



# Visitor Risk Assessment and Protocol

***Stage 1 arranging the visit. \*The registered manager/designated person is responsible for completing the assessment and managing the visit\****

Home		Date		Registered Manager/ Designated Person	
Please state the reason for the visit and why it should go ahead					
Have you advised/encouraged the visitor to take a lateral flow test? *either 24 hours before or on the day of the visit-preferred on the day especially when clinically extremely vulnerable children are present?					
Are anyone living in the home <b>Clinically Extremely vulnerable</b> ? Have additional precautions been considered?					
If you answer <b>Yes</b> to any of the questions below, then unfortunately the visit cannot take place inside the service, the visit may need to be rescheduled or rearranged as a remote/ virtual visit instead. Please read Visits to service guidance for more details.					
<b>Questions for the home</b>			<b>No/Comments</b>		<b>Yes/Comments</b>
Is anyone living, working or visiting the home currently displaying COVID symptoms?					
Within the last 10* days has anyone living, working or visiting the home tested positive or had to self-isolate?					
Is the service still going through Covid19 outbreak recovery – 28 days since the last suspected or confirmed case reported and the?					
Has the person visiting currently returned from a country with a high coronavirus risk which requires self-isolation?					
Have the home arranged any other visits for the same time and day?					



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Will exercising social distancing be an impossible task? (consider young people, parents, other visitors)		
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## Expectations related to visitors

- **Either 24 hours before or on the day of the visit- all visitors will be asked/encouraged to complete a lateral flow test (a positive test would result in the visit being cancelled and the visitor advised to make arrangements for a PCR test)**
- Visitors to the services are expected to wear a face-covering when they enter the service and continue wearing it during the visit until they leave. If the visitors for any reasons do not have a face-covering available, staff should provide a mask for them to prevent possible transmission to the person they are visiting and others.
- The visit must be prearranged. No unannounced visits will take place.
- The visitor must bring with them any food/drink or equipment they may require. All items brought into the home must be taken away.
- All visitors are asked not to bring any gifts to reduce the risk of contamination.
- 1 visitor at a time, visitors are encouraged to ensure the visits aren't longer than 3 hrs to enable the staff team to prepare the house (infection control measures) for the next visitor. \*Wales Only designated or deputy designated visitors allowed\*
- It is preferred that the visitor travels to the home by car, taxi, bike or walk eliminating the use of public transport. If public transport is used then a face covering must be worn and social distancing measures observed as reasonably possible.
- Take all reasonable measures to ensure a 2 metre distance from young people and staff at all times. When moving around the home if social distancing cannot be guaranteed then PPE must be worn (face mask). If it becomes apparent that social distancing cannot be safely maintained the visit must either end or move to an outside area immediately.
- The visitor must wash their hands on arrival, after going to the toilet, after entering another room and before leaving.
- The visitor should expect that not all rooms will be accessible during their visit. This will assist with the management of the visit to keep all who live at the home safe.
- If the visitor predicts that they may require to use any of the home's equipment/items such as phone, computer, pens, paper etc., they are expected (as much as it is possible) to bring their own/come prepared.



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## Stage 2 Day of the visit

- On the morning of the visit the manager/designated person must check with the visitor that all the questions in the risk assessment above are still valid (visitor/home hasn't answered Yes to any).
- **The visitor must be asked if they have taken a lateral flow test within the last 24hours or complete a test at the home**
- Staff must ensure that all visitors reads the Visitor **Covid19Privacy Notice** and then sign in to **Covid19 Visitor sign in sheet – services**. The Covid19 Visitors sign-in sheet contains a series of Covid19 related questions which must be answered before proceeding with the visit. Every visitor must confirm that they have answered the questions on the covid19 sign-in sheet by signing where required, and confirm that the information provided is true and correct.
- Visitor must take temperature check and confirm temperature to the home. (if the temperature is 37.8 or above then the visit cannot take place)

## Stage 3 During the visit

- Ensure visitors observe hand hygiene requirements and use hand sanitiser at a fixed point provided by the home (hands washed before entering the home, prior to entering any additional rooms, before and after using the bathroom and when leaving the home)
- Visitors to the service are expected to wear a face-covering when they enter the service and continue wearing it during the visit until they leave  
Visitor must only use own their equipment (phone, computer, pens, paper etc.)
- Limit movement within the home to manage the risk to others living and working at the home.
- After the visit any areas visited must be wiped down or cleaned (chair, desk, door handle's on route)