**Preventative Services Risk Assessment for External Visits during Covid 19**

Where possible, Preventative Services should undertake direct work with families in person; where this is not possible, sessions can – with the family’s agreement – be undertaken via MS Teams, or by telephone. As the Covid-19 pandemic has not yet ended, it remains necessary to ensure that each visit is assessed for the risk of transmission.

This guidance is for Preventative Services workers and managers. Please ensure that before any visit you have read the **latest Covid-19 visiting guidance on Tri.x**. Workers must follow this guidance throughout the visit. This Covid-19 risk assessment **does not** replace the lone visit risk assessment if this is an initial visit to a family.

* A Covid-19 Risk Assessment must be undertaken **by the worker** before **every** direct contact with a family.
* If the assessment indicates that there is a high risk of transmission, this must be discussed with a manager and, where necessary, the contact should be rearranged.
* If the assessment indicates low or no risk, the worker can proceed with the contact without a manager signing off. The worker must record in the Mosaic contact note (copy and paste the completed table from Section 1) that a Covid-19 Risk Assessment was completed prior to the session. Follow **each step** of the risk assessment below:

**Risk Assessment checklist:**

Section 1. For **all** visits, establish the following by asking the person you are seeing or their parent:

|  |  |  |
| --- | --- | --- |
| Do you have Covid-19 symptoms or been in contact with someone with symptoms? | Yes | No |
| Is there a confirmed case of COVID-19 in the family home? | Yes | No |
| Is there anybody in the household with Covid-19 symptoms? | Yes | No |
| Has your family been in contact with a person with symptoms or a person who is confirmed to have COVID-19 in the last *14* days? (that they know of or have been informed by track and trace)? | Yes | No |
| If you have circled **‘yes’** for **any** of these questions, proceed to **section 2.** | | |
| If you have circled **‘no’** for **every** question, proceed to **section 3.** | | |

**Section 2: it is not safe to visit without additional consideration of risk.**

The risk assessment indicates that there is a high risk of transmission; this must be discussed with a manager and a decision should be made to:

* make contact via Teams or other medium; and/or
* postpone the visit to a later date (please also carry out a fresh risk assessment prior to that visit); or
* make a visit anyway, using PPE provided by SGC, as you need to have direct contact to establish safety. (If this is the case, you should consider whether a Social Care

safeguarding step-up is needed).

**You must copy and paste the table in Section 1 (completed) into the case note to show that the risk assessment has been undertaken and the decision that has been made as a result. Where the decision is made to proceed with a visit, a manager must add a ‘Manager’s Decision’ case note into Mosaic.**

**Section 3. Where is the session taking place?**

* 1. A family home
  2. SGC venue (e.g. Hubs, Children’s Centres, Library, Badminton Road)
  3. A setting (e.g. a school, early years setting, youth centre)
  4. A public space such as a park, café

a. A family home:

* You will need to establish that it will be possible to:
  + maintain social distance as prescribed in the current Covid-19 guidance;
  + ensure that windows can be open;
  + use the PPE provided by SGC on your visit.

b. SGC venue:

* Ensure that you:
  + are acquainted with the building’s current guidance for visitors to site under Covid-19 rules;
  + share these protocols with your visitors to ensure their safety and that of other building users.

c. A setting:

* Ensure that you:
  + understand the individual setting’s current guidance for visitors (which will differ from site to site);
  + will be in a space that ensures safe social distancing and ventilation for everyone in the session;
  + use PPE provided by SGC if this is required (e.g. masks in schools).

d. A public space:

* If outdoors, maintain the requirements stated in government guidance for the entire session.
* If indoors, ensure that the venue has enough space for safe social distance, and that you have SGC PPE as required.

**If you are satisfied that the place where you meet carries a low risk of transmission, you can carry out the session without manager sign-off, following current guidance.**

**You must copy and paste the table in Section 1 (completed) into the Mosaic case note for the session, along with the record of the session itself (in accordance with current case note guidance).**

*This Risk Assessment is subject to change in light of updates to local and national guidance with regard to Covid 19. If you are in any doubt as to the appropriateness of your visit, please consult with your line manager in the first instance.*