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| Day centre: | |  | | | | | | | Address: | |  | | | | | | | |
| Name of person completing risk assessment: | | | | | | | |  | | | | | | Date of RA: | | |  | |
| Description of Risk assessment: | | | | | | To reduce the likelihood of someone becoming injured or ill from hazardous substances | | | | | | | | | | | | |
| People at Risk: | | | PaMS: | **Yes** | Volunteer: | | **Yes** | | | Vulnerable person: | | **Y/ N** | Lone workers: | | **Yes** | Public: | | **Yes** |
| Injuries: | Anxiety, back/head problems, bruise/cut, burn, choke, ear problems, eye problems, fatality, fracture, musculoskeletal issues, puncture wound, sprain/strain, suffocate | | | | | | | | | | | | | | | | | |

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| This risk assessment has been developed in line with the [Control of Substances Hazardous to Health Regulations 2002](https://www.legislation.gov.uk/uksi/2002/2677/regulation/7/made), Government guidance: [Working safely during COVID-19 in day centres and branches](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches) – last updated 14 July 2021, Public health England document: [PPE guide for community and social care settings](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/992266/20210609_PPE_guide_for_community_and_social_care_settings.pdf) – last updated June 2021, HSE document: [Risk assessment during Coronavirus (COVID-19) pandemic](https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm) – last updated July 2021 and other HSE advice and guidance. |

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| To be completed by the person responsible for health and safety in the MS Society day centre**.** Thereafter to be reviewed if the document is no longer valid, if there have been major changes within the day centre or annually whichever is soonest. Please see generic risk assessment VPRA: 101 for accompanying notes.  To complete the risk assessment:   * Look at each statement and answer it Yes, No or N/A * If all the answers are Yes or N/A, fill in the first line of the Action Plan on the last page; stating “Risk assessment reviewed, No action needed” sign and date to indicate when the assessment was completed (e.g. 1) * If there are any “No’s” fill in the actions needed, person responsible and completion date in the Action Plan (e.g. 2) * The responsible person signs and dates the last column on the Action Plan as each action is complete |

| **Hazard** | | **Prevention** | **Y/ N/ NA** |
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| Although government restrictions regarding the COVID pandemic have been lifted, there are still processes in place that need to be adhered to – further information can be found on the government, Public health England and HSE websites shown above. | | | |
| 14.7 | COVID – information and training  (RF= 3 Low) | Process in place for regularly checking COVID requirements nationally (links via [HSV: 921B](https://volunteers.mssociety.org.uk/resources/hsv-921b) COVID-19 guidance sheet) and locally (via news outlets) in case changes are needed |  |
| All staff and volunteers provided with and asked to read [HSV: 921B](https://volunteers.mssociety.org.uk/resources/hsv-921b) COVID-19 guidance sheet prior to visiting the day centre |  |
| Staff, visitor and service informed they should check local requirements if travelling to the day centre on public transport |  |
| All staff, volunteers and service users understand that although every effort will be made to keep the day centre COVID safe, it will not be possible to enforce restrictions that are no longer law, it is up to each individual to decide for themselves whether or not they attend the day centre |  |
| All staff/ volunteers complete the July 2021 COVID addition to HSV: 132 - property induction prior to restarting their roles |  |
| First aid provision should be updated in line with HSV: 124B – first aid needs assessment carried out for day centres |  |
| Any contractors or visitors (Inc. MS Society staff and Group volunteers) to the day centre to be pre booked in with the Day centre Manager and their COVID-19 responsibilities made clear |  |
| 14.7 | COVID – test and trace  (RF= 4 Medium) | A plan is in place to contain an outbreak following a positive test for COVID-19: |  |
| * In line with GDPR, [maintain records](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace#information-to-collect) of anyone who enters the property: names, contact number, dates and times when they were in the building – keep for 21 days |  |
| * Staff, volunteers and service users notified that they must inform NHS Test and Trace and the property manager if they test positive for COVID-19 following a visit to the day centre |  |
| * If the property manager is alerted to a member of staff, volunteer or service user testing positive for COVID-19, they will follow HSV: 124A - COVID response plan. They will implement its guidelines including contacting the [local health protection team](https://www.gov.uk/health-protection-team) if there are 5 cases of COVID-19 within 14 days associated with the property |  |
| If cleaning after a known case of COVID-19 [specific guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#left-area) will be followed |  |
| 14.7 | COVID – notices  (RF= 3 Low) | Display official COVID-19 notice with the day centre manager’s contact name and details |  |
| Hand washing technique notices are displayed above all sinks |  |
| Display notices around the day centre that may encourage staff, volunteers and service users to give consideration to others such as reminders to wear face coverings if possible, wash hands and use hand sanitizers regularly |  |
| 14.7 | COVID – everyday activities  (RF= 3 Low) | A deep clean of the day centre will be carried out prior to it re-opening |  |
| A regular cleaning regime will be put in place once the day centre is operating especially of frequently touched items such as hoists and handrails – guidance can be found [here](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) |  |
| Standard cleaning products will be available in the property along with adequate disposal arrangements once used |  |
| Suitable and sufficient PPE will be available for staff and volunteers, guidance from public health England on what to wear and when can be found [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/992266/20210609_PPE_guide_for_community_and_social_care_settings.pdf) |  |
| Ensure staff/ volunteers understand how to use, store, clean and dispose of any PPE |  |
| Keep staff/ volunteers to shift teams where possible to limit social interaction |  |
| If providing personal care to service users, agree with carers beforehand how this can be carried out without increasing the likelihood of infection |  |
| Encourage staff/ volunteers to change clothing on a daily basis and wash immediately after use |  |
| Where air conditioning installed, it has been checked by the manufacturer to ensure it is appropriate for use in the present climate |  |
| Leave doors and windows open where possible to aid ventilation |  |
| In poorly ventilated spaces follow the [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) on improving ventilation and if this is not possible minimise the use of these spaces |  |
| Keep hand sanitizers at the entrance to the day centre and in multiple accessible locations to encourage staff, volunteers and service users to continue using them |  |
| Tell staff/ volunteers that, if eating and drinking, they should prepare, bring and eat their own food and drinks separately if possible |  |
| If the day centre wishes to provide food for staff, volunteers or service users it should at this time buy pre-prepared food that can be shared i.e. sandwich trays |  |
| All activities will be assessed in line with the events and fitness risk management systems, further information can be found by contacting: [volunteersupport@mssociety.org.uk](mailto:volunteersupport@mssociety.org.uk) |  |

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| **Hazard No.** | **Action Needed** | **Responsible Person** | **Completion Date** | **Actions complete**  **Sign and date** |
| e.g. 1 | Risk assessment complete/ reviewed – no actions needed | Joe Bloggs |  | Joe Bloggs 23.01.20 |
| e.g. 2 | Check emergency arrangements at venue | Joe Bloggs | 31.01.20 | Joe Bloggs 23.01.20 |
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