Version: 09/06/2020

**COVID Secure Risk Assessment Checklist**

Working in other people’s homes

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| **Date of visit/work** |  | **Location/Ref:** |  |
| **Things to consider** | **Action undertaken** | ***Y/N*** |
| About you | Do you have **symptoms** of COVID-19? | You **must not visit or work in other people’s homes if you have symptoms of Covid-19**. You must follow the Government’s stay at home guidance. |  |
| Are you in the **vulnerable group** or have underlying health problems that increase your risk of severe illness from Covid-19? | You are advised to work from home – speak to your manager. If your role requires to visit then you **must carry out and individual risk assessment** |  |
| Reason for the visit | Is the visit essential? | **You should only be visiting someone’s home if it is really important** to do so e.g.Statutory requirementSafeguarding or welfareUrgent repairs or maintenance |  |
| Can the visit be deferred or be carried out remotely? | **Non-essential visits should be postponed** where possible. Consider alternative measures i.e. virtual meetings etc. |  |
| Preparing for the visit | Are the people who occupy the property aware of the reason why you’re visiting and what work will be done? | If the person is concerned about you entering their home, **reassure them** that you are: ● following strict hygiene standards ● will not be in the house longer than is necessary ● that the work will be confined to a certain area ● that they should keep a distance of 2 metres from you to avoid the spread of Covid-19  |  |
| Do any of the people living there have symptoms of COVID-19? | If anyone in the household has symptoms or is shielding, then **no visits should take place.**If the visit is urgent then discuss with your line manager and agree **PPE** requirements. |  |
| Is anyone in the home shielding and extremely vulnerable to COVID-19? |  |
| Pre-visit Actions | 1. You should [wash your hands](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) for 20 seconds before leaving for your visit or use hand sanitiser ideally before entry.
2. Remove jewellery and nail varnish
3. Wear short sleeves
4. Take the required PPE with you to the visit
5. If you are collecting anything, take 2 large bin-bags to help you transport the items safely
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| **Procedure** |
| During the visit | 1. Send a **text message or phone on arrival** so you don't have to knock on the door.
2. **Ask again** if there is anyone in the property displaying symptoms of Covid-19
3. **Wear the appropriate PPE**
4. If possible, have discussions in an **outdoor space** if confidentiality can be maintained, or use the biggest room available and suggest keeping a window open.
5. **Don’t touch your face.**
6. **Avoid touching surfaces or objects** within the home if possible

**Maintain a distance of at least 2 meters** from any individual you are talking to.You should ask everyone in the property, especially if they have symptoms of Covid-19, to keep separate from you, ideally staying in another room. If this is not possible due to the size of the property, then you must wear PPE. If possible, open windows to **ventilate the work area**, air movement will disperse airborne dropletsTo reduce the spread of germs if you cough or sneeze, cover your mouth and nose with a tissue, or if you don’t have a tissue use your sleeve (not your hands). Throw any tissues in a bin immediately. After coughing or sneezing wash your hands with soap and water for at least 20 seconds or use a hand sanitiser.Unless providing personal care all physical contact with occupants should be avoided. If another person tries to approach you (for example, to hug you) then you should ask them to stay the required distance away.**Take the minimum amount with you into the house e.g. Pen, Paper and ID Badge**If you are delivering anything arrange to leave any item for drop-off in a safe place or where you can see them collect it (for example in front of the front door, where you can stand back and watch them pick it up). |  |
| After the visit | 1. Remove all PPE and dispose of in sealed bag.
2. Remove all equipment used and wipe with an alcohol-based wipe. If equipment has stayed in a sealed bag and not been used, then they do not need cleaning. Dispose of waste in the usual way.
3. After leaving the premises use soap and hot water to wash your hands for at least 20 seconds or use hand sanitizer if soap and water are not available.
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| **Personal Protective Equipment (PPE)** |
| Persons with COVID-19 & AGPs | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** |  |  | **⚫** | **⚫** | **⚫** |
| Personal care / risk of splashing or spitting | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** | **⚫** |  |  |  |  |
| Min Standard for ALL visits | **⚫** | **⚫** |  |  |  |  | ⚫ |  |  |  |  |
| PPE & Equipment | Hand Sanitiser | Mandatory Hand protection signGloves | Mandatory Overalls signCoverall | **Mandatory Apron sign**Apron | Mandatory Goggles protection signGoggles | **Mandatory Face Visor sign**Face Shield | Mandatory Fume and Vapour mask sign🌢Type IIR Fluid Resistance Surgical Mask  | Mandatory Fume and Vapour mask signRegular Surgical Mask  | **Mandatory Dust Mask sign**FFP2 Mask | **Mandatory Dust Mask sign**FFP3 Mask | **Mandatory Half respirator sign**FFP3Re-usable Half Respirator |
| **Tick** |  |  |  |  |  |  |  |  |  |  |  |

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| **Completed by** |  | **Job Title** |  | **Date** |  |
| **Approved by** |  | **Job Title** |   | **Date** |  |