

COVID-19 Risk Assessment for Kennington Memory Club

Completed by: Helen Little (Organiser)

Date: 24th August 2020

Date for review 24th February 2021

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Cleanliness of hall and equipment, especially after other hires.</p>	<p>Other hirers have not cleaned hall or equipment used to standard required or no satisfactory evidence of deep clean.</p>	<p>Staff to deep clean all used areas, prior to members' arrival. Staff to ensure all equipment is cleaned appropriately after use. Staff to wear PPE when cleaning as appropriate. High risk areas to be cleaned during the day.</p>	<p>Please ensure you are using the recommended cleaning agent.</p> <p>Door handles, toilets, tables and work surfaces are considered high risk areas.</p>
<p>Disposal of contaminated materials.</p>	<p>Materials which could carry COVID-19 causing further contamination to people or surfaces.</p>	<p>Bins provided in every room and emptied regularly throughout session. Rubbish double bagged and taken home by organiser to dispose of in general waste.</p>	<p>Ensure a good supply of refuse bags and lidded bins.</p>

<p>Respiratory hygiene</p>	<p>Transmission to other members/staff. Most members not able to wear face masks due to their Dementia.</p>	<p>Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands. Staff to wear masks and facial visors at all times. Gloves and disposable aprons to be used for personal care.</p>	<p>Ensure a good stock of tissues and hand sanitiser.</p> <p>Ensure all staff are provided with necessary PPE.</p> <p><i>See disposal of contaminated materials.</i></p>
<p>Managing Social distancing and especially people attending who may be vulnerable</p>	<p>People do not maintain 2 m social distancing due to their condition. Pinch points in the building making social distancing difficult. Current room layout does not allow for social distancing.</p>	<p>Advise group they must comply with social distancing as far as possible and adopt a new entry and exit strategy (detailed in notes).</p> <p>Using larger room in the hall to ensure social distancing. Limiting group size to five members + staff. Each member to have their own table and chair set 2m apart. One member of staff at a time in kitchen.</p>	<p>Entry strategy: Members to wait in cars with carers. Organiser to meet members and carers outside building. Take members temperature before allowing entry to building. Upon entry sanitise and pass member to other staff to settle.</p> <p>Exit strategy: Carers to wait in cars. Organiser to support members outside, sanitising when leaving.</p>
<p>Infection and contamination</p>	<p>Penetrating KMC Bubble (members and staff)</p>	<p>Exclusive use of premises during all booked occupancy periods Members use only one toilet</p>	<p>No outsiders or other people allowed access. Only exception emergency services/first responders. Temperature control for staff</p>
<p>Hand cleanliness</p>	<p>Transmission to other members/staff and premises.</p>	<p>Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels. Regulate dangerously high water temperature in toilet wash-hand-basins Signage to emphasise need for frequent hand washing</p>	<p>Members to refrain from using hand driers and use paper towels provided. Ensure a stock of paper towels. <i>See disposal of contaminated materials.</i></p>

<p>Handling of cups and cutlery.</p>	<p>Transmission to other members/staff.</p>	<p>Organiser to ensure cups and cutlery are sterile by using sterilising solution before and after use.</p> <p>No use of tea towels – blue roll to be used instead.</p> <p>Members to bring their own food to reduce kitchen use.</p>	<p>Ensure a good supply of sterilising tablets and blue roll.</p>
<p>Potentially asymptomatic/early stage Covid-19 infected member.</p> <p>Member feels unwell or has mild cough/loss of taste/mild temperature</p>	<p>Unintentional transmission to other members/staff and premises</p>	<p>Member/Carer to notify organiser before leaving home and remain at home for not less than 48 hours after symptoms clear.</p> <p>If symptoms persist carer to notify Track and Trace /arrange test and organiser to notify staff and other members in group to be alert to any symptoms.</p>	

Someone falls ill with COVID- 19 symptoms	Transmission to other members/staff and premises.	Isolate person showing symptoms to 'quiet room'. Staff member to wear full PPE whilst dealing with member. Inform all carers and initiate track and trace procedure. Group to close ASAP. Inform all to isolate until results received. Upon receipt advise further (result dependent), current advice for positive cases linked in 'notes'. Inform building owners and commence deep clean of building in full PPE.	Most recent government advice can be found by clicking here.
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