

RISK ASSESSMENT 061, 10th Version



PARKLEA OPERATIONS DURING COVID 19

Original Assessment Date: 13 Jan. 21

Last Review Date: 07 Jan. 22

Next Review Date: Regular review to take place as required.

Groups at Risk	Hazards Identified
Staff Volunteers Clients and others who may be vulnerable	<ol style="list-style-type: none"> 1. Site (general) 2. Controlled work spaces/stations 3. Refreshments 4. Returning clients and their understanding of risks posed from them and to them 5. Staff supporting clients 6. Someone displaying symptoms 7. Hygiene (Infection Control)

Control Measures / Safe System of Work for Hazards		Risk Rating
<p>1</p> <ul style="list-style-type: none"> • Parklea is now a steadily functioning service with client hours and numbers increasing. • Controlled working zones have been removed but staff will continue to be vigilant and ensure clients are working within government guidelines, and safe parameters. • There will continue to be twelve hand sanitising stations around the Parklea site until further Scottish Government advice. • Clients continue to be encouraged to bring their own face coverings should they choose to use them. Parklea still provide disposable PPE such as face coverings, gloves and aprons for use as required. • Toilets access restrictions have been removed although: <ul style="list-style-type: none"> ○ We will continue to encourage people wash their hands for at least 20 seconds or use one of the twelve hand sanitiser stations if washing facilities are not easily available. • An Independent cleaning company continues to be contracted by Parklea with visits two half days per week to carry out deep cleans in the Parklea office space as well as the café and all toilet areas. Staff will continue to carry out a sterilising clean down on touch points and areas deemed necessary where required on a daily basis. • A register of all visitors/attendees is still being kept daily for contact tracing purposes. Customers using the plant sales area will be excluded from registering. • All staff, clients, volunteers and carers are still currently offered a digital temperature check on arrival at Parklea. These temperatures will be recorded on the daily sign in sheet. This will be reinforced from Monday 10th January 2022. • Due to Parklea's position of directly delivering social care services and therefore our staffs increased risk of exposure, all Parklea staff have been fully vaccinated against the Covid virus and are now triple vaccinated • Staff continue to carry out lateral flow tests at home at least twice per week. Test results are conveyed to admin for further updating with the HSCP. 	<p>Very Unlikely x High = Low</p>	
<p>2</p> <ul style="list-style-type: none"> • Parklea management are keeping up to date with Scottish Government advice regarding gatherings and people numbers and other advice and restrictions which might apply to our operation. • We are continuously reassessing working practices regarding gatherings and numbers. There has been a relaxation to level zero but Parklea management will continue to monitor the situation in line with Scottish Government advice. • With reference to the latest Scottish Government update of 27th December there are several issues which affect Parklea: <ul style="list-style-type: none"> • The reintroduction of mask wearing when inside • The reintroduction of protective screens • Social distancing at 1 metre • Further to this Parklea need to re-establish temperature checking of everyone on arrival. • Parklea staff need to reinforce and re-educate clients on practical hygiene issues such as hand washing, hand gelling and touching things only when required. 	<p>Very Unlikely x High = Low</p>	

3	<ul style="list-style-type: none"> Refreshment areas in the café and new glasshouse have been opened up for use. Clients, staff and visitors must bring their own refreshment food and serve themselves. Where people cannot use their personal cutlery and dished the use of disposable cups and cutlery will still be provided at refreshment stations. In all refreshment areas a 1 metre distance must be applied. 	<p>Very Unlikely x High = Low</p>
4	<ul style="list-style-type: none"> Most clients have now returned on a reduced timetable. Any further people identified as in need of a service at Parklea will be discussed and agreed upon in consultation with the HSCP. Most clients are still working on a reduced timetable until further notice. For those who have been offered longer hours this has been done in agreement with the HSCP. Digital temperature thermometers are available for daily temperature checks. Everyone must undergo a temperature check on arrival and readings recorded. Good hygiene practices for staff and clients will be encouraged at all times. Staff will observe clients' hygiene practices on arrival, at all breaks and before departure. Clients must bring their own packed lunches and if required their own cutlery. 	<p>Very likely x High = Low</p>
5	<ul style="list-style-type: none"> Parklea Staff and volunteers are still expected to maintain their own personal safety and follow the most up to date Scottish Government advice and guidelines for employees. This advice, current guidelines and other employee related Covid 19 information is available on the following: https://www.gov.scot/coronavirus-covid-19/ Infection control: Staff and volunteers should continue the current practices at Parklea by ensuring they continue to wash their hands for at least 20 seconds or use hand sanitiser if washing facilities are not easily available. Staff will also have responsibilities to ensure infection control measures are adhered to by the client groups. Current health: Parklea staff and volunteers must ensure that they inform the manager of any changes to their health, especially if they consider they may be displaying any sign of Covid 19 infection. For clients who require transport from station in the Parklea vehicle, see Risk Assessment 059a for direction. Parklea will endeavour to keep staff informed of developments through formal and informal review and communication sessions. 	<p>Unlikely x High = Low</p>
6	<ul style="list-style-type: none"> If someone (Staff, volunteers or clients) indicates or shows signs of illness, particularly if they develop a new continuous cough or fever or anosmia. (Anosmia is the loss or a change in a person's normal sense of smell. It can also affect the sense of taste as the two are closely linked) they must immediately be isolated in a secure area away from everyone else. This isolation area is currently the craft room in the lean-to glasshouse. If the person has their own transport, they should leave immediately or wait in the secure area until their uplift transport arrives. The full route for this person to exit must be cleared to allow their evacuation safely whilst maintaining full Social Distancing. The secure area and the exit route must undergo a deep clean by an appointed person or persons immediately after evacuation. Affected persons and possibly those working alongside must follow the Scottish Governments guidelines on Self Isolation and Testing which is available on the Scottish Governments website. 	<p>Unlikely x High = Low</p>
7	<ul style="list-style-type: none"> Parklea will continue to provide a number of hygiene solutions to ensure that Covid 19 infection rates are mitigated and that all staff remain safe. These hygiene solutions include: <ul style="list-style-type: none"> Providing hand sanitiser stations containing antibacterial gel, antibacterial sprays, antibacterial wipes and clean disposable towels. Regular sanitisation of communal areas especially touch points. Daily deep clean of communal areas. Regular cleaning of toilets touch points and regular deep cleans of same areas. Regular cleaning of all tools and equipment. Employing a cleaning assistant (temporary contract) for management of toilet facilities and other cleaning duties is being considered. Provision of PPE and encourage effective use of it. Appropriate disposal of PPE and cleaning equipment (double bagging). Cleaning checklists to be followed and signed off. Advice on regular clothes washing. 	<p>Very Unlikely x High = Low</p>
<p>Further control measures required to bring any initial higher risk ratings down to acceptable/tolerable levels.</p>		
<p>Where necessary, daily monitoring, team consultation and information sessions will be used to reassess activities with the aim of lowering the risk rating.</p>		

Signed Robert Kelly

Position Health and Safety Appointed Person