**Working safely during COVID-19 in other people’s homes**

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| **Business Details** | | | | |
| Trading Name: | Company Name: | | | |
| Address: | Head Office Address: | | | |
| Tel No: | Email | | | |
| Main Activity: | No of employees | | | |
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| **Risk Assessment** | | | | |
| * Have you carried out a COVID-19 risk assessment which considers the specific risks of working in other people’s homes? * Have you engaged with staff/ staff representatives in carrying out the assessment and shared the findings with relevant staff? * Are the following key controls included:   + Avoiding working in other people’s homes wherever possible   + Handwashing, cleaning & hygiene procedures   + Communication between all parties to ensure safe working   + Maintaining 2m distancing | | |  |  |
| Notes:  HSE risk assessment guidance available at: <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>  Businesses with over 50 staff are encouraged to publish the risk assessment on their website  Businesses are also encouraged to display the COVID-19 secure poster: <https://assets.publishing.service.gov.uk/media/5eb9745a86650c2794d7501c/staying-covid-19-secure.pdf> | | | | |
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| **Who should go to work** | | | | |
| * Have you identified if your staff are particularly vulnerable (clinically vulnerable, extremely clinical vulnerable or protected characteristic such as age, expectant mothers)? * Do you remind staff daily not to work if they have symptoms of coronavirus or anyone in their household is symptomatic? * Have you considered alternatives to working in people’s homes (e.g. video, telephone)? * Do you check clients are not self-isolating, clinically vulnerable or shielding prior to visiting? | | |  |  |
| Notes:  Advice on those more at risk: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>  Assess level of risk to clinically vulnerable staff and adjust their job role accordingly.  Clinically vulnerable clients should only be visited to remedy a direct risk to the household. | | | | |
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| **Social distancing** | | | | |
| * Can 2m distancing be achieved travelling to client’s premises and while on site? If not:   + Is the activity essential? If yes:     - Can staff travel to the premises separately?     - Is the activity kept as short as possible?     - Do staff increase frequency of handwashing and surface cleaning?     - Are screens or barriers used?     - Do staff work back to back or side to side instead of face to face?     - Do staff stagger work patterns to minimise contact?     - Are fixed teams or partnering of staff used to minimise contact? * Do you limit sharing of tools and equipment? * Where repeat visits are necessary, do you allocate the same person/team? * Wherever possible, are tasks undertaken outside or in well ventilated rooms? | | |  |  |
| Notes:  Government guidance on staying alert & safe: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing> | | | | |
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| **Interacting with householders** | | | | |
| * Are all visits necessary and carried out by prior appointment? * Do you brief clients on measures such as leaving internal doors open for access to minimise hand contact, ventilating rooms, etc? * Do you remind clients to maintain 2m distance? * Do you remind staff to take their own food & drink, and wherever possible take breaks outside the property? * Do you arrange to collect/deliver/remove materials in bulk to reduce frequency of visits? | | |  |  |
| Notes: | | | | |
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| **Cleaning** | | | | |
| * Do you remind staff of hygiene measures: to wash hands thoroughly and regularly, sneeze into single use tissues or crook of arm, etc.? * Do you provide hand sanitizer where handwashing facilities are not available? * Are arrangements and materials available to regularly clean and disinfect objects and surfaces touched regularly (tools, equipment, hand contact points in vehicles, etc)? * Do you arrange methods of safely disposing of any waste with the householder? * Are staff familiar with specific guidelines for cleaning after a known or suspected case of COVID-19? | | |  |  |
| Notes:  PHE guidance on cleaning: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | | | | |
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| **Personal Protective Equipment** | | | | |
| PPE is not indicated unless the risk of COVID-19 transmission is very high (such as close contact with confirmed or suspected cases, people with symptoms or during certain clinical procedures).   * Has your risk assessment identified the need for PPE to prevent risk of COVID-19 infection?   If so:   * + Is the specified PPE appropriate for the purpose?   + Are arrangements in place to provide staff with an adequate supply of PPE? * Have employees been trained in how to use PPE and/or face coverings appropriately and safely? | | |  |  |
| Notes:  For most work activities, social distancing and regular thorough hand washing are the key controls. Guidance on uses of PPE is available <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>  Current government guidance:   * use fluid resistant surgical masks (Type IIR) where staff are in shared spaces with confirmed or suspected cases; * respirator (FFP2or 3) masks are only advocated in specific medical settings (where these masks are used, they must be face fitted to the individual to ensure they are effective); * general surgical masks or face coverings potentially reduce spread of infection by the wearer, but do not protect them from infection. These should be worn when visiting shielding clients for essential works     Staff must wash their hands/ use hand sanitiser before and after use of PPE, be trained how to put on and remove items safely, understand the risks of contamination from the exterior surface of the mask and be reminded to still adhere to handwashing and social distancing rules. | | | | |
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| **Workforce management** | | | | |
| * Are procedures in place to communicate and train all staff in COVID secure working arrangements? * Are arrangements in place to maintain contact with workers to monitor welfare, mental & physical health and personal security? * Do you allocate workers to designated teams and minimise contact between these teams? * Do you minimise sharing or contact with items (tools, equipment, pens, paperwork, etc)? * Do you allocate the same worker to the same premises where multiple visits are required? * Do you ensure hygiene and social distancing measures are implemented in-between visits to different premises? * If overnight accommodation is used, have you considered adequacy of social distancing measures? | | |  |  |
| Notes:  PHE Guidance on mental health and wellbeing: <https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing> | | | | |
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| **Deliveries to homes** | | | | |
| * Do you minimise contact during deliveries (e.g. phone to notify arrival rather than use of doorbell, use electronic payment and documentation)? * Do you use single workers where safe & possible? * Where single person delivery is not possible, do you partner staff and implement effective social distancing controls for two person working? | | |  |  |
| Notes: | | | | |
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| **Further Advice** | | | | |
| HSE Working during Coronavirus <https://www.hse.gov.uk/news/social-distancing-coronavirus.htm>  BEIS Guidance Working Safely during COVID 19 <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes> | | | | |
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| Completed by: | | Date: | | |