

COVID-19 Risk Assessment Form

Event Name:	HOME SUPPORT SERVICE	Date:	19 MAY 2020	Venue:	COMMUNITY
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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19	<ul style="list-style-type: none"> Home Support Staff Clients, vulnerable and the elderly. 	<p>To protect the client and the staff from COVID-19.</p> <p>Clients discharged from hospital have to be COVID-19 free, evidence required.</p>	Age UK North West Kent; Infection Control Policy, Risk Assessment and Food Hygiene, Lone Worker Policy. Training, Infection Control, Risk Assessment Food Hygiene Policy and Lone Worker Training.	Kate Smith, Community Services Manager Tracey Johnson, Community Services Deputy Manager Jo Hurdle, Community Services Administrator	JUNE 2020	JUNE 2020
		Communicating with clients prior to arrival, to ensure households understand the social distancing and hygiene measures that should be followed whilst the HSS enabler is in their home.	Contacting next of kin or representative and advising them of the control measures in place.		JUNE 2020	JUNE 2020
		Identifying clinically vulnerable clients with underlying health conditions.	Advising staff and ensure they take the necessary precautions. Individual advised to sit in another room if appropriate.	Management and CS Administrator	JUNE 2020	JUNE 2020
		Personal Protective Equipment (PPE) Disposable gloves, disposable aprons, Face shield, face covering.	Wash hands with soap and water for 20 seconds or hand sanitizer before and after each task.	Management and CS Administrator	JUNE 2020	JUNE 2020

		Checking with customers if they have COVID-19 symptoms, persistent cough, high temperature and loss of taste.	Staff can get COVID-19 tested, www.kentandmedwayccg.nhs.uk/your-health/coronavirus/coronavirus-testing-essential-workers	Management, CS Administrator and staff.	JUNE 2020	JUNE 2020
		Washing hands with hand sanitizer between visits and at the beginning and end of each shift.		All staff	JUNE 2020	JUNE 2020
		ID Badge must be in date, and visible. Uniforms; laundered at a hot wash after each shift.		All staff	JUNE 2020	JUNE 2020
		Cash payments; collected in a sealed envelope of clear polythene bag.		All staff	JUNE 2020	JUNE 2020
		Equipment: Schedule boards and need to be wiped down after each use with anti-bacterial wipes.	Anti-bacterial wipes.	Fresh Meal Staff and Catering Team.	JUNE 2020	JUNE 2020
		Key Worker sign- displayed on dash board, visible, to show that it is essential travel.		All staff	JUNE 2020	JUNE 2020
		Ensure vehicle is kept road worthy, has fuel and is clean. Wipe down surfaces after shift.	Anti-bacterial wipes.	All staff	JUNE 2020	JUNE 2020

Name of person completing Risk Assessment (printed): KATE SMITH Signature: Date: 21 MAY 2020