![AFG Logo] ALTERNATIVE FUTURES GROUP	**COVID-19 RISK ASSESSMENT**

Date Assessed:	**18th May 2020**	
How often will this plan be reviewed:	Following **any changes** to the status or activities in any locations or in line with government advice.	

It is not possible to completely eliminate the risk of COVID-19. This risk assessment identifies the broad risk controls in place across the organisation to manage Covid-19 related risk as far as is reasonably practicable.

To assist in managing the risk, a senior operational manager meeting take place 5 days per week to review all aspects our Covid-19 management plan. An Emergency Planning Team review, chaired by AFG's CEO occurs weekly. Furthermore, an on-call system is in place to manage crisis issues 24/7.

AFG operate across multiple locations which can be broadly categorised into four 'types'. The activity in each of these 'types' differs and may require a different approach in managing Covid-19 related risk.

1. **Office location**
   Each office location has an individual Covid-19 risk assessment that identifies the local Covid-19 related risks and the controls in place to manage or reduce the risk in that location.
2. **Supported Living location**
   Each supported living location has an individual Covid-19 risk assessment that identifies the local Covid-19 related risks and the controls in place to manage or reduce the risk in that location where AFG are the care provider. We work in partnership with the landlord around property issues.
3. **Treatment and Recovery location**
   Each treatment and recovery centre location has an individual Covid-19 risk assessment that identifies the local Covid-19 related risks and the controls in place to manage or reduce the risk in that location.
4. **Outreach Support location.**
   A Covid-19 risk assessment is completed for the staff routine/grouping of outreach services rather than each outreach location. This assessment takes account of the differing support provided including travelling to different properties during a shift and details the different control measures in place for these workers.

DETAIL OF RISK	LOCAL ACTIONS TO MITIGATE
Maintaining Social Distancing. Objective: • To maintain social distancing wherever possible. • Reduce transmission of virus where possible	AFG has a notification process in place to identify any staff or service user who is reporting Covid-19 symptoms. This data is used to trace previous contacts to inform and potentially isolate others, reducing the potential for transmission of the virus. All staff and service users are eligible for testing and are encouraged to undertake tests should they display symptoms.

Arrangements may differ at each location type and are summarised below.

Office
- All office-based staff and operational management teams are currently instructed to work from home.
- Some offices are accessible for key activities that cannot be completed at home. This is managed during limited times with processes in place to ensure 2m separation at all times.
- Each office has a Covid-19 risk assessment that details the risks and controls in that 'location'.
- All CQC registered location offices remain closed at all times.

Supported Living
- Each supported living location will assess all activities and identify controls to maintain social distancing in that location where possible. This may include
  - Staggering meal times.
  - Adapting use of the property common areas to reduce contact between people.
  - Spending as much time outdoors in gardens as possible.
- Where social distancing is not possible, e.g. provision of direct care, a PPE plan is in place for staff and service users.
- Staff are assigned to work in specific areas and restricted where possible, from working in different locations to reduce potential transmission.
- Use of agency and casual staff is limited to essential need only, with location managers delivering shift where necessary.
- Processes to identify possible covid-19 cases are in place, enabling oversight and management of staff movement and where required, application of appropriate restrictions to reduce possible transmission to other service. This will include 'lockdown' of a service location where required.

Treatment and Recovery Centres
- Where possible staff are allocated into fixed teams or to a small group of people for fixed tasks.
- Workstations are re-arranged or decommissioned desks to ensure desks are 2m apart.
- In common areas where appropriate, floor tape will outline 2m zones.
- Utilising spare bedrooms, managers offices, meeting rooms (used outside of time when patients want private meetings) and other spaces available as workstations.
- All TRC's have screened off reception areas.
- 1-way flow of people into, through and out of buildings where appropriate to minimise contact.
- Re-configuration of common eating areas for patients where appropriate.
- Maximum occupancy on staff changing rooms, break rooms, locker rooms and shared toilets.
- Regular briefings with patients on Covid-19 related risks.
- All patients have an individual bedroom.

	• Processes to identify possible covid-19 cases are in place, enabling oversight and management of staff movement and where required, application of appropriate restrictions to reduce possible transmission to other service. This will include 'lockdown' of a service location where required.
	
	Outreach
	• Activity based support has ceased in some locations with agreement with service user.
	• Where support continues individual Covid-19 risk assessments identify controls for support in that grouping of locations. This may include;
	    • Telephone support
	    • Use of PPE in line with PHE's domiciliary care guidance.
	    • Agreement with service user to deliver support in a different way e.g. go for a walk outside whilst discussing wellbeing instead of sitting inside.

Cleaning and Hygiene. <u>Objective:</u> • To make sure that any site or location is clean and potential for virus to live on surfaces is reduced.	**Offices** • Where office is accessed by staff, cleaning schedules have been adjusted to ensure offices are cleaned after use. • Hand hygiene continues to be reinforced. • Notices at entrance points instructing handwashing on entry and exit. **Supported Living** • Existing cleaning schedules have been enhanced to increase frequency of cleaning, with particular focus on high contact areas. • Where staff or service user reports symptoms, staff undertake a 'deep clean'. • Guidance provided to staff on hygiene protocols when supporting potential Covid-19 cases. • Guidance provided to staff for safe disposal of used PPE. • Hand hygiene reinforced for all staff and service users. **Treatment and Recovery Centres** • Existing cleaning schedules have been enhanced to increase frequency of cleaning, with particular focus on high contact areas. • Fogging machines available at each location in the event that a deep clean is required. • Guidance to staff on hygiene protocols when supporting potential Covid-19 cases. • Guidance provided to staff for safe disposal of used PPE. • Hand hygiene reinforced for all staff and patients. • Notices at entrance points instructing handwashing on entry and exit **Outreach** • Good hygiene principles are reinforced to all staff.

PPE Objective: • To ensure everyone is protected as far as is practicable by using appropriate PPE for certain tasks.	• Each locations Covid-19 risk assessment identifies the PPE requirements for that location. • Guidance is provided for donning and doffing of PPE. • Guidance is provided around safe disposal of used PPE. • There is a weekly meeting with senior managers to review PPE stocks and orders.
Work related travel Objective: • To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	• Travelling in the same vehicle as a colleague or service user is avoided where possible. • Each location will identify in its risk assessment where travel is essential and will identify the processes to minimise risk in that location.
Visitors Objective: To minimise the number of unnecessary visits to offices	• Visitors /non-essential meetings are avoided in all locations. • Use of digital systems to engage remotely with others is encouraged, staff, family, other professionals. • Essential visitors to a location will be detailed in individual risk assessments, e.g. GP or district nurse and appropriate controls identified and agreed with those individuals.
Communication Objective: • To make sure all workers are kept up to date with how safety measures are being implemented or updated.	AFG have a Covid-19 sharepoint site that is accessible to all staff during and outside of work times. This site includes • Guidance for managers and staff around all Covid-10 protocols and good practice. activity. • Update of government guidance and advice. • Staff Yammer page to ask questions or share news. All staff will be consulted or briefed on the individual Covid-19 risk assessment for their work location.
Accidents, security and other incidents Objective: • To prioritise safety during incidents.	AFG's emergency controls take precedence over Covid-19 risk controls. Staff have been briefed to follow all emergency protocols.
Risk Assessment Completed by: Risk and Assurance Manager **Ratified by:** Executive Team **Date completed:** 18th May 2020 **Date(s) reviewed:**	