

RISK ASSESSMENT

Name: Returning to the Day Facility	Date of Assessment: 08/03/21	Risk Assessor: PJM
Title: Changes in the delivery of support to Members within the day facility since Covid-19.	People Involved in Making This Assessment: PJM/AR/SH	
Task or Process: To mitigate risks to Members	People at Risk: Members	
Date of next review: When changes in legislation occur or guidance from Public Health England & Pauls place changes in how we review our support for members.		

Hazard (hazard and hazard description): Changes are required to the way we deliver support to members since Covid-19. This risk assessment will include any changes to health, wellbeing, and personal care.		
Control Measures (existing): Devising this new form to undertake any relevant changes to each members' needs and underlying health issues after Covid-19.		
Further Control Measures Required:	Assigned To:	Due Date:
<ul style="list-style-type: none"> Reviews are input to the CRM so that all staff have access to new methods used in supporting members that are returning to the day facility after lockdown on the 06.04.21 	All staff	Ongoing
<ul style="list-style-type: none"> CRM: all staff are fully trained in how to gain access to the CRM to see any updated information on members. (all staff will have defined access to CRM areas) CRM will Notify staff when there are new procedures to follow, or an update/ review has taken place in a member support plan. It presents as a TASK and staff once read and understood will tick relevant box. 	All Staff	Ongoing
<ul style="list-style-type: none"> Staff will work in an allocated zone and support 4-5 members each day 	Staff	Ongoing
<ul style="list-style-type: none"> Staff will sanitize and clean all areas up to 4 times a day 	Staff	Ongoing
<ul style="list-style-type: none"> Staff to look after their allocated members in their respective bubbles and always maintain safe distancing and follow health & safety procedures. 	Staff	Ongoing

Hazard (description): Changes in support to Members		
Control Measures (existing): Any changes in this area will be reported to Monitoring outcomes and evaluations officer, Safeguarding Lead or Operations Manager.		
Further Control Measures Required:	Assigned To:	Due Date:
<ul style="list-style-type: none"> • Updates will come via the CRM 		
<ul style="list-style-type: none"> • Staff will verbally consult the Monitoring outcomes and evaluations officer, Safeguarding Lead or Operations Manager of any changes in member's needs. 	PJM, AR, SH	Ongoing
<ul style="list-style-type: none"> • Members, Carers, emergency contacts, and health professionals would contact the office CRM will have any updates recorded. 	PJM, AR, SH	Ongoing
<ul style="list-style-type: none"> • Members will then receive any reviews of their personal support and will be able to read the changes and sign and amend their personal records, as necessary. 	AR	Ongoing
<ul style="list-style-type: none"> • GDPR guidance followed throughout this procedure RE Pauls Place compliance with GDPR. 	All staff	Ongoing

REVIEW DATES:	Updates	Who Reviewed this RA
08.03.21	New CRM in place and added into risk assessment. New Ways of monitoring and recording new information. Staff task delivery re CRM GDPR	PJM
23.03.21	None	DC