**Face to Face Home Visit Risk Assessment Checklist During Covid-19**

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| **\*Name of Person on Probation or Victim details:** |  |  | **\*Employee Name:** |  |
| **\*Case Reference:** |  |  | **\*SPO Signature:** |  |
| **\*Date:** |  |  |  |  |

During the COVID 19 pandemic NPS guidance recommends face to face visits are kept to a minimum, only take place when essential and once all other options have been considered. Any visits should be based on managing the risks to the person/s and staff. This checklist must be completed in addition to the requirements of *PI 19 - 2015 Risk Management of Home / Community Visits,* including the standard Home Visit Risk Assessment form. It does not take the place of local safety protocols unless explicitly agreed with your manager/organisation.

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| **Is the visit essential?** | **Yes (Comments)** | **No (Comments)** |
| **Is there a legal/statutory requirement?** |  |  |

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| **What is the purpose of the visit?** | *NB Can this information be gathered from alternative sources eliminating the need for a HV?* |
| **What are the current identified risks to the person/family?** |  |
| **Are there any known safeguarding concerns? If so, please elaborate.** |  |

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| **What other ways of assessing/meeting with this person have been considered?** | **Other ways to carry out assessment - (Comments)** | **Why were these ruled out?** |
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| *Consider: Skype, Telephone, other visiting carers, family or professionals?* | | |

**Risk Assessment - Before the visit - HAVE YOU:**

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| **HAVE YOU** | **Yes (Comments)** | **No (Comments)** | **Don’t Know** |
| **Contacted the person directly?** |  |  |  |
| **Checked with the person (or their family/carer) that they need and/or want the visit at this time?** |  |  |  |
| **Checked who will be present during the assessment?** |  |  |  |
| **Identified any environmental risks in the property i.e. animals?** |  |  |  |
| **Identified the health status of any individuals where the assessment / visit is taking place? i.e. checked that they are not +ve, symptomatic, awaiting a test result or self-isolating as a contact of a positive case , and for any wider health issues which could put the individual at greater risk from Covid** |  |  |  |
|  | | | |
| **ASK -Within the last 10 days have you or has anyone in your household had COVID-19 symptoms or are you/they awaiting a Covid test result?** |  |  |  |
| **ASK -Is anyone self- isolating due to exposure to COVID-19 i.e. following a +ve test result or as a close contact of a confirmed case identified by NHS Test and Trace?** |  |  |  |
| **ASK -Are you or is anyone in the property in a high-risk group that was previously asked to shield?** **Where health issues were identified (those at very high/high risk from Covid), have the associated risks been mitigated?** |  |  |  |
| **Identified if the person has hearing or visual impairments?** |  |  |  |
| **Explained requirements for social distancing and Ask- can these be maintained during the entire visit.** |  |  |  |
| **Explain that they or anyone in the same room wear a FRSM facemask which will be supplied if required. Ask – is there any medical reason why they cannot wear one.** |  |  |  |
| **Ask - if windows are able to be opened . It they can ,Requested they are opened before and remain open during the visit to encourage ventilation?** |  |  |  |
| **Made the person aware you will be wearing a FRSM mask which covers your face?** |  |  |  |
| **Discussed this visit with your line manager and also completed:**   * **standard home visit risk assessment form?** * **Individual risk assessment form?** |  |  |  |
| ***UNKNOWN INFORMATION ON INFECTION STATUS SHOULD BE TREATED AS HIGH RISK AND THE VISIT SHOULD NOT TAKE PLACE*** | | | |

**Preparing for the visit (risk planning) HAVE YOU:**

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| **HAVE YOU** | **Yes (Comments)** | **No (Comments)** |
| **Notified your line manager of the time, venue of your visit and your contact details?** |  |  |
| **Considered if this requires a colleague to attend with you? If so, that you can travel independently?** |  |  |
| **Confirmed you will be able to maintain 2 metres physical distance throughout the visit?** |  |  |
| **Accessed the equipment you will need throughout the visit? You will require a Fluid Resistant Surgical Mask (FRSM), single use disposable gloves, individual alcohol hand sanitiser and alcohol wipes.** |  |  |
| **A charged mobile phone with you?** |  |  |
| **Given visit details to your team?** |  |  |
| **Received authorisation from your manager for this visit?** |  |  |
| **Completed the standard Home Visit Risk Assessment form?** |  |  |
| **Completed an individual risk assessment with your Line Manger?** |  |  |
| **Undertaken an NHS Covid symptom checklist with the Person on Probation?** |  |  |
| **Checked that contact details are available for the purposes of NHS Test and Trace? All household contacts and staff carrying out the HV should be recorded for T&T purposes. Staff may wish to utilise the government track & trace app whilst carrying out the HV.** |  |  |

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| **Further Guidance** |
| **For your safety; wash your hands before and after the visit as soon as possible and use hand sanitiser between hand washing opportunities. Touch minimal surfaces, retain 2 metres social distancing (where possible), sanitise any equipment used and items such as car steering wheels. Ensure there is an adequate source of ventilation.**  **FRSM mask and disposable gloves should be donned on leaving the vehicle and prior to entering the house, and removed after leaving the house but prior to entering the car or public transport.**  **Any used equipment should be bagged in a plastic bag and disposed of as clinical waste on return to the contact centre.**  **REMEMBER masks and gloves are to protect you and the person you are visiting.**  **DO NOT travel with other colleagues – use separate vehicles and dispose of masks and gloves as per HMPPS guidance.** |

*Ref :PI 19-2015 Health and Safety Arrangements for the Risk Management of Home Community visits*

Equip link - [Home Visits (Master) (rocstac.com)](about:blank)

*Ref: BASW professional practice guidance for home visits during Covid 19 pandemic v2 Nov 2020*