

PIPS COVID Risk Assessment

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 <u>COVID-19: how to work safely in domiciliary care in England</u> • 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 ensure that staff work within specific packages of support forming 'support bubbles'. • PIPS support the test and trace. • Staff to inform manager if they have any other employment or voluntary work. This will need to be risk assessed further between manager and staff. • Enhanced Infection Control Audit in place. • PIPS contact Public Health England to report outbreaks. • Daily Report Out for any occurrence of an outbreak. 	All actions complete	01/03/2021

		<ul style="list-style-type: none"> Weekly PCR tests in place, supported living areas identified as wider setting. We follow Testing service for extra care and supported living settings. Results are logged by manager on testing spreadsheet. 		
Stopping the spread of COVID	Promotion of Vaccine	<ul style="list-style-type: none"> PIPS have helped coordinate the roll out of the vaccine within the company. We monitor uptake of the vaccine within services on a weekly basis, including second dose. All new recruits to the service must have the vaccine. PIPS monitor who has declined the vaccine and provide advice based on government guidance. 	All Actions complete	01/04/2021
COVID-19	<p>Protection of service users and staff</p> <p>The document COVID-19: adult social care risk reduction framework 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 	<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 issues with their manager. Managers complete a COVID-19 Medical Risk Assessment with identified staff. Mapping exercise has been completed for all staff and service users. All service users have a COVID 19 risk assessment / plan in place. For service users who have been identified as shielding, shielding guidance will be followed. 	All actions complete	01/09/2020

		<ul style="list-style-type: none"> • If any other staff have identified health concerns, they should discuss these with their manager. • Hospital Passports include additional COVID-19 requirements. 		
COVID-19	Staff exhibiting COVID-19 symptoms / household members exhibiting symptoms.	<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 test and trace process. • Report completed each time staff member tests positive who has been at work. 	All actions complete	01/09/2020
Staff	Insufficient staff numbers to provide safe support	<ul style="list-style-type: none"> • Regular report out meetings during the week to monitor levels of staff absence in each service. • Staffing plan in place within each service in the event of service user who has COVID. • Plan in place within each service how to manage low staffing levels. • 24 hour Manager & Senior Manager on-call to assist with problem solving and advice. 	All Actions complete	01/04/2021

PPE	Lack of appropriate PPE	<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. • 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. 	All actions complete	01/09/2020
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	01/09/2020
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	01/09/2020

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. • Use of rotas to ensure limited numbers of staff using shared spaces. • Open windows to ensure good ventilation. • Consider home working for managers. 	All actions complete	01/09/2020
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	01/09/2020
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	01/09/2020
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 actions complete	01/09/2020

		<ul style="list-style-type: none"> 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) 		
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	01/09/2020
Head Office & Training	Avoid high numbers of staff at head office. Ensure effective training	<ul style="list-style-type: none"> Social distancing plan in place at head office. Enhanced cleaning schedule in place. Plan in place to reduce admin staff and managers at work, this involves working from home. Staff sign in process includes temperature recordings and checklist for staff about COVID symptoms. Face masks available when unable to maintain 2m distance. Some training is now e-Learning or via Teams video. Specific risk assessment in place for contact training ie physical interventions and first aid. PIPS road map outlines the plan to increase staff working at head office and increasing face to face training. 	All actions complete	01/04/2021
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
Reviewed	Derek Benn	Derek Benn	02/11/2020	Some changes to reflect new guidance.
Reviewed	Derek Benn	Derek Benn	31/12/2020	Plan now includes staff testing arrangements.
Reviewed	Derek Benn	Derek Benn	01/03/2021	Awaiting weekly PCR testing from Local Authorities. Daily report out to take place in event of an outbreak. Enhanced IC audit in place.
Reviewed	Derek Benn	Derek Benn	01/04/2021	Regular testing now in place for supported living services. Included head office and staff levels within this risk assessment. Vaccine roll out.
Reviewed	Derek Benn	Derek Benn	01/05/2021	We continue to make progress in terms of the PIPS road map, increasing face to face training and staff attending head office.
Reviewed	Derek Benn	Derek Benn	01/06/2021	No Changes
Reviewed	Derek Benn	Derek Benn	02/07/2021	Further detail around regular testing for staff.
Reviewed	Derek Benn	Derek Benn	03/09/2021	Review – slight changes to bring plan up to date since road map has been rolled out.