

## RISK ASSESSMENT

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

<b>Hazard (hazard and hazard description):</b> 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.		
<b>Control Measures (existing):</b> Devising this new form to undertake any relevant changes to each members' needs and underlying health issues after Covid-19.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
<ul style="list-style-type: none"> <li><b>Reviews</b> 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</li> </ul>	All staff	Ongoing
<ul style="list-style-type: none"> <li><b>CRM:</b> 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)</li> <li><b>CRM</b> 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.</li> </ul>	All Staff	Ongoing
<ul style="list-style-type: none"> <li>Staff will work in an allocated zone and support 4-5 members each day</li> </ul>	Staff	Ongoing
<ul style="list-style-type: none"> <li>Staff will sanitize and clean all areas up to 4 times a day</li> </ul>	Staff	Ongoing
<ul style="list-style-type: none"> <li>Staff to look after their allocated members in their respective bubbles and always maintain safe distancing and follow health &amp; safety procedures.</li> </ul>	Staff	Ongoing

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

<b>REVIEW DATES:</b>	<b>Updates</b>	<b>Who Reviewed this RA</b>
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