

## POSITIVE RISK ASSESSMENT FORM

Name:	Next Step Trust
Name of person completing this form:	Helen Fowler
Date:	5.6.2020
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	<b>HIGH*</b> X	<b>MEDIUM*</b>	<b>LOW*</b>
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<p>What are the risks to the person and/or others?</p> <ul style="list-style-type: none"> <li>• As social distancing measures relax in regards to Covid 19, there is a risk of more people contacting Covid 19.</li> <li>• 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.</li> <li>• This could impact the service delivery.</li> <li>• In the worst case scenario there could be no support staff available which could result in the service closing temporarily.</li> <li>• If the service closes or becomes impacted this could impact on the Next Steppers' health and wellbeing.</li> </ul>	
<p>What are the benefits to the person of carrying out the identified risk?</p> <ul style="list-style-type: none"> <li>• Able to easily identify who individuals may have had contact with.</li> <li>• The track and trace system aims to limit the spread of Covid 19.</li> <li>• Isolation protects individuals from contracting Covid 19.</li> </ul>	
<p>3. What action needs to be taken to reduce the risk?</p> <ul style="list-style-type: none"> <li>• The correct use and disposal of PPE when working closely with next steppers and colleagues.</li> <li>• The rota has been adapted so that groups of staff and Next Steppers are in 'bubbles' – specific groups of people in specific buildings/ areas each day, where possible. Bubble to remain in situ for at least a 2 week period this will be changed as necessary regarding staffing needs</li> <li>• Lead briefs to reinforce during briefings to the staff the track and trace procedure within the organisation; including the colour coding of staff and spaces to ensure staff are working with the same groups of people and next steppers where possible, making it easier to trace who people have had contact with.</li> <li>• Encouraging support in clear outdoor spaces and not in individuals' homes.</li> <li>• Staff are encouraged to be mindful of their own social interactions with others</li> </ul>	

and follow the government guidelines.

- Staff and parents to familiarise themselves with the symptoms of covid 19 set out by the government.
- Additional training for staff regarding PPE if they require it.
- Staff prompted to wear masks in communal areas such as staff kitchen.
- Frequent and correct handwashing.
- Reinforce when working in 'close contact' not only with next steppers but with other colleagues to wear face coverings and other PPE as appropriate.
- Staff to inform management /on call mobile (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 have had 'close contact' with is displaying any symptoms of Covid 19.
- Every morning lead supports contact parents to ask specific questions regarding the health of all household members, specifically if they are displaying any symptoms of Covid 19. All parents and carers need to have been made aware of the importance of reporting any changes daily. Issues to be reported to management immediately.
- De brief at the end of the day with support workers to gain feedback regarding any changes to health and wellbeing of next steppers, their household members and staff and report to management immediately.

4. What action needs to be taken if the risk occurs?

- Certain individuals who have to follow government guidelines may be asked to isolate which could impact on the service provision. Due to the fact we are creating 'bubbles' where possible, we are able to identify who needs to isolate much more easily.
- If staffing numbers do decrease due to isolation the rota will be adapted to ensure individuals can be supported safely. There may need to be a decrease in the hours individuals are supported.
- If staffing levels decrease significantly so that Next Steppers can't be supported safely then parents will be informed with as much notice as possible.

5. Is there any remaining risk?

- Yes, some staff will still have to work across sites due to certain Next Steppers requiring a specific team of staff. This means the 'bubbles' can't be kept to specific staff 100% longer than a two week period .
- Lead support workers, kitchen staff and managers have to work across sites.
- People may unknowingly bring the virus into the workplace if they are asymptomatic.

Level of risk after assessment planning:

HIGH\*

MEDIUM\*  
X

LOW\*

Name:	Next Step Trust support workers/Next Steppers
Name of person completing this form: Signed:	Helen Fowler
Date:	5.6.20
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.

Signed:	Helen Lane 05.06.2020 Reviewed 01.07.2020
I * agree / disagree with this assessment Individual / Advocate	
I * agree / disagree (* please delete) with this assessment Family Member	
Signed:	
TO BE REVIEWED ON A MONTHLY BASIS OR BEFORE NEXT REVIEW Date 01.08.2020 Or sooner should a new risk or increase in existing risk be identified.	