**RETURN TO WORK RISK ASSESSMENT FORM**

**Employer:**

**Date of assessment:**

**Assessment relates to employee/s:**

As coronavirus (also known as COVID-19) continues to spread, I as your Employer recognise the need to adapt its ways of working. I want to help reduce the spread of coronavirus and safeguard the welfare of my staff during the coronavirus outbreak, while continuing operations as normally as possible.

As your Employer, general steps will be taken in the workplace wherever possible to minimise the risk of infection and in line with government advice, e.g. additional hygiene measures and social distancing

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| **1)** **If neither I as your Employer nor you as my PA have symptoms of COVID-19** | **PA/s confirm they have read and understood** |
| If you are concerned whether you need to wear Personal Protective Equipment in this instance, please see current guidelines at <https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care>  If neither of us have symptoms and/or have tested negative for the virus, then it is expected you will continue to work as usual, unless you have arranged holiday or agreed to take unpaid leave.  General interventions include increased cleaning activity and keeping my property properly ventilated by opening windows whenever safe and appropriate.  As my Personal Assistant/s, you should follow advice on hand hygiene: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf> |  |

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| **2)** **If you as my Personal Assistant (PA) are concerned you have coronavirus (COVID-19)** | **Personal Assistant/s (PA) confirm they have read and understood** |
| If you are concerned you have COVID-19, you should follow NHS advice (<http://www.nhs.uk/conditions/coronavirus-covid-19>).  If you are advised to self-isolate at home you should follow the stay at home guidance (<http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection>).  **If you are advised to self-isolate at home, you should not visit and support me until safe to do so** |  |

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| **3)** **Have you had COVID-19?** | **Were you tested?** | **How long have you been clear of COVID-19 symptoms?** | **Action Required:** |
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| **4)** **If I as your Employer have symptoms of Covid-19** | **Action required in line with government guidelines:** | **PA/s confirm they have read required procedures. If not applicable, put N/A** |
| In line with Public Health England, the risk of transmission should be minimised through safe working procedures, **please read:** <https://www.gov.uk/government/publications/coronavirus-covid-19-providing-home-care>  This includes:  **Personal Protective Equipment (PPE):**  Personal Assistants should use PPE for activities that bring them into close personal contact including personal hygiene. <https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-domiciliary-care> | Aprons, gloves and fluid repellent surgical masks should be used in these situations. If risk of splashing, then eye protection will minimise risk.  New PPE must be used for each episode of care, and then stored within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste within the room. This should be set aside for at least 72 hours before being put in the usual household waste bin. |  |
| **Cleaning:**  If your PA role includes cleaning duties | I as your Employer will provide usual household products to clean surfaces, and frequently touched surfaces should be cleaned regularly.  Personal waste (e.g. used tissues, continence pads) can be stored securely within disposable rubbish bags and same procedure as above regarding set aside for at least 72 hours |  |
| **Laundry:**  If your PA role includes laundry duties | You should not shake dirty laundry before washing.  Dirty laundry that has been in contact with an ill person can be washed with other people’s items.  Items heavily soiled with body fluids, or items that cannot be washed, should be disposed of with the owner’s consent, as per disposal procedure |  |

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| **Personal Protective Equipment (PPE)** |
| * It is expected that PA employers who usually buy their own disposable gloves and aprons, and will continue to obtain these from their usual supplier and that they will buy their own Fluid-resistant (Type IIR) surgical masks and Eye/face protection. * However, if the usual PPE items a PA employer buys have had a big price increase applied to them or can no longer be bought from usual suppliers, the PA employer can ask for help from their Social Worker. They can also ask for help from their Social Worker if they cannot find or do not have enough funds to buy their own Fluid-resistant (Type IIR) surgical masks and Eye/face protection. * If the PA employer does not have a Social Worker at present, they can contact their funding body to ask for assistance with obtaining PPE for their PAs to use. |

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| **5)** **If I as your Employer do not have symptoms of COVID-19, but I am part of a household that is isolating:** | **PA/s confirm they have read and understood** |
| If I as your Employer and you as my PA can remain at a safe protected distance from the symptomatic member of the household, then care can be provided without additional precaution. This would apply, e.g. where the symptomatic family member can remain in their own room, staying 2 metres away from other family members, using separate bathroom facilities and is observing robust isolation procedures, staying 2 metres away from other family members.  Where this is not possible, the same procedures should be adopted as if I did have symptoms of COVID-19 (see table 4). My support should continue to be taken to limit contact with any household member that has symptoms.  For guidance on households with possible COVID-19 infection: (<http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>). |  |

**Review date as arranged with your Employer:**

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| **PA Training** |
| The following online training is available for PAs:   * Hand Hygiene * Health and Safety * Infection Control * Person Centred Care * Risk Assessment   Please contact your Employer who will refer you to the relevant information. |