable staff and young people being infected with corona virus.</b></p>	<p><b>These people may be at higher risk of severe illness from corona virus</b></p>	<p>See <a href="#">Safe Social Distancing</a> Permitted to meet other people outside as of 04 July. Indoors, we should be especially careful and be diligent about social distancing and hand hygiene.</p> <p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19) - this means that even the</p>	<p>Individual RA for each member of the team deemed as clinically vulnerable: TC, SJL, MT, JC</p> <p>Return to work after Lockdown assessment to be completed with ALL staff supporting delivery of the Holiday Bubble.</p> <p>In line with <a href="#">government guidance</a> Individual RA for ALL participating young people including young people deemed clinically vulnerable. These will be</p>	<p>SJL</p> <p>SJL/TC</p> <p>TC</p>	<p>WE 10 July</p> <p>17 July</p> <p>Wed 22 July</p>	

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		<p>small number of pupils and students who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding - see <a href="#">current advice on shielding</a></p>	<p>developed in consultation with parent/carers and shared with CP Manager.</p>			

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)