

PIPS Risk Assessment – COVID 19			Service Area – ALL AREAS PIPS	
Risk Area	Risk Issues	Risk Mitigation	Actions to complete	Sign and date once completed
COVID-19	Risk of transmission	<ul style="list-style-type: none"> PIPS follow the COVID-19: how to work safely in domiciliary care in England Staff to follow and promote guidance around social distancing. PIPS to limit non-essential visitors to service areas. Hand Sanitiser and PPE to be made available to visitors, visitors are required to wear a face mask. All service areas to have an enhanced cleaning schedule in place. PIPS were practicable should ensure that staff work within specific packages of support forming ‘support bubbles’. PIPS will support the principles of track and trace. Staff to inform manager if they have any other employment. This will need to be risk assessed further between manager and staff. 	All actions complete	N/A
COVID-19	Protection of service users and staff The document COVID-19: adult social care risk reduction framework	<ul style="list-style-type: none"> All staff have a responsibility to follow safe COVID-19 practice. It is important that we look after each other and keep everyone safe. Staff who have concerns or who have increased risk should discuss these 	All actions complete	N/A

	<p>identifies people who are at increased risk.</p> <p>This is based on –</p> <ul style="list-style-type: none"> • Age • Ethnicity • Sex • Underlying Health Conditions 	<p>issues with their manager. Complete a COVID-19 Medical Risk Assessment with identified staff.</p> <ul style="list-style-type: none"> • Mapping exercise has been completed for all staff and service users. • For service users who have been identified as shielding, shielding guidance will be followed. • If any other staff have identified health concerns, they should discuss these with their manager. • Hospital Passports include additional COVID-19 requirements. 		
COVID-19	<p>Staff exhibiting COVID-19 symptoms / household members exhibiting symptoms.</p>	<ul style="list-style-type: none"> • All staff and service users to be aware of the COVID-19 symptoms. • Staff to follow sickness procedure and contact manager. • Staff to be advised of self-isolation guidance. • Manager to report all cases to senior management for discussion. • Management to cooperate with track and trace process. • All service users have a COVID-19 plan in terms of support plans. 	All actions complete	N/A
PPE	<p>Lack of appropriate PPE</p>	<ul style="list-style-type: none"> • PIPS follow the COVID-19: how to work safely in domiciliary care in England • PIPS managers review and report out on PPE issues Mon Wed Fri. Any out of hours urgent issues can be escalated via on-call. 	All actions complete	N/A

		<ul style="list-style-type: none"> • Senior managers review PPE stock, ensuring adequate supply. • Emergency PPE local protocols (Local Resilience Forum) to be followed in the event of 48 hours of PPE left within the service. • Staff to highlight to their line manager any concerns around PPE. The PIPS whistleblowing phone line can be contacted on 0330 355 7477. 		
Car	Risk of transmission of COVID 19	<ul style="list-style-type: none"> • While transporting service users / other staff the vehicle should be clean and tidy. The high contact areas of the car should be cleaned (steering wheel/ gear stick / handles) with anti-bacterial spray / wipes. • Service user vehicles should have a cleaning checklist for staff to sign. • While using vehicles staff should wear a face mask, service users should also be encouraged to wear a face mask. 	All actions complete	N/A
Staff Handover	Handovers between shifts. Increased staff numbers present during this time.	<ul style="list-style-type: none"> • All Service Areas to have a plan regarding handover of staff to reduce the number of staff that are together at any one time. 	All actions complete	N/A
Shared Office Spaces	Staff space and managers office are shared spaces with numerous people accessing to undertake required work.	<ul style="list-style-type: none"> • Furniture moved to ensure 2 metre between seating available and all additional seating removed. • Use of tape to identify 2 metre. • Signs added to door to confirm max occupancy levels at any one time. 	All actions complete	N/A

		<ul style="list-style-type: none"> • Use of rotas to ensure limited numbers of staff using shared spaces. • Open windows to ensure good ventilation. • Consider home working for managers. 		
Kitchen	All staff onsite access the kitchen for lunch prep and breaks.	<ul style="list-style-type: none"> • Signs added to door to confirm max occupancy levels at any one time. 	All actions complete	N/A
Staff Room	All staff onsite access for breaks, no set times arranged for breaks and access is on Adhoc basis.	<ul style="list-style-type: none"> • Furniture moved to ensure 2 metre between seating available and all additional seating removed. • Signs added to door to confirm max occupancy levels at any one time. • Open windows to ensure good ventilation. 	All actions complete	N/A
Individuals homes	Staff support is directed by each individual support package. Staff support on 1:1, 2:1 and 3:1 basis in individuals own homes.	<ul style="list-style-type: none"> • Support plans in place direct support levels required and how to ensure these remain effective. • Adjusted Covid19 support plans have been implemented to consider further risks around infection. • Amendments to staff is considered where possible and guidance around social distancing in place. • All staff to ensure that social distancing measures are followed and where unable to fully ensure that minimum numbers of staffing for minimum time possible support within 2m zone (refer to covid19 amended plans for individual risk assessments) 	All actions complete	N/A

Smoking area	Identified smoking area often has staff congregating together.	<ul style="list-style-type: none"> All staff reminded to follow social distancing guidance especially when out smoking at identified points. 	All actions complete	N/A
Completed/Reviewed	Name	Sign	Date	Comments
Completed	Derek Benn	Derek Benn	16/06/2020	Risk assessment completed and actions outstanding completed.
Reviewed	Derek Benn	Derek Benn	06/08/2020	Managers making progress reviewing all staff and service user risk assessments.
Reviewed	Derek Benn	Derek Benn	21/09/2020	Actions completed