

| What are the hazards? | Who might be harmed and how? | What we are already doing? | Do we need to do anything else to manage the risk? | Action by whom and when | Completed and sign |
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| Due to lockdown building will require safety checks | <p>Group members, staff and visitors and the general public.</p> <p>Harm from Legionella infection, pests, damaged buildings, missed statutory servicing and fire.</p> | <p>Ensure any little-used water outlets are flushed weekly and this is recorded. Monthly water monitoring to continue. Check for evidence of pests, (all food items removed w/c 23 March 2020)</p> <p>Ensure all statutory maintenance inspections are all up to date.</p> <p>To ensure fire safety, the following need to be carried out before reopening:</p> <p>Fire alarm test Visual check of fire extinguishes Emergency light test Review fire risk assessment Review fire evacuation plans Fire procedure to be reviewed in light of changes Fire drill carried out week commencing 3rd August. Building is checked weekly by landlord for any damage/sign of break in</p> | | DAG Management /Landlord team prior to 03 AUGUST 2020. | |
| Contracting COVID-19 from being at DAG by contact with an infected person | Group members, staff, visitors, and the general public becoming infected with COVID-19: | Staff, group members or visitors who have tested positive for COVID-19 are not allowed into the premises until they have self-isolated for the recommended government period or 7 days; if the individual continues to have a raised temperature, they are required to remain away from DAG until a normal temperature can be maintained. Staff, group members or visitors living | | DAG Management team prior to 03 AUGUST 2020. | |

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| | | <p>in the same household as a person who has tested positive for COVID-19 are not allowed into the premises until they have self- isolated for the government period of 14 days. Staff, group members and visitors exhibiting classic signs of COVID-19 as detailed (high temperature, a new continuous cough, loss of sense of smell and taste) are requested to stay away from DAG until well and asymptomatic; Any person arriving at DAG exhibiting symptoms will be required to return home. Group members and staff who are in an 'infected bubble' will also have to self-isolate for 14 days</p> <p>If an individual has symptoms or has been in an 'infected bubble', undertakes a COVID-19 test and if this is negative, on evidence of the negative test they will be able to return to DAG.</p> <p>Government self-isolation guidance: www.gov.uk</p> | <p>Re-send clear guidance to all staff and parents/carers of group members.</p> <p>Designated Covid Co-ordinator for each session.</p> <p>Have a procedure in place to isolate group member/s that appear symptomatic on site until collected (SEE OUTBREAK POLICY) – an area in the sports hall will be cordoned off, near emergency exit, allowing easy collection and good ventilation. If person refuses to leave their zone, other group members will be requested to move to 'emergency zone' in sports hall.</p> <p>Refer staff or group members who display symptoms for testing via the www.gov.uk website OR the Employer Referral Portal for DAG staff/staff family members (DAG is registered)</p> | <p>DAG Management team prior to 03 AUGUST 2020.</p> | |

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| Risk of person entering building/utilising transport who has symptomatic signs of COVID 19 or sickness/diarrhoea | | <p>Prior to entering building or boarding minibus, all staff and group members and visitors will have their temperature scanned and be asked about their welfare.</p> <p>People that have a high temperature/signs or symptoms will not be admitted.</p> <p>Checks (via tick list) will be logged for auditing purposes.</p> | <p>Resend guidance to all group members/parents/carers and advise of procedures. This needs to occur at every entry point to building.</p> <p>Set up mini welfare audit and scan log.</p> | | |
| Congestion or inability to adequately socially distance when accessing or leaving DAG | Group members, staff, visitors, and the general public becoming infected with COVID-19: | <p>Pick up and drop off times staggered to reduce congestion.</p> <p>Parent/Carers requested to only send one person from family/support group to drop off and collect group members to reduce potential overcrowding; Group members to access/leave DAG alone or with DAG staff supervision to reduce unnecessary numbers of people, based on individual risk assessment. Group members to be given clear information about entrance/times for drop off and collection. Line up points with social distancing measures to be put in place on main entrance points.</p> <p>Drop offs and pick-ups will be via the Marsh public car park where two DAG staff will meet car occupants at agreed time, take temperature of people who will be entering the building and do welfare audit. Anyone displaying a</p> | <p>Re-send clear guidance to all staff and parents/carers of group members.</p> <p>Line up points with social distancing measures to be put in place re main entrance. Social distancing messages around the site/visual prompts.</p> <p>Group members will require verbal prompts from staff, re social distancing. This will be based on individual risk assessment.</p> <p>Ensure clear and concise information is sent to parents/carers re process.</p> | DAG Management team prior to 03 AUGUST 2020. | |

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| | | <p>high temperature, or any other symptom will be advised to go home and will not be able to enter.</p> <p>Drop off times (between 0930-1030am) will be matched to allocated zones. Individuals will be escorted to ground floor entry point where they will be met and escorted to handwashing point. A one-way system will direct person to main sports hall where they will wait in 2 metre cordon. Once zone (maximum five people) are in sports hall, they will have a welcome chat and then escorted to their zone location by their designated staff member/s. The staffing ratio will be one staff member to 5 group members however this is dependent on need. Any person requiring 1-1 support will be in an area of sufficient size to accommodate numbers.</p> <p>The next zone will be undertaking car park checks/handwashing. As group members arrive at their allocated time, they should make their way to their 'zone' via the route shown by DAG staff member (either entrance doors or building Fire Exits) Parents/carers to be encouraged to drop off and leave as quickly as possible. Entrance to building based on group member risk assessment. For collection, parents to wait in car and DAG staff to bring out group member to them for collection.</p> | <p>Easy read format/social story for group members/Upload video of procedure/layout of building via Digital DAG.</p> | | |

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| | | <p>Part time afternoon sessions: Entry point via main entrance – all group members will have temperature check/welfare check before entering.</p> <p>Group members that walk to DAG will be requested to come at allocated time and meet at allocated entrance. Staff will be supervising 2m social distancing.</p> | | | |
| <p>Ineffective personal hygiene measures</p> | <p>Group members, staff, visitors, and the general public becoming infected with COVID-19:</p> | <p>Robust handwashing promoted.</p> <p>Staff and group members are requested to wash hands prior to leaving home in the morning and then on entering DAG. Handwashing prompts and guidance located at handwashing stations.</p> <p>All staff and group members must wash their hands for a minimum of 20 seconds with liquid soap and warm water on arrival at DAG and after a bout of coughing/sneezing or following outside activity and after any transition between activities. Some group members may require supervision with hand washing – based on individual risk assessment.</p> <p>Staff and group members encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues is available in all rooms and to be immediately placed in a bin or flushed down a toilet following use – used</p> | <p>Share hand washing video via DIGITAL DAG prior to reopening.</p> <p>Catch it, Kill it, Bin it posters displayed around the building.</p> | <p>DAG Management team prior to 03 AUGUST 2020.</p> <p>Charlotte Keith</p> | |

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| | | <p>tissues must not be left on tables or other surfaces.</p> <p>All staff have completed hand washing training and updated infection control training. Infection Control Policy has been updated (June 2020)</p> <p>Ensure stock of disposable tissues held in each room. Lidded bins to be available in all rooms for used tissues and emptied daily. Posters are displayed by sinks/designated hand washing stations to show how to effectively wash hands. Hand sanitiser available for staff who are unable to leave rooms or use sinks whilst supervising group members. Hand sanitiser is available but should be used in addition to hand washing or where handwashing is not accessible rather than a general alternative to handwashing.</p> | <p>Nominate Infection Control Lead for DAG.</p> <p>Ensure sufficient stock of disposable tissues and lidded bins in each room.</p> <p>Ensure sufficient stock of hand sanitizer at entrance and in each room, plus additional for any activities external to DAG building.</p> | <p>DAG Management team prior to 03 AUGUST 2020.</p> | |
| <p>Possible contamination within rooms/activity areas</p> | <p>Group Members, staff, visitors, and the general public becoming infected with COVID-19:</p> | <p>Ensure that group members are in the same agreed groups at all times each day, and different groups are not mixed during the day, or on subsequent days wherever possible. However, as some group members attend on different days, there may be days where there are different zone members. Ensure that designated staff and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days wherever possible. Rooms with external door direct to the outside to be</p> | <p>Allocate group members/staff to groups prior to recommencement of service, Create a list of rooms with maximum occupancy levels.</p> | <p>DAG Management team prior to 03 AUGUST 2020.</p> | |

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| | | <p>used where possible. However, staff fatigue must be considered so it may be necessary to switch staff members.</p> <p>Rooms and activity areas to be assessed to determine the maximum number of group members that can be accommodated to enable adequate social distancing. Social distance markers to be placed on floor/walls to act as visual prompts to all. Group members will require verbal reminders too.</p> <p>Where possible use well ventilated areas – i.e. sports hall, ensure doors are open. Café area, balcony doors open, group room, windows open; dance studio – use air conditioning (system serviced 23/06/20); Blagdon Farm allotment.</p> <p>Outdoor activity to be considered and undertaken maintaining social distancing. Tables and chairs positioned at suitable distances apart.</p> <p>Movement of groups throughout the day, for any reason, should be co-ordinated between the staff team and each area cleaned thoroughly prior to new group entering area, particular attention to door handles/light switches/doors and tables.</p> | <p>Determine 2 metre spacing in five zones. Main areas: Sports Hall/Dance Studio/Group Room/Café area/Sports viewing area (top floor)/Computer Suite. Use 2m tape to define table chair set up</p> <p>Review handwashing/toileting facilities at Blagdon Farm and access arrangements.</p> <p>Review cleaning procedures with Landlord prior to August 03 2020 to ensure cleaning staff are fully briefed on expectations for cleaning. Landlord is arranging deep clean of premises prior to DAG returning in August 2020 (Email 19/06 and verbal discussion 23/06/20)</p> <p>DAG will nominate a head of Infection Control to audit daily procedures etc.</p> | <p>DAG Management team prior to 03 AUGUST 2020.</p> | |

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| | | <p>All areas to be cleaned prior to and post activity and signed off after each cleaning as per cleaning audit.</p> <p>Soft furnishing such as mats/beanbags and cushions removed from all areas unless they are required to meet individual risk assessments. Where they remain, soft furnishings will be steam cleaned as per government guidance.</p> <p>Use of communal equipment will be avoided where possible, any shared equipment being used will be cleanable and disinfected prior and after use. Resources available will be limited to what is essential for use on a daily basis and planned in advance, for example, individual craft packs etc. Any sharing of equipment will require additional cleaning prior and post use.</p> <p>Activities will be subject to specific risk assessment based on current government guidance.</p> <p>Computer keyboard/mouse, touch screens/interactive equipment/remote controls will be cleaned prior to and post use.</p> <p>Weather permitting windows to be opened to provide fresh air to be circulated within each room (when rooms are occupied, Fire Doors can also be propped open, utilising</p> | <p>A nominated member of the team will be responsible for daily cleaning with updated cleaning schedule.</p> | | |

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| | | automatic release systems where fitted). Light switches, windows, and blinds only to be operated by staff members wherever possible and will be subject to increased daily cleaning, prior and post each group. | | | |
| Possible contamination from use of toilet/welfare facilities | Group members, staff and visitors | <p>DAG will have set single toilets designated for their use. Designated cleaning staff will clean after use. Designated group staff will inform cleaning staff of toilet use.</p> <p>Group members that require support (i.e. prompts to use welfare facilities) will be supported by appropriate member of staff. Staff will be required to wear visor/face mask (each member of staff will be given their own visor that they will need to be washed and disinfected after each use); plastic apron and single use gloves that will be disposed of as per infection control policy.</p> <p>Staff and group members must wash hands thoroughly after using toilet facilities (see handwashing). Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by cleaners and will be topped up in between if required. Only liquid soap is permitted. Hand drying will be by air hand drier or disposable towels.</p> | | | |
| Insufficient or inappropriate PPE available or misuse of PPE | Staff, group members, visitors | Disposable gloves, apron, masks, and visors available for use as identified required. Where PPE is identified as required for a task it must be worn. For | Ensure sufficient stock of PPE held on site for all staff. | DAG Management team prior to 03 AUGUST 2020. | 03 July 2020 c Keith |

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| | | <p>general activities and group member supervision in line with government guidance PPE is not required unless 2m cannot be observed. Staff will be shown how to safely put on PPE. Staff will be shown how to safely remove PPE and dispose of waste. Ensure sufficient stocks of all items are held at DAG.</p> <p>When utilising transport, masks must be worn by all occupants (where possible).</p> | | | |
| <p>Inadequate management of circulation areas</p> | <p>Group members, staff, visitors, and the general public becoming infected with COVID-19</p> | <p>The movement of staff and group members around the building to be planned and managed when moving to different areas for activity purposes with unnecessary movement around the building restricted. Where possible lunch/breaks will be held in specific zones. In good weather outdoor space will be used (café balcony; Marsh) Any change of zone will require additional cleaning. This should occur at natural break times such as lunch.</p> <p>Whilst it is acknowledged that fire doors play an integral role in safety, it is currently assessed that key corridor doors will be held open (via automatic release system) to avoid handle/touch plate contamination. Fire doors to be closed when group members leave site.</p> | | | |

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| | | <p>One-way system will be implemented at drop off/pick up times or utilising alternative entrances as detailed previously.</p> <p>A designated wandering zone will be utilised via the first-floor hallway – doors will be on automatic release system to limit door handle cross contamination but will allow space for identified individuals to wander too. Additional cleaning measures will be utilised in these areas on days when specific individuals are in attendance.</p> | | | |
| Insufficient or ineffective cleaning | Group members, staff, visitors, and the general public becoming infected with COVID-19 | <p>Cleaning staff should continue to wear clothing and PPE as determined by existing risk assessments. Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with recommended cleaning products (where appropriate, disposable cloths/paper towels to be used for hard surfaces such as tables, chairs etc) in addition to standard cleaning regimes. Toilet and washroom areas are cleaned after use. The kitchen will be cleaned daily and after use. Staff are expected to keep their area clean and tidy during the day, clearing up after themselves and wiping surfaces with antibac spray and disposable paper towels as they go along. Areas not in use are closed and locked off so</p> | | | |

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| | | <p>cleaning can be concentrated where required. Only disposable cloths should be used for cleaning surfaces, cleaners to replace these as per infection control policy.</p> <p>Where non disposable mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use and replaced at least weekly. Additional cleaning of touch points is taking place at least twice per day (all door handles, push plates, window openings, light switches, combination locks and handrails). All internal bins will be emptied daily to external bins. In the event of a confirmed or suspected COVID-19 case at DAG, PHE guidelines for additional cleaning will be followed (as per Infection Control Policy).</p> | | | |

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| <p>Extra Possible contamination from inadequate social distancing or cross contamination of equipment at break times/lunch time</p> | <p>Group members, staff, visitors, and the general public becoming infected with COVID-19:</p> | <p>Group members to bring in their own packed lunch in an insulated bag (with ice pack if desired) to be eaten in their zone or in their group outside on the Marsh (weather dependent)</p> <p>Break times have always been staggered and this will continue to be the case with staff and group members.</p> <p>Only hard equipment that can be sanitised prior and after use to be available to group members. Sharing of equipment will be kept to absolute minimum and strict cleaning practices will apply prior and post use.</p> <p>Activities considered to promote social distancing during break periods. Staff to walk their designated group verbally prompting group members re social distancing directly between their zone and their designated break area if leaving zone.</p> <p>If group members are eating, hands to be washed (see handwashing). After any break time activities – staff and group members to wash hands.</p> <p>The main kitchen will initially remain locked to group members. Designated staff will provide drinks/heat up any lunch requirements – cold portable lunches will be encouraged to limit risks of cross contamination. Group members will be requested to bring in a</p> | <p>Ensure guidance is sent to Group members (easy read) and written guidance for parents/carers prior to re-opening.</p> <p>Ensure 1-1 supports are aware of requirements.</p> <p>Ensure group members/parents/carers are informed of requirements in prior to opening.</p> | <p>DAG Management team prior to 03 AUGUST 2020.</p> <p>DAG Management team prior to 03 AUGUST 2020.</p> | |

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| | | <p>flask/insulated cup for hot drinks which DAG will refill through day if required. Group members will be requested to bring minimal amount to DAG – i.e. lunch bag, cold drink, flask/insulated cup, sunhat, sun cream for personal use, hand sanitizer (DAG will have sanitizer available); mask if required/able to use.</p> <p>All personal items of property will remain with group member in their zone, for example, coats will not be hung up en masse or lunch items stored in communal fridges.</p> | | | |
| <p>Use of PPE – Risk of infection if PPE not used appropriately however it is recognised that some users may struggle with this and it may potentially impede effective communication.</p> | | <p>Staff are required to wear a fluid resistant face mask, single use disposable gloves, plastic apron at all times when:</p> <p>Supporting Group Member to access welfare facilities (fluid resistant mask/face visor which will be disinfected after each use and is allocated to each staff member)</p> <p>When 2 metres social distancing cannot be observed due to first aid requirement/administration of emergency medication for epilepsy.</p> <p>Supporting group members to wash hands (based on group member's individual risk assessment)</p> | <p>Ensure staff are updated with guidance/requirements/</p> <p>Ensure sufficient stock of PPE held at DAG for staff use</p> <p>Social Story to be circulated to group members prior to opening to prepare them for the changes and expectations.</p> <p>Individual risk assessments to be completed for all group members who may struggle with changes/requirements. Risk assessments to be agreed where possible with the person and their carer/s.</p> | <p>DAG Management team prior to 03 AUGUST 2020.</p> | |

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| | | <p>When group members/visitors are entering the building for morning/afternoon check in – temperature scan/welfare audit</p> <p>Designated cleaning staff when cleaning welfare/toilet facilities</p> <p>Whilst in the kitchen area preparing drinks etc.</p> <p>Person presents as potentially symptomatic whilst at DAG (See Outbreak Policy)</p> <p>Fabric face masks are available for staff to use when 1 metre plus rule applies and when people are not able to observe 2m distancing whilst undertaking general activities.</p> <p>Group members have been wearing face masks whilst out and about. With respect to attending DAG this will be subject to individual risk assessment /social distancing ability.</p> <p>Face masks/gloves do not mitigate need to comply with strict hand hygiene practices etc.</p> <p>DAG to comply with PHE requirements regarding PPE.</p> | <p>Ensure information is communicated to group members in accessible formats; parents/carers/DAG staff team</p> | <p>DAG Management team prior to 03 AUGUST 2020.</p> | |
| <p>Ineffective management of</p> | <p>Group members, staff, visitors, and the general</p> | <p>Standard waste will continue to be managed in line with existing arrangements. Any waste that is</p> | <p>Identify secure waste area.</p> | <p>DAG Management /Landlord team</p> | |

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| potentially contaminated waste | public becoming infected with COVID-19 | considered to be potentially infected/contaminated will be double bagged, labelled and dated, before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection. Such waste must be securely stored for 72 hours before placing in the normal waste. | Ensure sufficient supply of waste bags at all times. | prior to 03 AUGUST 2020. | |
| Social distancing on DAG transport services | Group members, staff, becoming infected with COVID-19 | <p>Transport service to be reviewed and offered to those with no others of transport to access DAG, however numbers will be restricted – at the present time it may be restricted to two people from the same household</p> <p>Temperature scan and welfare audit will be completed prior to getting on the bus.</p> <p>Bus will be cleaned (particularly hardware/door handles prior and post use)</p> <p>All occupants will be required to wear a face mask unless medically they are exempt.</p> <p>Seating plan to ensure occupants are not sat next to each other to be observed at all times.</p> <p>REVIEW SAFETY MEASURES FOLLOWING GUIDANCE FROM DORSET COUNCIL – 03 JULY 2020</p> | <p>Identify group members who will need transport.</p> <p>Arrange seating plan</p> <p>Ensure guidance and information circulated to group members and carers</p> | DAG Management team prior to 03 AUGUST 2020. | |

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| Ineffective safeguarding measures | Group members may be more vulnerable during times of uncertainty, stress and change | <p>DAG has robust safeguarding measures in place</p> <p>All staff have had safeguarding training.</p> <p>Staff have been reminded of the importance to look out and not changes to “normal” behaviours of group members and report any concerns immediately.</p> <p>Continue to monitor wellbeing of vulnerable group members on a weekly basis if they are not physically present at DAG via telephone/video chat etc.</p> <p>Report any concerns via appropriate channels.</p> | | | |
| <p>Supporting Group Members with Epilepsy plans – due to the potential need to administer emergency medications.</p> <p>DAG currently support two group members who may require emergency medication to stabilise their seizure activity.</p> <p>People with epilepsy are not any further risk than the general</p> | Group members; Staff at higher risk of infection due to lack of social distancing whilst supporting person with epilepsy | <p>Ensure DAG in receipt of all current epilepsy plans and protocols prior to reopening, ensure all staff are updated prior to re-opening/person attending service</p> <p>Contact group members/families to discuss requirements and concerns</p> <p>Risk assessments to be updated accordingly.</p> <p>Staff to wear PPE as outlined previously if emergency intervention required.</p> <p>Ensure sufficient staffing to support others in the event of a seizure</p> | | DAG Management Team PRIO TO REOPENING 03 AUGUST 2020 | |

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| population in respect to Covid 19. | | | | | |
| Staff Communication whilst at DAG – limited phone signal within building/risk of contamination of shared equipment. | Group members; staff; failure to communicate important information whilst in different parts of the building | <p>Walkie talkies for each member of staff</p> <p>Ensure all staff follow walkie talkie policy.</p> <p>Handsets cleaned are designated to each person, so they are using one handset per day.</p> <p>Handsets cleaned prior to commencement of each session and at the end of each day.</p> | <p>Ensure sufficient handsets to allow for designated handsets</p> <p>Update cleaning schedule so cleaning can be audited.</p> | DAG Management prior to 03 AUGUST 2020. | |
| Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. office space | Staff; group members; visitors | <p>Social distancing measures of 2 metres must be observed at all times (1 metre plus from 04 July 2020) Offices will become designated workspaces for named individuals. Other staff not to enter offices without invite/prior planning.</p> <p>Office computers are not generally shared but if for any reason they are, desk, computer, keyboard, and mouse to be cleaned using recommended cleaning materials prior to use.</p> <p>Windows to be opened to enable circulation of fresh air when occupied, windows to be opened/closed using paper towel.</p> <p>All staff to be given access to universal key for main areas to prevent sharing of keys.</p> <p>Cleaning schedule to reflect cleaning of touch points</p> | <p>Ensure sufficient key availability – signed for by staff.</p> | DAG Management team prior to 03 AUGUST 2020. | |

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| Risk of infection of COVID-19 through confined space in Lift | Staff; group members; visitors | <p>Telephone: Telephone will be cleaned prior and post use with antibac wipe however at key times the phone will be on 'answer phone' and messages retrieved by designated staff member</p> <p>Group members may only access lift if assessed as needing to use due to mobility issues/wheelchair use. Where possible group members will be zoned that limit need to use lift. Group members are required to be supported by DAG staff to use lift.</p> <p>Lift buttons to be cleaned prior and post use. Staff are required to wear a mask at all times. Group member will be required to wear a mask unless medically exempt.</p> | <p>Ensure families/relevant agencies aware of this protocol and how to contact in an emergency if phone not answered.</p> <p>Ensure this is communicated to all group members and parent/carers prior to reopening</p> | DAG Management team prior to 03 AUGUST 2020. | |
| Stress and anxiety of staff due to uncertainty, changes to working arrangements, | Staff may experience higher levels of stress and anxiety Potential increase in incidents of Domestic violence | DAG has stress and wellbeing procedures in place, including access to training re managing anxiety. DAG management team regularly check on staff and have an open door to discuss | Review procedures and support to staff. | DAG Management team prior to 03 AUGUST 2020. | |

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| <p>changes to home arrangements and concern about contracting COVID 19</p> | | <p>concerns. DAG management team need to ensure they are communicating thoroughly and ensuring all measures, controls, and arrangements in place to maintain safety. Thorough risk assessments carried out and discussed with clinically vulnerable staff, those with childcare issues and any other staff with concerns prior to returning to work. Individual supervision sessions will be scheduled within the first two weeks of returning to DAG to ensure all staff are confident and happy with current measures/procedures.</p> <p>All updated policies and risk assessments have been circulated to staff for their feedback.</p> <p>All staff were given option to complete online survey prior to re-opening and a socially distanced meeting has been held to discuss possible reopening plans plus additional virtual staff meetings.</p> | <p>Schedule supervision sessions for return to workplace</p> | | |
| <p>Risk of contamination by excessive unplanned visitors/families/carers entering building</p> | <p>Group members, staff, visitors, and the general public becoming infected with COVID-19</p> | <p>No unplanned visitors. Visits will be restricted to health/social care professionals only or parents/carers if agreed as part of emergency protocols/support plans.</p> <p>Main entrance to be locked once all group members have entered. The door will release automatically in the event of a fire.</p> | <p>Ensure group members/families and relevant agencies are aware of this protocol.</p> | <p>DAG Management prior to 03 AUGUST 2020.</p> | |

| What are the hazards? | Who might be harmed and how? | What we are already doing? | Do we need to do anything else to manage the risk? | Action by whom and when | Completed and sign |
|-----------------------|------------------------------|--|--|-------------------------|--------------------|
| | | <p>Any escorts will have to be agreed prior to drop off/pick up if escorting family member into building, entry will be based on individual group member risk assessment.</p> <p>Any visitors will be required to undertake a temperature scan/wellbeing check and required to follow hand hygiene procedures.</p> | | | |

NAMES OF ASSESSORS: **CHARLOTTE KEITH – SERVICE MANAGER**
 LUKE TOMLIN – PROJECT DIRECTOR
 GEMMA TOMLIN – PROJECT DIRECTOR

DATE: 29 JUNE 2020

REVIEW DATE: 30 July 2020 POST OPENING REVIEW DATE: 07 AUGUST 2020

