**COVID-19 SELF-ASSESSMENT & RISK MANAGEMENT**

This self-assessment and risk management template has been developed by individual employers with the aim of supporting PAs to return to work during the COVID-19 pandemic.

It has been kindly shared with Skills for Care so that others who are employing PAs can use it or adapt it to meet their support needs. It is an example of the kind of self and risk assessments you may want to consider.

Firstly, thank you to everyone for your continued patience, support and flexibility in this unprecedented situation. This communication is designed to provide some clarity on the different ways of working required to support me and our approach to defining ‘key workers’.  A key worker is someone required to be at their normal place of work (in line with official government guidance)

Given the continued reduction in the number of Covid-19 cases – and the Government’s recent revision of the guidelines – I would like to now consider the position of supporting me [you may wish to state a time period e.g. over the next 3 to 4 months].

The risk assessment and management will consider the following:

Population:

Number of new cases of Covid-19 in the U.K.:

**A continued, gradual decline in the number of new cases nationally reduces the risk ([insert current date], this is steadily declining, however the gradual lifting of lockdown could increase it again).**

**A rise in new cases nationally may indicate an increase in the risk.**

Number of new cases of Covid-19 in *[the local area]*:

**A continued, gradual decline in the number of new cases locally is a better indicator of reduced risk (as of [insert current date], local numbers are relatively low and new cases are declining).**

**A rise in new cases in our local area is a more concerning increase in the risk than any changes nationally.**

My own contact

**The number of individuals “coming into my physical world” needs to be kept to a minimum.**

**The number of excursions by me into “the physical world of other people” needs to remain at zero, excluding the occasional walk for fresh air, at a distance from others.**

I would like my Personal Assistants to be 100% committed when returning to work and for their role to be their priority.

As an employer and the employee, we have a duty of care – to protect ourselves and the public from harm. The health status of the employee is important to this

Those who are coming into contact with me, need to eliminate or minimise the following:

* **Minimise their journeys away from their homes, including not leaving the local area if you don’t need to.**
* **Minimise their physical contact and proximity with others, whether at home or not**.
* **Only socialise with those in their “bubble” and limit contact with other people.**
* **Social distance 2m from others when not at home, including not travelling on public transport, not attending social gatherings and minimising their necessary shopping trips**.
* **If you go to a social gathering this will need to be discussed well in advance and may result in you social isolating for a period agreed afterwards and that this will be unpaid leave.**
* **When it is necessary to come closer to others – such as shopping – individuals need to wear a mouth and nose covering.**
* **Wash your hands regularly.**
* **Stay at home as much as possible.**

Do not leave home if you or anyone in your household has symptoms.

Please see our Guidelines that are being developed for being in our home environment

PAs need to consistently do the following:

* **Wash their hands for 20 seconds whenever entering my home.**
* **Wash their hands before and after any physical contact with me.**
* **Regularly wash and alcohol-gel their hands when working with me particularly before and after giving a drink or food, or if handling any of my work or domestic materials.**
* **Dettol-wipe down any surfaces/handles that they may have touched, particularly when coming into my house.**
* **Personal Assistants need to bring spare, clean clothes to change into when coming into my home to work with me. See Guidelines**
* **Regarding PPE (Personal Protection Equipment), we will certainly have this available at our home. Family members supporting me have not been using equipment, relying instead on shielding, detoxing and hygiene. See Guidelines**
* **Evidence suggests that the virus can exist for up to 72 hours on surfaces. Therefore, frequent cleaning is particularly important for communal surfaces like:**
* **Door handles**
* **Lift buttons**
* **Communal areas like bathrooms**
* **Kitchen**
* **Tea point**

Testing & Symptoms (Please let us know if you are likely to have problems with any of these):

* **Any PA returning to work will be required to undergo a test for Coronavirus and be certified negative.**
* **Anyone with symptoms of Coronavirus or other virus (high temperature, cough, sore throat, sneezing not attributed to hay fever), needs to immediately tell us, stop working with me, self-isolate and obtain a test.**
* **Any PA or family member who tests positive needs to completely quarantine themselves for 2 weeks.**
* **We are hoping that we will be able to have a regular testing procedure for PAs.**
* **If an antibody test becomes available to the population, we may consider asking all PAs and family members to obtain this test.**

Tracking:

* **If there is a reliably available tracking App which can be downloaded to phones, then we will possibly ask all PAs who are continuing to work with me to obtain this as another form of risk reduction.**

Your Views:

|  |
| --- |
|  |

Further Information

As mentioned in previous communications, we really need the team of PAs and family members – as well as managers – to be as open and flexible as possible. For PAs, any return to work within my home will be done via a gradual process and - as well as the potential local and national population risks - it will also depend on how we and yourselves jointly rate your risk as individuals. **Clearly, if we agreed that your individual risk was high – which we understand is not likely for most if not all of you – then it wouldn’t be appropriate to come to work.**

Whilst we will consider all personal circumstances, we are now requesting PAs to return to work with me in my home, we will expect them to prepare themselves for this, as outlined above (if you have personal concerns which you believe are not fully understood, then please raise these with me if you can).

**Also, we would need to know if you believe that your situation is likely to change – and the potential impact this may have on the risk factors above – particularly during this period of relaxing lockdown.**

Please try to keep yourselves as well-informed as possible – particularly regarding the scientific information and development of knowledge regarding Covid-19. In the media – particularly social media - I have regularly heard the view expressed that, if Covid-19 still exists within the population, then we are all at high risk. That simply isn’t true. If we are all consistently following both social distancing and de-toxing guidelines, then the risk is low.

Your self-assessment: this is to be done on a traffic light basis.

* Green means safe to come back as sticking to the Guidance
* Amber means unsure
* Red means you are a high risk to me and unable to return.

This will continue to be reviewed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any planned changes to your current situation?

|  |
| --- |
|  |