|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Process / Controls** |  | **Action Required** |  |  |
| This risk assessment and guidance checklist outlines the Infection Prevention and Control practices to delivering face-to-face home or site visits in the context of the global COVID-19 pandemic. This assessment is underpinned and informed by relevant publications from the Department of Health (DoH), Health Service Executive (HSE), Health Protection Surveillance Centre (HPSC), and Health and Safety Authority (H&SA). |  |  |
| **Venue – Site Visits** |  |  | **Yes** | **No** |
| Before any home visit, a risk assessment is recommended to determine if the venue supports measures to limit the spread of infection and to identify additional measures that can be implemented.**The previous framework for home, on-site, and off-site visits no longer applies due to additional protocols required as a result of COVID-19.** |  | This Risk Assessment has been carried out by the manager in consultation with the Home Visitor and/or the Covid-19 Coordinator and/or relevant others. The following should be considered (not an exhaustive list)* Consideration must be given to the rationale of holding face-to-face meetings – is a face-to-face session required to achieve the required outcome, or is an alternate forum available?
* If face-to-face is essential, all protocols below must be adhered to.
 |  |  |
|  | * Has the HV previously visited with the family at home?
* If yes, raise any concerns you may have and look at possible risk mitigation factors – this may include calling the family to discuss your concerns
* If not, contact the family and ensure that the protocols below can be managed.
 |  |  |
| **Before leaving the office** |  | **Action Required** |  |  |
|  |  | * Contact should be made with the family the day before the visit, confirming their meeting and also checking that the family is Covid symptom-free. Check that the person has completed the Covid-19 visitor form and explain the reason for the form.
* The HV should also inform the family that they don’t have symptoms either.
 |  |  |
|  |  | * The HV should have a travel pack, e.g. tissues, alcohol gel, and wipes to bring on the visit.
 |  |  |
|  |  | * Ask about the room you will be meeting in - can the recommended physical distancing be maintained with the parent?
 |  |  |
|  |  | * Is the room well-ventilated? Ask for the windows to be opened.
 |  |  |
|  |  | * Are handouts/tip sheets provided to the family? If yes,
	+ Can handouts be emailed or posted before the session?
	+ Another option is pre-packing information in a plastic sleeve. The handouts/tip sheets are handed to the family members using a wipe, clean hands, etc.
 |  |  |
| Participants will be sent [PFL communications material](https://www.northsidepartnership.ie/wp-content/uploads/2020/07/NSP-Covid-19-Visitor-Safety-Leaflet.pdf) to let them know what to expect when you arrive at their home. This will alert them of COVID-19 protocols and risk mitigation measures. |  | It is the responsibility of the Team member who organises the home visit to ensure the participants are sent the relative information via post/email or text.Information should include (not an exhaustive list)* Covid Visitor Form
* Communication regarding protocols, e.g., what to expect, behaviours, etc.
* What the family can expect from the HVM while they are at their home
 |  |  |
| **Home Behaviours and Protocols****Process**  |  | **Action required** |  |  |
|  |  | * On arrival at the family home, HV will telephone family contact so that they do not have to knock/ring at the door.
* HV to ensure that the Family members are wearing a mask – and are wearing **masks correctly.**
* The family are asked to sanitise their hands before the HV enters their home.
* The parent will be asked to ensure that no one else enters the room while the HV is there
* A very gentle, family-friendly reminder of all protocols, e.g., physical distancing.
* The parent is informed of the no tea/coffee protocol before arrival (to avoid offending.)
* Sanitise hands regularly while vising the home.
 |  |  |
| **End of Session** |  | **Action Required** |  |  |
|  |  | * When the HVM leaves the home, they should sanitise their hands again.
 |  |  |

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| **INITIAL RISK** | **Control and Additional Control Measures** | **Monitoring** |
| **Likelihood** | **Impact** | **Initial Risk Rating** | **Likelihood** | **Impact** | **Controlled Risk Rating** |  |
| H | H | 25 (very severe) pre-control measures, COVID-19 can cause illness/death | L | H |  | Safety Rep/Safety Committee/LWR/Management Staff must always remain vigilant and be empowered to call out inappropriate behaviours respectfully. |

***Risk Mitigation Plans have been implemented along with the Controls noted within the Risk Assessment above. Please refer to Northside Partnership's ‘Infectious Disease and Risk Mitigation Plan for COVID-19*’. As there is no vaccine for the virus to date, Northside Partnership must ensure that all staff are aware of their responsibility to minimise the transfer of the virus.**

***Manager:***

**Date:**

***Risk Assessment*:**

* Risk assessments will be in written format
* *They will be reviewed*
* *When there are any significant changes*
* *If they are no longer valid*
* *They will be amended where necessary*
* Improvements identified will be implemented

|  |  |  |
| --- | --- | --- |
| **Numeric Rating**  | **Likelihood** | **Severity**  |
| 1  | Very Unlikely   | Very minor injuries   |
| 2  | Unlikely   | First aid minor injury/ illness  |
| 3  | Likely   | “3 Day” injury/ illness    |
| 4  | Very Likely  | Major injury/ illness    |
| 5  | *Almost Certain*  | Permanently disabling injury /illness or fatality  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5  | 5  | 10  | 15  | 20  | 25  |
| 4  | 4  | 8  | 12  | 16  | 20  |
| 3  | 3  | 6  | 9  | 12  | 15  |
| 2  | 2  | 4  | 6  | 8  | 10  |
| 1  | 1  | 2  | 3  | 4  | 5  |
|   | 1  | 2  | 3  | 4  | 5  |



***Likelihood***