

**INDICATION:  
COVID 19 (CoronaVirus)**

**DESCRIPTION:**

Identification of potential risk factors associated with the spread of the Coronavirus and what precautions are put in place to contain and reduce the spread of infection to staff, clients and visiting third parties.

**SYMPTOMS:**

All staff will be aware of the symptoms of Corona Virus. Any client or member of staff experiencing any of these symptoms will be advised to stay at home and self-isolate for at least 10 days.

- Flu-like symptoms: fever, cough and difficulty breathing.
- Loss of sense of taste and smell.

**EQUIPMENT / PPE:**

Each member of staff has been allocated a bottle of hand sanitiser to be administered to clients as necessary. There is antibacterial hand wash and soap available at the sink. All public areas (sink, worktop, light switches, door handles) are cleaned every morning before clients arrive, and between client sessions throughout the day with antiviral spray. Individual packs of tissue are available to blow noses and catch sneezes. Any used tissue must be disposed of, in the bin, immediately.

Each client and member of staff will be allocated to one specific working area per session. Each client will be working with their allocated staff in session who will be responsible solely for ensuring that equipment and areas are cleaned after each client session.

Contact details for further information / advice:

World Health Organisation. Tel: 0045 4533 7000. [www.who.int](http://www.who.int)  
Public Health England. (Bristol). Tel: 0300 303 8162. [www.Gov.uk](http://www.Gov.uk)  
Department for Education. DfE Helpline 0370 000 2288. [www.Gov.uk](http://www.Gov.uk)  
NHS Helpline. [Tel:111](tel:111)

**SELF-ISOLATION:**

Any member of staff or client displaying symptoms of Coronavirus must stay at home and self-isolate in line with Government Guidelines.

Hazard	Who is at risk	Precautions to be taken to minimise risk (planning & group guidance)	Risk level low/medium/ high
<p>Risk of virus being brought on to site by clients attending from outside schools</p>	<p>Clients Staff Families of staff and clients Visiting third parties Families of visiting third parties</p>	<ul style="list-style-type: none"> <li>• There are still an increasing number of cases of Corona Virus being reported.</li> <li>• Life on Dreams are not enforcing the attendance of any client. That decision is to be made by the clients or the clients' family / carer.</li> <li>• On-line sources of advice, COVID 19 updates, Government Guidelines and information from the Department of Education and Public Health England will be viewed daily.</li> <li>• Life on Dreams take sanitisation and hygiene very seriously. Communal areas (sink, sofa, light switches, door handles) are cleaned regularly. Toilets are shared with other companies at Beehive Farm will be shut until cleaning procedures have been agreed.</li> <li>• All staff must familiarise themselves with Life on Dreams' COVID 19 Care Plans, Policies and Procedures.</li> </ul>	<p>High</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p>

<b>Hazard</b>	<b>Who is at risk</b>	<b>Precautions to be taken to minimise risk (planning &amp; group guidance)</b>	<b>Risk level low/medium/ high</b>
Risk of virus being brought on to site by visiting outside parties	Visiting third parties (postal delivery or third party deliveries)	<ul style="list-style-type: none"> <li>• There are an still a number of cases of CoronaVirus being reported.</li> <li>• On-line sources of advice, COVID 19 updates, Government Guidelines and information from the Department of Education and Public Health England will be viewed daily.</li> <li>• Life on Dreams will follow advice given from outside sources on how to manage interactions and exposure to outside third parties.</li> <li>• If any third party indicates exposure to COVID 19 then they will not be permitted on site.</li> <li>• Life on Dreams take sanitisation and hygiene very seriously. Communal areas (sofa, sink, worktop, light switches, door handles) are cleaned before 9.30am and regularly throughout the day.</li> </ul>	<p>High</p> <p>High</p> <p>Medium</p> <p>Low</p> <p>Low</p>

Hazard	Who is at risk	Precautions to be taken to minimise risk (planning & group guidance)	Risk level low/medium/ high
<p>Risk of virus being passed to outside third parties. From a source at Life on Dreams</p>	<p>Clients Staff Families of staff and clients Visiting third parties Families of visiting third parties</p>	<ul style="list-style-type: none"> <li>• There are still a number of cases of Corona Virus being reported.</li> <li>• On-line sources of advice, COVID 19 updates, Government Guidelines and information from the Department of Education and Public Health England will be viewed daily.</li> <li>• Life on Dreams take sanitisation and hygiene very seriously. Communal areas (sink, worktops, light switches, door handles) are cleaned before clients arrive and regularly throughout the day. Communal Toilets will remain closed until agreed sanitisation procedures are in place.</li> <li>• Each member of staff has been allocated a bottle of hand sanitiser to be administered to clients as necessary.</li> <li>• There is antibacterial hand wash and soap available at all sinks.</li> <li>• Individual packs of tissues are available to blow noses and catch sneezes. Any used tissue must be disposed of, in the bin, immediately.</li> <li>• Clients and staff will wash their hands regularly, use hand sanitiser as they enter the office at the start of each session.</li> <li>• If any member of staff is not feeling well (fever, cough or difficulty breathing they will be advised to self-isolate (minimum of 10 days) and further advice will be sought from outside agencies.</li> <li>• If any member of staff comes into contact with someone that is being tested for COVID 19 then they will not be permitted on site until the test results are through and clear for COVID 19. They must self-isolate</li> </ul>	<p>High</p> <p>High</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Medium</p> <p>Low</p> <p>Low</p> <p>Low</p>

		for minimum of 10 days. Life on Dreams will remain open until the test results are through but the member of staff that came into contact must stay at home.	
<b>Hazard</b>	<b>Who is at risk</b>	<b>Precautions to be taken to minimise risk (planning &amp; group guidance)</b>	<b>Risk level low/medium/ high</b>
		<ul style="list-style-type: none"> <li>If results test positive the member of staff will then be required to get a test themselves and Life on Dreams will close as a precautionary measure. Schools and families that work with Life on Dreams will be informed and further advice from outside agencies will then be sought.</li> </ul>	Low