

ID: RA/COVID-19 30/03/2020		OPERATING PROCEDURE & RISK ASSESSMENT	
Document created: 30/03/2020	Version Number: 2	Version Date: 07/04/2020	Next Scheduled Review Date: 24/04/2020
Service: All		Section: All	Approved by Document Owner: Homecare Service
Assessed by: [REDACTED]			
Task: Management of COVID-19. Homecare tasks including care of service users and travelling to and from clients.		Number of people affected: Employees/service users	
Work Location: Various			
Equipment/Plant: Various			
Training or Competence Requirements: Infection control training where relevant			

Number	Safety Hazard	List of control methods that must be followed to protect your health and safety.	PPE/Training Requirements	Concerns
1.	Contacted with person who may be infected with COVID-19	<p>All staff have undergone controlling infection training at induction, and are regularly up-dated.</p> <p>Hand gels/hand washing is under taken before staff glove up to deliver personal care and again when a task is completed.</p> <p>Steps to be taken when dealing with service user who has COVID-19.</p> <p>Home care staff will use sanitising gel to clean hands, rubbing between fingers and back of hands and ensuring areas around the thumb and wrist are cleaned.</p>	PPE, nitrile gloves, aprons, fluid resistant surgical masks, face sheild, hand sanitising gels, waste bags	No one with under lying conditions will be asked to work with a confirmed COVID 19 service user

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		<p>Home care staff will put on disposable apron after hand cleaning, first looping the apron over the head and taking the plastic tiers around the back and tying securely.</p> <p>The fluid resistant surgical mask should be put on by taking the mask and placing it at the bridge of the nose and shaping it on to the face, The top and lower ties should then be secured at the back of the head. The mask should cover below the chin and moulded in below the eyes and over the nose.</p> <p>Disposable nitrile gloves should be put on and care taken not to puncture the gloves.</p> <p>All jewellery should be removed to minimise the risk of and infection.</p> <p>If hair is long it should be tied back to prevent it becoming contaminated.</p> <p>Safety goggles should then be put on by looping the strap to the back of the head and then pulling the goggles forward over the head / face and covering the eyes.</p>		

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		<p>After use goggles should be cleaned with an appropriate disinfectant solution inside and out and dried with paper towel.</p> <p>Remove the apron by breaking the neck strap and folding it down in to itself, then breaking the plastic waste band and rolling the apron inwards and putting it in the waste bag.</p> <p>Remove the surgical face mask by breaking or loosening the ties behind the head, Lower strap first and then the top strap taking care to only hold the straps and placing in the waste bag.</p> <p>Tie the bag securely and store in a safe place for 72 hours. After 72 hours this can then be placed in domestic waste.</p> <p>Home care staff may also use hand gels between visits to reduce the transfer of bacteria or viruses.</p> <p>When attending a service user with known or suspected coronavirus staff will wear the personal protective equipment provided by Health & Social Care Partnership.</p>		

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		<p>Staff are informed of service users who have or shown symptoms of the virus through the use of their CM2000 phone.</p> <p>Where a home care worker suspects a service user may/shows signs of coronavirus then they will remove themselves from the service user's home and put on PPE before delivering personal care etc.</p> <p>Where a member of home care staff has concerns they should contact line manager for advice and action.</p> <p>Once the personal care/medication prompts have been completed all used PPE will be double bagged (bin bag) for disposal. This should be put in a secure location for 72 hours until it can be disposed of. Waste bags to have date written on them so that staff know when it can be put into the waste stream.</p> <p>All cuts or wounds should be covered at all times to prevent cross infection.</p>		
2.	Difficulty in maintaining social distancing when working with other homecarers or when travelling	Home care staff who require to work together during personal care will where possible travel separately. If this is not possible then they will keep their colleague informed if they start to feel unwell.		

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		<p>Good hand hygiene will be followed at all times and any surfaces within the vehicle will be wiped down regularly with wipes, ie door handles, seat belts etc.</p> <p>Where possible staff will maintain social distancing requirements unless closer contact is required when carrying out moving and handling tasks requiring two persons.</p> <p>Staff undertaking personal care or moving and handling to wear appropriate PPE</p>		
3.	Lack of PPE	<p>All staff are provided with appropriate Personal Protective Equipment for the job that they undertake</p> <p>Fresh stock of gloves, surgical face masks, aprons are available at all times from area office.</p> <p>Staff have been trained in their use and the safe disposal of gloves after use.</p> <p>All used PPE to be bagged and dated and placed in safe location for 72 hours before being placed in the domestic waste.</p>	PPE, nitrile gloves, aprons, fluid resistant surgical masks, hand sanitising gels, waste bags	
4.	Risk of infecting others from clothing when returning home.	Home care staff who live with other family members should not interact with them or prepare food until they have changed and showered.		Sanitising gels may be low in stock.

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		<p>Clothing should be placed in the washing machine as soon as possible. Clothing should not be shaken or left out on the floor.</p> <p>If washing is not being done immediately then it should be bagged in a plastic bag and tied until washing takes place.</p> <p>Clothing should be washed in accordance with manufactor's guidance.</p>	PPE, nitrile gloves, aprons, fluid resistant surgical masks, hand sanitising gels, waste bags	
5.	Home care staff who show symptoms of COVID – 19 Continous cough, high temperature, fever	<p>Line manager will ensure that home care worker is in good health and has no underlying health conditions.</p> <p>If any home care worker shows any signs of COVID 19 then they should notify their line manager.</p> <p>Where home care staff suspect they may have COVID 19 then they should self-isolate for 7 days from the day they feel unwell.</p> <p>Other family members will self-isolate for 14 days from the first day of infection.</p>		