Personal Assistant



Employment Handbook

 

Contents

# Induction Checklist

# Contract of Employment

# Job Description & Person Specification

# Disciplinary Procedure

# Grievance Procedure

# Time off work Procedure

# Equal Opportunities Statement

# ID Checklist

# Timesheets and Mileage/Expenses form

# Holiday Form

# Safety Guide for PAs

# Risk Assessment

# Induction Checklist

Please sign and date for each document indicating you have read and understood it.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document | Issued By | Date | Received By | Date |
| Contract of Employment |  |  |  |  |
| Job Description |  |  |  |  |
| Disciplinary Procedure |  |  |  |  |
| Grievance Procedure |  |  |  |  |
| Time off Work Policy |  |  |  |  |
| Equal Opportunities Statement |  |  |  |  |
| Risk Assessment |  |  |  |  |
| Health and Safety/ Safety Guide for PAs |  |  |  |  |

# Principal Statement of Employment

|  |  |
| --- | --- |
| Job Title: |  |
| Employee Name  |  |
| Employee Address |  |
| Your place of work will be:  |  |
| You are / are not expected to work outside the UK |
| Type of Employment: |  |
| Your employment began on:  |  | Hours of Work: |  |
| Your previous employment does /does not count as part of your continuous employment  |
| Date fixed term employment will end: |  | Salary: |  |

## Probationary Period

* Your employment is subject to satisfactory completion of a probationary period of \_\_\_ months.
* During this period, we will discuss weekly any issues either you or I wish to raise.
* If your performance is unsatisfactory in spite of support and targets for improvement, the contract may be terminated at any time with one week’s notice. Prior to any dismissal at least one meeting will be held
* During your probationary period either party can terminate your employment by giving 1 weeks’ notice in writing.

## Hours of Work

* Your hours of work will normally be \_\_\_ hours per week.  If the contractual hours are not worked in 1 week, they can be made up the following week but not carried into a third week.
* You may occasionally be required to work extra hours, if this takes you over your contractual hours you will be paid accordingly.
* You will be expected to provide cover if/when other PAs are on leave or off sick.

## Pay

* You will be paid the following rate of pay: **£** \_\_\_\_\_\_\_ per hour
* You will be paid on a **4-weekly** basis by cheque or BACS.
* **Payroll Service** will deduct all Tax, National Insurance or other statutory deductions at source on my behalf. These will be paid to the relevant authorities. You will receive a full itemised pay statement detailing all payments and deductions made.

## Sickness Absence and Sick Pay

* All payments in relation to sickness will be made in line with Statutory Sick Pay regulations in force at the time.
* If you are unable to attend work or need to leave work early for any reason you must notify me as soon as possible***,*** giving a possible return date. If you are still unwell and cannot return on that date you must get back in touch and advise of a new return date so cover can be arranged. ***Failure to do so may result in disciplinary action.***
* You are required to complete a self-certificate for the first 7 days of each period of sickness absence.
* During the period of sickness, I may contact you by phone, email, letter or in person, either to enquire about wellbeing, offer support, discuss a phased return to work or reasonable adjustments or for some other purpose. If you are not contactable during sickness absence, I reserve the right to withhold sick pay until lack of contact can be explained satisfactorily.
* You must provide a signed doctor’s note for any period of absence of 8 days or more. This must be submitted before the 10th day of absence. Failure to do so will delay payment of any wages.

## Pension

The contribution towards your pension will be discussed with you in line with Auto Enrolment eligibility criteria and guidelines.

## Annual Leave

* The leave year will run from: 1st April to 31st March
* You are entitled to 5.6 weeks per year pro rata paid leave, including public holidays
* Additional, unpaid leave must be requested in writing
* \*You will / will not be required to work Bank Holidays.
* Holidays will be paid at your contractual hours or average weekly rate if this is more. The average will be taken from the last 13 weeks prior to the week in which you commence your holiday.
* All paid annual leave must be taken during the leave year in which it falls. Unused entitlement can only be carried over into next year in exceptional circumstances, requested in writing stating your reasons and before the end of the leave year concerned.
* You are required to give me at least **1 month’s** notice in writing of your requested dates for leave.
* If you leave during the holiday year, you will be entitled to accrued holiday pay for any holiday which is outstanding in your final payment, calculated on a pro rata basis, or you may take these outstanding holidays, calculated to the last day of work, during your notice period.
* If your employment is terminated, by either party, and you have taken annual leave in excess of your pro rata entitlement to the date of termination, excess holiday pay must be repaid and may be recovered from salary or other payments due to you. This does not apply to death in service.
* You continue to accrue holiday when off sick or on parental leave.
* You will still be paid for any usual working days/hours that I don’t need you or am on holiday to a maximum of 4 weeks.
* If I/relative am in hospital / respite you will be paid at your usual rate to a maximum of 4 weeks. You will be expected to support me when needed during any hospital stay’s, if circumstances/ treatment allows.

## Notice

* Following satisfactory completion of your probationary period I will give you the following period of notice:

 Less than 2 years complete service: 2 weeks

2 years onwards: 1 additional week for each completed year of service up to a maximum of 12 weeks in total

* ****If your employment is terminated by reason of Gross Misconduct then no notice will be given or payment in lieu of notice made****
* Following satisfactory completion of your **probationary** period you are required to give **1 month’s** notice in writing of your intention to leave my employment.
* You will be required to work your full period of notice. Payment in lieu of notice may be requested by either party.
* Additional charges incurred as a result of your failure to work out all or part of your notice period will be deducted from your final salary, including any annual. Leave taken but not accrued. These will be itemised on your final pay statement.

## Disciplinary and Grievance Procedure

* Any employee dissatisfied with any disciplinary or dismissal decision should appeal in the first instance by writing to me. The full policy is attached.
* Any employee who has a grievance about their employment should in the first instance raise their grievance informally with me. The full policy is attached.

## Support / Personal Development

* We will meet regularly to discuss your working arrangements. You will have the opportunity to raise any problems, issues or changes you would like to suggest. These meetings are intended to be open, friendly and supportive.
* I will fully support you in undertaking any training or learning opportunities you wish to attend as part of this job.

## Equal Opportunities

A copy of the Equal Opportunities Statement is attached. Please keep and read this document.

## Confidentiality

You must respect my right to privacy. Any details regarding my private life, care and support must remain confidential. Breach of this confidentiality will be deemed Gross Misconduct and lead to summary dismissal.

## General Rules

* If you are unable to work the required hours /perform the required duties due to capability I will consider reasonable adjustments. These may include a reduction in the number of hours you are contracted to work or a change in duties, provided my support plan is still achieved
* This post is funded as a result of my / my relatives care needs made by a Social Worker. If that assessment is amended and results in a reduction in the amount of money to employ you it will be necessary to change the number of hours you are contracted to work in line with the new amount available.
* If funding ceases your post will no longer exist resulting in the termination of the contract. You will be entitled to a redundancy payment based on your age and years’ service

I confirm I have read and fully understand this document. I confirm that I have had full opportunity to discuss the contents prior to me signing here. I have had the implications of not working my notice explained to me.

Signed: Date:

(Employee)

Signed: Date:

(Employer)

# Personal Assistant Job Description

## Hours:

## Times:

Rate:£ per hour

## Overall Purpose of Job

To provide assistance and support to enable me to lead an independent life.

## Key tasks

* To support with showering/bathing, dressing and other personal care tasks
* To prepare meals, drinks and snacks
* To prompt and support me with medication in a safe way
* To enable me to go on trips and outings
* To ensure all activities are undertaken in a safe, hygienic way and with absolute respect to my wishes.
* To undertake household tasks in a safe and hygienic way. Tasks include shopping, laundry, ironing, cleaning and tidying
* To respect my goods and property
* To respect my privacy and uphold confidentiality at all times
* To drive with due consideration when transporting me
* To undertake any duties which may reasonably be allocated and fall within the overall purpose of this job
* To have a commitment to equality of opportunity

# Personal Assistant Person Specification

The skills, experience and personal qualities for this post are:

* Experience of supporting Disabled and/or Older People to lead an independent life
* Able to be honest and trustworthy
* Willing to undertake personal care tasks
* Able to do basic household jobs
* Able to get on with jobs independently and unsupervised
* Basic knowledge of safety and hygiene
* Able to respect confidentiality at all times
* Willing to undertake training where required particularly in respect to health and safety
* Able to keep to time and be reliable
* Willing to be flexible to meet my needs
* Willing to cover sickness and annual leave of other PAs when necessary
* Have a pro-active positive attitude to work being supportive, friendly and approachable.
* Be a car driver essential/desirable

# Disciplinary Procedure

## Purpose

This procedure is designed to set out the rules that will be followed should a need arise for formal disciplinary action to be taken. The aim of this is to encourage improvement in an individual’s conduct and performance and encourage employees to conform to acceptable standards. All matters dealt with under this procedure will be dealt with confidentially, quickly and efficiently, without undue delay.

## General Principles

The following are examples of issues that this procedure may be useful to address:

* Time-keeping
* Absence
* Holidays
* Standard of Work
* Conduct at work
* Gross Misconduct (see below)

In certain circumstances it may be necessary to suspend you from work, on full pay, pending an investigation into the matter concerned.

The procedure is designed to establish facts quickly and deal with disciplinary issues consistently.

No disciplinary action will be taken until the matter has been investigated fully.

Unless a matter is serious or involves gross misconduct then I will make every effort to resolve the matter informally. Only where this fails to bring about the desired improvement will formal disciplinary action be taken.

## Formal Procedure

1. In the first instance I will meet with you to discuss the nature of the complaint. This is the investigation interview. There is not a statutory right to representation by a TU rep or colleague at this meeting though you could make it a contractual one if you wish.
2. If after the investigation meeting your explanation of the complaint or observed conduct is unsatisfactory the disciplinary policy will be invoked. You will be invited to a disciplinary hearing in writing. The letter will state the date, time and place of the hearing, the allegations against you and the names of any witnesses that will be contacted. It will also include any evidence that pertains to the case, a probable indication of seriousness plus a copy of this policy. Finally, it will state that you have the right to be accompanied by a fellow worker or a Trade Union representative at this meeting who may ask questions and present evidence/ your defence. You will be given 7 days’ notice of this hearing.
3. At the disciplinary hearing the investigating officer will present their case and supporting evidence against you and then either yourself or your companion can respond.
4. After hearing all the evidence, your explanation and any mitigation at the disciplinary hearing and considering other similar cases, your years’ service and conduct in that period, I may decide:
	1. No further action will be taken
	2. To issue an oral warning which will be accompanied by an explanation of the cause or nature of the offence(s), the decision to issue the warning or other sanction and the reason for imposing this level of sanction. It will also detail how your conduct needs to change or improve, the time scale and how this will be measured. Further, it will inform you of any steps that may be taken if your conduct / performance does not improve and your right to appeal this decision.
	3. To issue a written warning as above.
	4. To issue a final written warning as above and it will state that failure to change or improve conduct could result in dismissal
	5. To dismiss you either with or without notice (gross misconduct – this is only applicable to cases involving fundamental breach of contract.)
5. The decision as to which sanction should be imposed will depend on the seriousness of the alleged misconduct, the strength of the evidence and whether unspent previous warnings have been issued. A final warning or termination may be made without previous warnings if the complaint is sufficiently serious and the evidence conclusive]
6. Oral warnings will be recorded and the record will remain on your file for three months. Written warnings will remain on file for 6 months. Final warnings will remain on file for 12 months. After the specified time the records will be removed from your file and considered spent.

## Gross Misconduct

Where gross misconduct is alleged or suspected you may be suspended on full pay while the matter is investigated. Where reasonably possible the investigation should be completed and a disciplinary meeting held within 14 days of suspension.

In cases of gross misconduct, the above sections 1-4 will be followed.

Examples of gross misconduct are:

* Gross negligence
* Theft
* Bullying or harassment
* Discrimination
* Drunkenness or illegal drug taking
* Violence
* Dishonesty

The list is not exhaustive

## Appeal

In all cases you have the right to appeal against any decision to issue warnings or take other disciplinary action. You must submit this appeal in writing within 7 days of the decision being made stating your grounds for appeal.

## Failure of Probationary Period – Simplified Procedure

Where an employee’s performance is not considered to be satisfactory in spite of support and clear targets for improvement at any time during the probationary period, but particularly at either the 3 month or the 6-month review stages or at the end of an extended probationary period, the contract may be terminated.

 Where termination is a possibility, the employee will be informed in writing that a meeting is to be held to discuss concerns about performance and that this could result in dismissal. Appropriate evidence will be supplied. The employee will be entitled to bring a TU rep or colleague to this meeting.

 The employee will be informed of the outcome of the meeting in writing and given a chance to appeal. The employee may bring a TU rep or colleague choice to the appeal hearing.

## NOTE

**Advice from a specialist solicitor or personnel consultant will be sought before initiating disciplinary proceedings and further advice obtained before any appeal hearing.**

# Grievance Procedure

I am committed to ensuring your working environment is safe and free from bullying or anti-discriminatory behaviour. I will not expect you to work beyond the terms and conditions of your employment or job description

Should you have any queries or issues relating to your employment you should raise your grievance informally with me. I would hope that this would lead to a speedy and effective resolution of your concerns.

Issues that may cause grievances include:

* terms and conditions of employment
* health and safety
* work relations
* bullying and harassment
* new working practices
* working environment
* organisational change
* discrimination

## Investigation

Where an investigation is required this may be conducted by myself or an outside party. All employees are required to contribute to any investigation where requested.

## Procedure

If you are not satisfied with the outcome of the informal procedure above, you should raise your grievance in writing to me fully explaining the nature of the grievance, such as details of the problem, those involved, the names of any witnesses and any appropriate additional information, and suggestions of how the matter could be resolved. The statement must be signed and dated.

A note taker will also be present at the hearing to take an accurate recording of events.

 I will arrange a mutually convenient time for us to meet, within five working days where possible of receipt of your grievance, to discuss your concerns.

You have the right to be accompanied by a colleague or a Trade Union official who has been certified by their Trade Union as experienced to do so or has received training to do so. Certification may take the form of a letter or card.

I will inform you of my decision within 5 working days, or if more time is needed I will advise you of this within this period.

## Appeal

You have a right to appeal. The appeal should be dealt with impartially and **where ever** possible by someone responsible who has not previously been involved in the case.

If you are not satisfied with the outcome of your grievance hearing you may appeal in writing to me fully explaining the grounds of your appeal. I will arrange a mutually convenient time for us to meet, within five working days where possible of receipt of your appeal, at which you may present the reasons for your appeal.

You have the right to be accompanied by a colleague or a Trade Union official who has been certified as above to this appeal meeting.

A note taker will also be present at the appeal to take an accurate recording of events.

I will inform you of my decision within 5 working days, or if more time is needed, I will advise you of this within this period.

My decision at this point is final - there is no further stage of appeal.

# Time Off Work Policy

I recognise there are times when you need to take time off work. This policy outlines the circumstances in which you may take time of work, and how much time you are allowed, and whether you will be paid.

Time off work covers:

1. Compassionate Leave
2. Public Duty
3. Exam/study leave
4. Health Related Appointments
5. Dependents leave
6. Parental leave
7. Anti-natal care Leave
8. Adoption Placement Appointments
9. Maternity Leave
10. Paternity Leave
11. Adoption Leave

## Compassionate Leave

For Compassionate Leave, I will allow time off work:

1. To cope with the death of a family member or partner, immediate family member or member of employees household or if they develop a life-threatening illness or injury, see below for details;
2. To attend the funeral of a non-immediate family member;
3. To cope with a major personal traumatic event.

### How much leave will be granted?

How much time you need to take off for Compassionate Leave should be negotiated with me. Time off beyond the amounts of paid leave stipulated below, should be taken from annual leave or as unpaid leave.

**Paid Compassionate Leave will cover:**

* the event of the death of a **child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy**, you have the right to 2 weeks paid leave irrespective of length of time in employment**.** This time can be taken as a block or split over a 12-month period. If you have 26 weeks continuous employment and earn an average of £118 per week gross you will also be entitled to Statutory Parental Bereavement Pay.
* the event of the death of a **parent, partner/spouse**, I will give 3 days paid leave (inclusive of time off for making funeral arrangements). This time can be taken continuously or as separate days.
* Death of a household member, sibling, grandparent, grandchild (including step or adopted relations), I will give 2 days paid leave (3 days may be added if you are responsible for making the funeral arrangements).

Attendance at the funeral of a cousin, aunt, uncle = 1 days paid leave.

Pay is based on the ordinary hours that would have been worked during the leave.

### Unpaid compassionate leave:

You may take annual leave to attend the funeral of any other relative (not listed above) or close friend.

## Public Duties

Jury and other public duties such as TA, magistrate and school governors.

You will be allowed time for jury service. Payment will depend on the length of time off required. You will be allowed reasonable time off (some of which may be paid) for public duties. Time off and pay will depend on the amount of time required and the ability to arrange cover.

## Exam/study Leave

For courses relevant to your work for me you may take reasonable paid time off to study for and attend exams. Where the course is unrelated to your work for me you must request time off and give at least 2 week’s notice. This time should be taken as Annual Leave or unpaid leave.

## Health Related Appointments

You will be allowed reasonable time off to attend health appointments (G.P, Dental, and Hospital) for essential treatment, where it is not possible to attend outside work hours. Non-essential treatment should be taken from annual leave.

## Dependents Leave

You may take reasonable time off to deal with sudden emergencies concerning dependents and to make any longer-term arrangements, i.e:

* if a dependant falls ill, or has been injured or assaulted
* when a dependant is having a baby
* to make longer term care arrangements for a dependant who is ill or injured
* to deal with an unexpected disruption or breakdown of care arrangements for a dependant
* to deal with an unexpected incident involving your child during school hours

Emergency Dependants Leave cannot be taken:

* for dental, hospital or doctor’s appointments made in advance
* for school holidays
* to care for the dependent throughout the duration of any illness

In these circumstances annual leave or parental leave should be taken.

### How much leave will be granted?

How much Dependents Leave can be taken will depend on the nature of the emergency and should be negotiated with me. In most cases one or two days will be sufficient.

**Please note: any time taken to deal with sudden emergencies must be made up within one or 2 weeks of the emergency or remain as unpaid hours.**

## Parental Leave

Parents are entitled to take 18 weeks unpaid parental leave anytime up to the child’s 5th birthday (or 18th birthday of a Disabled child).

## Anti-natal Care Leave

All pregnant employees are entitled to reasonable paid time off for antenatal care, including doctors' appointments. Partners of pregnant woman are also entitled to paid time off to attend 2 ante-natal appointments up to 6.5 hours each.

## Adoption Placement Appointments

The main adopter is entitled to attend 5 paid pre-placement appointments and their secondary adopter up to two appointments.

## Maternity, Paternity and Adoption Leave and Pay

All statutory provisions apply. For current rates, eligibility and notification requirements see <https://www.gov.uk/>

# Equal Opportunities Statement

This statement is designed to promote the importance of behaving in ways which do not oppress or discriminate against any other person regardless of gender including transgender, culture, race, sexual orientation, religion, marriage or civil partnership, maternity or child birth, impairment, age, or for any other reason.

Discriminatory behaviour includes offensive verbal references such as racist comments, unwanted touching, harassment or physical abuse. Such behaviour will not be tolerated.

Because of the way society is structured and organised many groups of people are oppressed and discriminated against in every aspect of ordinary life. It is important to constantly challenge these enforced attitudes and beliefs in order to promote a more just society.

# List of Valid Identity Documents

To complete your pre-employment checks you will need to provide the following (copies will be held in line with GDPR guidance and regulations):

**3 Documents** in one of the following combinations:

* Two forms of photographic person identification from Group 1 and one document confirming your address from Group 2
* One form of photographic personal identification from group 1 and two documents confirming your address Group 2

## Group 1 – Primary Trusted Identity Credentials

* Current valid Passport – UK or EEA (or Non-EEA in combination with a Biometric Residence Permit or current Work Permit/Visa)
* Biometric Residence Permit (UK)
* Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands
* Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey)
* Birth Certificate (UK & Channel Islands) - issued within 12 months of date of birth. Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces – **issued within the last 12 months**

## Group 2a – Trusted Government/State Issued Documents

* Marriage/Civil Partnership Certificate (UK)
* Adoption Certificate (UK)
* HM Forces ID Card (UK)
* Fire Arms Licence (UK)

## Group 2b – Financial/Social History Documents

* Mortgage Statement (UK) – **issued within the last 12 months**
* Bank/Building Society Statement (UK) - **issued within the last 3 months**
* Credit Card Statement (UK) - **issued within the last 3 months**
* Financial Statement \*\* - e.g. pension, endowment, ISA (UK) - **issued within the last 12 months**
* P45/P60 Statement (UK & Channel Islands) - **issued within the last 12 months**
* Council Tax Statement (UK & Channel Islands) - **issued within the last 12 months**
* Work Permit/Visa (UK) (UK Residence Permit) - **issued within the last 12 months**
* Utility Bill (UK) – we do not accept Mobile Telephone / insurances / catalogues statements - **issued within the last 3 months**
* Benefit Statemen - e.g. Child Allowance, Pension - **issued within the last 3 months**
* A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)- e.g. from the Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus, Social Security - **issued within the last 3 months**
* EU National ID Card
* Cards carrying the PASS accreditation logo (UK)

# Annual Leave Record Sheet

## Name:

## Year:

Allowance:5.6 x hours worked per week = hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Total hours | Hours Remaining | Authorised |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Please fill in requested holiday dates and hand to me at least 1 month before holiday begins,**

Unused leave may only be carried forward into the next leave year in exceptional circumstances, such as an inability to take leave due to sickness.

#  PA Expenses Form

## Mileage log

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | From | To | Return✓ | Reason | Miles |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total Miles |  |

**Mileage paid at p/m** **Amount claimed: £**

## Expenses

|  |  |  |
| --- | --- | --- |
| Date | Description | Total |
|  |  |  |
|  |  |  |
|  |  |  |
|  | Total | £ |

Full cost of public transport or taxi fare can be claimed (please remember to keep all receipts)

**Total amount claimed: £**

(mileage + expenses)

Employee Signed: Date

Employer Authorised:

# Safety Guide for Personal Assistants

**The following guide is to keep both of us safe. I will make sure you know all Emergency contact details and this is up to date.**

## Safety is a shared responsibility

|  |  |
| --- | --- |
| *Your employer has a duty to:* | *As an Employee you have a duty to:-* |
| * *Make sure you know about safe working practices*
 | * *Follow safe working practice*
 |
| * *Keep up to date and follow all government guidance and policy regarding Covid-19*
 | * *Keep up to date and follow all government guidance and policy regarding Covid-19*
 |
| * *Assess all the risks involved within your job*
 | * *Stay Alert for health and safety hazards*
 |
| * *Help provide a safe environment to the best of my ability*
 | * *Report Hazards so they can be dealt with quickly*
 |
| * *Co-operate with you on all Health and Safety Issues*
 | * *Discuss any training needs with me and follow the training you have received when using any work items given you*
 |
| * *Provide compulsory health and safety training where appropriate*
 | * *Take care of your own health and safety and that of people who may be affected by what you do (or do not do);*
 |
| * *Ensure you have all necessary PPE and other equipment to carry out your role safely*
 | * *co-operate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare*
 |

## Make safety a top priority!

* Discuss safety issues with me/my family and agree ways to reduce risks in the home/ other activities outside the home.
* Tell me/my family about hidden or new safety hazards. I/we cannot tackle hazards s/he is not aware of.
* Follow agreed safety procedures all the time.
* Remember the importance of hygiene and controlling infection.
* Lighting/ Ventilation/ temperature control/ suitable washing and eating facilities/ free from pests and vermin**.**

**We will work together to make sure my home is a safe working environment for you!**

## Know About Infection Control

Follow strictly all government guidance regarding Covid-19. Hand washing stops infections and viruses spreading. **Always wash your hands**:

* On entering my home
* Before and After Personal Contact
* After toilet or coughing and sneezing
* Contact with food, both before and after

Wear a radical grade, fluid resistant mask and wear disposable gloves and apron when you’re in close personal contact and with body fluids/cleaning spillages, soiled linen or clothing.

**Never Reuse Gloves, dispose of them as soon as possible, in a safe manner.**

**Make sure you inform me/my family about any infections and cuts. All cuts should be covered immediately. Also make sure you’re up to date with all immunisations.**

## Medicines

We/my family will discuss with you if there are any other safety issues I need you to take while you are assisting with medication such as:

* Injections
* Dressings
* Catheters

Only carry out these tasks if you are trained and confident in doing so safely.

If I need you to assist me with taking medication:

* Prescription medication needs to be dispensed as the packet states
* Keep a record of the medication you have given
* Make sure you know it is safe to give un-prescribed drugs like Paracetamol
* Store all medicines safely in their proper place

**If there is a medical problem make sure you know the correct person to contact.**

## Violence

Always tell any family member, if there are any acts of violence towards you or to me. Such as

* Verbal/ physical abuse
* Racial/sexual harassment
* Any other threats or behaviour that makes you feel uncomfortable

**Remember with any or all issues contact PA Support at: (07479) 293416**

**Check out the Knowledge Base on the PA Support webpage: www.activeindependence.org/pasupport**

# Risk Assessment

The home is also a PAs workplace. Employers have a duty to protect the health and safety of their workers. The law does not expect all risk to be eliminated but you are required to protect people as far as is "reasonably practical". If you employ 5 or more PAs you are required by law to have a health and safety policy. (For pregnant PAs you need to do a special 'pregnancy risk assessment').

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What are the risks or hazards? (E.g. infection; chemicals; falls; medication; pets; equipment; lifting; violence / behaviour) | Who might be harmed and how? (Some PAs have particular needs; may not be in your home all the time; visitors) | What are you already doing to reduce the risk? (E.g. equipment; routine; induction) | What further action is needed? (list what else needs to be done as far as is practicable e.g. training) | What priority is this risk? Is it a HIGH; MEDIUM; LOW risk? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |