

SUBJECT of ASSESSMENT		LOCATION	DATE OF ASSESSMENT	NAME OF ASSESSOR
Covid secure		Heatherwood, Lloyd Park and Willow Lodge Nursing Homes	November 2020	Suzy Marshall
Hazard	Risk	Existing control	Hazards reduced	Control measures
WHAT IS THE HARM?	WHO MIGHT BE HARMED?	WHAT IS IN PLACE ALREADY?	TO A SAFE LEVEL?	ADDITIONAL MEASURES TO CONTROL RISKS
<p>Illness due to outbreak of Coronavirus (COVID-19)</p> <p>Business and care continuity</p>	<ul style="list-style-type: none"> <li>Residents</li> <li>Staff</li> <li>Visitors</li> <li>Contractors</li> <li>Visiting professionals</li> <li>Anyone with underlying medical conditions (such as diabetes, respiratory conditions including COPD and cancer) or with a weakened immune system</li> </ul>	<p><b>This is the third risk assessment for further controls in place across Heatherwood, Lloyd Park and Willow Lodge Nursing Homes.</b></p> <p>If a case of Covid-19 is identified or suspected, we will report as per the latest guidance. This will include via the capacity tracker, to LCRCT and local PHE. We will then complete further testing as per their advice and ensure those needed self-isolate and any identified close contacts do the same.</p> <p>If we are notified of any staff needing to self-isolate through Test and Trace we will ensure this is carried out.</p> <p>Where we need to use agency staff on a regular basis we have received written confirmation from those agencies to say that those staff aren't working elsewhere.</p> <p>We have tried to reduce the staff working across the 3 homes – we are continuing with our recruitment to totally eradicate this.</p> <p>We order regular test kits to ensure the continuity of testing staff weekly and residents every 28 days.</p> <p>The compliance Officer keeps a spreadsheet to monitor staff testing.</p>	<p><input checked="" type="checkbox"/> yes    <input type="checkbox"/> no</p>	<p>The Managers are the point of call for reporting all cases. Test results come through to the Managers mobile phones to ensure prompt awareness of results (staff have given consent for this)</p> <p>Where we need to use adhoc agency staff they are also tested. Regular agency staff are included in weekly staff testing.</p>

		<p>Appropriate staff attend relevant webinars on whole home testing, infection control, winter readiness and other issues relevant.</p> <p>Guidance relevant to Covid-19 is printed off and stored in a Covid-19 file which the Compliance Officer keeps.</p> <p>Our visiting policy is under constant review as guidance changes. Relatives and loved ones are kept informed via emails – attached to these are the visiting codes that they need to be aware of.</p> <p>Covid-19 is a regular feature of staff supervisions, staff meetings and resident meetings to ensure staff have up to date knowledge.</p> <p>The Compliance Officer carries out monthly Covid-19 audits where she speaks to staff regarding infection control, donning and doffing of PPE – this ensures their knowledge is correct.</p> <p>All staff wear masks at all times of the day and are aware of when they need to change these.</p> <p>We keep under review the need for other visiting people to attend the homes. These visits are only when essential or are for a health matter.</p> <p>Information for families has been added to our website.</p> <p>All new admissions to the homes must have a negative Covid-19 test result. They must then complete a 14-day isolation period.</p> <p>PPE is on continuous order to ensure we don't run short.</p> <p>There are daily Covid-19 check sheets that are completed to ensure we are compliant – these are updated as new guidance comes out.</p>		<p>Staff are spoken with if they are seen without a mask.</p> <p>These visits are cancelled in the event of a positive test result.</p> <p>Full PPE is worn by staff attending these residents. This is managed by the Director of the company.</p> <p>The Compliance Officer checks these have been completed.</p>
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<p>Manager signature &amp; date</p>				