

## Risk Assessment - Coronavirus

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|---|--|---------------------------------|--------------------|--------------------|---|
| <b>Task / Process / Activity Description:</b> | Penally Camp, Tenby SA70 7QL<br>COVID 19 - Potential Risks & Associated Control Measures |                                 |                    | <b>Start Date</b>  | 17 <sup>th</sup> August 2020  |
|   |  |                                 |                    | <b>Review Date</b> | Due to the potential spread of Covid-19 and the daily updates from PHW this document will be regularly updated. |
| <b>Assessors Name:</b>                        |  | <b>Risk Assessment Approved</b> | <b>Name:</b>       |                    |   |
| <b>Assessors Signature:</b>                   |  |                                 | <b>Print Name:</b> |                    |   |
|   |  |                                 | <b>Signature:</b>  |                    |   |

Penally camp has been designated as an Initial Accommodation (IA) facility to house AASC Service Users (SU's) while asylum claims are being processed and prior to being placed in Dispersed Accommodation (DA). The facility provides accommodation and meals.

The aim of this assessment is to consider the risks associated with COVID -19 within the facility and to set out the mandatory control measures required to reduce the risk to as low as is reasonably practicable for SU's, staff and visitors.

All information, instruction and documentation referred to in this risk assessment and required by the SU, in order to be able to comply with the controls, are available in the following languages: 1. Amharic 2. Arabic 3. Albanian 4. Chinese 5. Farsi 6. Kurdish Sorani 7. Pashto 8. Indian Punjabi 9. Pakistani Urdu 10. Tigrinya 11. French 12. Russian.

| Hazard<br>(Something with the potential to cause harm) | Hazard Cause<br>(How will the hazard be realised)                         | Hazard Effect<br>(The potential injury sustained) | Who Can Be Harmed<br><small>Employee = E<br/>Contractor = C<br/>Visitor = V<br/>Public = p<br/>Service User SU</small> | Risk Level | Mandatory Control Measures   | Residual Risk Level | Additional Requirements<br><small>e.g. Monitoring, Training, Advice to Others etc.</small>                                  |
|--|---|---|--|------------|--|---------------------|---|
| COVID – 19   | Potential risk of a COVID positive Service User arriving at the facility. | Contracting COVID – 19                            | SU/E/V   | H          | <p>SU's sent to Penally camp will have been in the country for 14 days prior to travel. SU's who have tested positive for COVID or who are displaying symptoms will not be sent to Penally. Additionally, SU's will be checked for symptoms on arrival and no SUs will be accommodated that have been identified as having a clinical vulnerability.</p> <p>25 SU's will be accommodated at Penally Camp each day, which will allow sufficient time to carry out checks for symptoms and clinical vulnerability.</p> | M                   | Symptomatic SU's will be placed in an allocated quarantine area to await medical assessment and self-isolation as required. |

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| COVID – 19 | Potential risk of a COVID positive Service User arriving at the facility. | Contracting COVID – 19 | SU/E/V | H | <p>All Service Users will have their temperature taken upon arrival at Penally camp and issued with a reusable face mask.</p> <p>All staff are to have their temperature taken daily.</p> <p>All surfaces, should regularly be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells<br/>A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) is to be used</p> | M | <p>Any SU's with an increased temperature will be placed in quarantine.</p> <p>Staff identified as having a high temperature will not be permitted to work.</p> <p>The minimum PPE to be worn for cleaning an area after a person with symptoms of or confirmed COVID-19 has left the area is disposable gloves and an apron.</p> |
| COVID – 19 | Potential risk of persons contracting the virus in the facility           |                        | SU/E/V | H | <p>Staff will be subject to a specific risk assessment to determine whether (depending on role), they can work within the facility if displaying symptoms.</p> <p>All visitors to the facility will be by arrangement and be will provided with recent guidelines from PHW.</p> <p>Anyone with symptoms or has had potential exposure <b>must not visit the facility</b></p>  |   | Any staff experiencing symptoms of COVID-19 are instructed not to attend work and contact their line manager.   |
| COVID – 19 | Potential risk of persons contracting the virus in the facility           | Contracting COVID – 19 | SU/E/V | H | <p>During the induction process, SU's are provided with information on relevant COVID Safety measures. Including:</p> <ol style="list-style-type: none"> <li>1. Symptoms and how to report them</li> <li>2. Rules regarding social distancing</li> <li>3. Hand washing / sanitisation / cleaning</li> <li>4. Wearing of face coverings</li> <li>5. Walking out (local area)</li> <li>6. Absenteeism</li> <li>7. The concern escalation process</li> <li>8. Mental health wellbeing guidance and details of support groups.</li> </ol>                     | M | COVID Safety Information is provided in multiple languages and interpreting services are available.   |

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|  |  |  |  |  | <p>Staff are responsible for ensuring the necessary controls are adhered to and are monitored for effectiveness.</p> <p>Arrangements for achieving these measures are as follows,</p> <p><b>Symptoms:</b></p> <ul style="list-style-type: none"> <li>• SU's are made aware of the signs and symptoms of COVID and that they need to report them immediately to the staff on site.</li> <li>• Facility staff experiencing symptoms are to inform their line manager immediately and follow current guidance.</li> </ul> <hr/> <p><b>Social Distancing:</b></p> <ul style="list-style-type: none"> <li>• Importance of social distancing is communicated at induction.</li> <li>• Multilingual information, pictorial signage and floor markings are displayed in relevant areas.</li> <li>• Capacity within the facility has been reduced to allow for social distancing. (max occupancy now 250)</li> <li>• No unrelated SU's will share rooms, without safety partitioning and non-related SU's are not permitted to visit each other's rooms.</li> <li>• Dining areas are set out for social distancing and staggered mealtimes introduced as required.</li> <li>• Communal areas will also be subject to social distancing rules, (including max occupancy at any one time).</li> <li>• One-way routes will be established where possible. (i.e. corridors, stairwells, entries / exits)</li> </ul> <hr/> <p><b>Handwashing / Sanitisation / Cleaning:</b></p> <ul style="list-style-type: none"> <li>• SU's are encouraged to use hand sanitizer on arrival</li> <li>• Handwashing facilities are made available throughout the facility</li> <li>• SU's are issued with soap, shower gel, shampoo.</li> </ul> |  |  |
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|  |  |  |  |  | <ul style="list-style-type: none"> <li>• Hand sanitisation stations are positioned in main areas and are clearly signed with multilingual instructions.</li> <li>• Regular cleaning regimes are in place with specific attention to high contact and dining areas.</li> <li>• All communal doors and handles will be wiped down hourly between 8am and 9pm</li> <li>• Laundry services are provided.</li> <li>• If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</li> </ul> <hr/> <p><b>Face Coverings:</b></p> <ul style="list-style-type: none"> <li>• SU's are issued with a reusable face covering.</li> <li>• Within the facility face coverings are required in corridors, stairwells and any other areas where 1m+ social distancing cannot be achieved.</li> <li>• Externally (local area), the relevant rules regarding shops, public transport, GP surgeries etc., are to be followed.</li> <li>• Immediately on returning to the facility hands are to be sanitised.</li> </ul> <hr/> <p><b>Walking Out:</b></p> <ul style="list-style-type: none"> <li>• Arrangements for walking out and any restrictions (local lockdown) will be communicated at induction and will be updated as required.</li> </ul> <hr/> <p><b>Absentees:</b></p> <ul style="list-style-type: none"> <li>• All service users will be advised that if they are absent overnight, they will have to self-isolate for 14 days in one of the allocated 'self-isolation' rooms with food served to their rooms.</li> </ul> <hr/> <p>Specific controls for facility staff:</p> |  | <p>On issue, SU will be instructed on the correct method of wearing, storage and how / when to clean the face coverings. SU will be initially issued with a re usable mask, which will be replaced when required.</p> |
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|            |   |                        |        |   | <ul style="list-style-type: none"> <li>• 1m rules with regard to social distancing is to be adhered to whenever possible</li> <li>• Face coverings are to be worn in any areas / situations where this cannot be achieved.</li> <li>• Routine handwashing / sanitising is to be carried out as frequently as required.</li> <li>• Work surfaces (desks / tables) are to be regularly disinfected.</li> <li>• Disposable gloves should be worn as required. (i.e. when handling SU's belongings or cleaning / disinfecting surfaces.</li> <li>• Avoid the need to enter SU rooms where possible.</li> </ul> <p>Where entry into a SU room is required:</p> <ul style="list-style-type: none"> <li>• Face covering and disposable gloves should be worn.</li> <li>• If occupied ask the SU to step outside or move to a part of the room to allow for social distancing.</li> <li>• Minimise contact with surfaces / materials within the room as far as possible.</li> <li>• Sanitise / wash hands immediately after leaving the room.</li> <li>• For rooms where the SU has been absent and belongings are to be cleared. This should be carried out after a period of 72 hrs has lapsed whenever possible. If not, then the following PPE must be worn: Face covering, disposable gloves.</li> <li>• All items are to be bagged and tagged with SU's details and the date and then stored in a dedicated area for retrieval or disposal.</li> <li>• After 72 Hrs all waste items can be disposed of via the appropriate waste streams.</li> </ul> |   | All staff working at Penally camp will receive training on processes, controls and risk assessments. |
| COVID – 19 | Potential risk of persons contracting the virus in the facility | Contracting COVID – 19 | SU/E/V | H | Once the building is at the capacity of 250 SUs. A static household status will be applied for 21 days and a review of operational performance carried out.  | M |  |

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| COVID – 19 | Potential risk of persons contracting the virus in the facility | Anxiety<br>Mental Health<br>/ Welfare | SU/E   | H | <p>The risks of contracting COVID and the potential consequences can have a negative impact on individual mental wellbeing especially where there are existing contributory factors. To address this the local NHS team are able to offer a wide range of support, information and referral services. These services can be accessed by SU and facility staff. Facility staff should also raise any issues with their line manager and own GP.</p> <p>Facility staff are to complete regular welfare checks with all SU's.</p> <p>Additionally Clearsprings staff have access to the Employee Wellbeing Support Line.</p> <p>An overall staff structure chart of all organisations and escalation points is to be created and distributed to ensure effective comms in case of an outbreak.</p> <p>VCS activities will be arranged to support psychical and mental health well-being. External sports events will be arranged on the available courts.</p> <p>Internally, social distance rooms will be created for cinema, book club (books in various languages).</p> <p>All communal rooms will be arranged for social distance seating with maximum capacity stated by each door and regular checks conducted</p> | M | Via the NHS team, there is a range of multilingual material available on the subject.                     |
| COVID – 19 | Potential risk of COVID outbreak at the Facility                | Contracting COVID – 19                | SU/E/V | H | <p>In the event of a symptomatic case involving a SU the following protocol is to be implemented to reduce the potential spread of infection:</p> <ul style="list-style-type: none"> <li>• Our internal safeguarding team will be informed.</li> <li>• Service user to immediately self-isolate in one of the allocated rooms. During this time all meals will be delivered to their room. (person delivering is to place the food outside the room and knock then step back a safe distance)</li> </ul>  | M | There are specific rooms allocated within the facility to be used for the purpose of temporary isolation. |

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|            |   |                        |      |   | <ul style="list-style-type: none"> <li>Local PHW guidance is applied to the situation. This may include testing all SU's locking down the facility, removing negative and/or positive SU's.</li> <li>All remaining SU's will be required to self-isolate in line with government guidance.</li> <li>All SU's affected will be spoken to directly, at least daily, by the facilities team.</li> <li>Once the self-isolation period is over, the facility will receive a 'deep' clean, undertaken by a specialist certified sub-contractor.</li> </ul> |   |  |
| COVID – 19 | Potential risk of persons contracting the virus in the facility | Contracting COVID – 19 | SU/E | H | Security personnel will remain present in the building 24 hours per day, 7 days a week. They will be fully briefed on the control environment and the escalation process.  | M |  |

### Guidance on Risk rating score

|               |  |
|---------------|--|
| <b>Low</b>    | No additional controls are required unless there is a specific statutory requirement. Monitoring is required to ensure the controls are maintained.  |
| <b>Medium</b> | Efforts should be made to reduce the risk. Where this is not possible then suitable control procedures must be followed or put in place.   |
| <b>High</b>   | Work should not be started or continued until the risk has been reduced. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk, work has to remain prohibited until a suitable alternative method of working is found. |

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## RISK SCORING MATRIX

| Category          | Likelihood  |
|-------------------|---|
| HIGHLY   UNLIKELY | Incident unlikely to occur. Low risk activity with good control measures in place. Could occur sometimes. Medium risk activity with reasonable control measures in place. |
| UNLIKELY          | Incident likely to occur. High risk activity with poor control measures in place.   |
| LIKELY            | Incident very likely to occur. High risk activity with inadequate or no control measures in place.  |

| Category       | Severity   |
|----------------|--|
| SLIGHT/MINOR   | Slight/Superficial injury, e.g. bruises, grazes. Operative can continue work Minor sprains and strains, short-term musculoskeletal disorders, cuts requiring stitches, Operative requires first aid treatment and stops work |
| OVER 7 DAY     | Injury causes the operative to be off work for more than 7 days requiring the accident to be reported under RIDDOR   |
| MAJOR/FATALITY | Amputations, major fractures, poisonings, multiple injuries, fatal injuries, <b>acute fatal diseases.</b>  |

| Likelihood | Likely          | Medium  | High  | High   |
|------------|-----------------|---|---|--|
|            | Unlikely        | Low   | Medium  | High   |
|            | Highly Unlikely | Low   | Low   | Medium   |
|            |                 | Slight or Minor work related injury, may require first aid treatment. Health concern. | Over 7 day work related lost time injury or illness | Fatality, Major work related Injury or serious illness |
| Severity   |                 |   |   |  |