POSITIVE RISK ASSESSMENT FORM

Name:	**Next Step Trust**
Name of person completing this form:	**Helen Lane**
Date:	**8.06.21**
Risk identified / Area of Risk	**Impact on Next Step Trust Service provision due to introduction of 'Track and Trace' resulting in isolation of staff in regards to COVID - 19**

Level of risk prior to assessment: *Please shade / Refer to GUIDANCE to calculate level of risk	**HIGH*** ****	**MEDIUM***	**LOW***

1. **What are the risks to the person and/or others?**
   - As social distancing measures relax in regards to covid-19, there is a risk of more people contracting COVID-19.
   - In turn, there is an increased risk that a sizeable proportion of staff may have to isolate in line with the 'Track and Trace' system.
   - This could impact the service delivery
   - In the worst case scenario, there could be no support staff available which could result in the service closing temporarily
   - If the service closes or becomes impacted, this could have an impact on the Next Stepper's health and wellbeing.

2. **What are the benefits to the person of preventing the identified risk?**
   - Able to easily identify who individuals have had contact with
   - The track and trace system aims to limit the spread of COVID-19
   - Isolation protects individuals from contracting the COVI-19 virus and the further transmission of this virus.

3. **What action needs to be taken to reduce the risk?**
   - The correct use and disposal of PPE when working closely with next steppers and colleagues.
   - All to comply with Track & Trace guidance
   - Encouraging support in outdoor spaces
   - Staff are encouraged to be mindful of their own social interactions with others and follow the government guidelines.
   - Staff and parents to familiarise themselves with the symptoms of the COVID-19 Virus set out by the government.
   - Additional training for staff regarding use of PPE has taken place.
   - Staff are trained in the correct procedure of Don / Doff'ing PPE
   - Frequent and correct hand washing competency checks are carried out
   - Open windows to ensure good ventilation in rooms and NST Buses
   - Reinforce when working in 'close contact' not only with next steppers, but with other colleagues, to wear surgical face masks and other PPE as required.
   - Staff to inform management / On Call (out of office hours), if they have concerns regarding their own health or show symptoms of COVID-19, or if a member of their household or anyone they've has 'close contact' with is displaying COVID-19 Symptoms.
   - Every morning parents text the Lead Support mobile phone regarding the health of all household members and next steppers. Specifically if they are displaying any COVID-19 Virus symptoms. All parents / carers are aware of the importance of reporting any changes daily. Any issues are to be reported to management immediately.
   - De-brief at the end of the day with support workers to gain feedback regarding any changes to the health and wellbeing of next steppers, their household members and staff, this to be reported to management immediately, if there are any concerns.

4. **What action needs to be taken if the risk occurs?**
   - Certain individuals who follow government guidelines could be asked to isolate which could impact on the service provision.

• If staffing numbers to decrease due to isolation, the rota will be adapted to ensure next steppers can be supporting safely. • If staffing levels decrease significantly so that next steppers can't be supported safely, then parents will be notified with as much notice as possible. • Arrangements for support from home may be arranged.			
5. Is there any remaining risk? • Yes, continue following tract and trace guidelines. • Weekly PCR testing completed for all staff • Continue with daily communication with all families of next steppers for updates.			
Level of risk after assessment planning:	**HIGH***	**MEDIUM*** *****	**LOW***

Name:	**Next Step Trust**
Name of person completing this form:	**Helen Lane**
Date:	**26.04.21**
Risk identified / Area of Risk	**Impact on Next Step Trust Day Service provision in response to COVDI-19**

All staff to read sign and date the above-