

WINTER PLANNING TOOLKIT 2022/23

- CHECKLISTS

All checklists included in one place. You can print off individual checklists by going to print and then entering the page number.

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Capacity Tracker Checklist	Tick Box	N/A	Evidence/ Action
Our service has a system in place to update the Capacity Tracker at least once a week, even when someone is on leave.			
Adult Social Care Risk Reduction Framework Checklist	Tick Box	N/A	Evidence/ Action
Read the Adult Social Care Risk Reduction Framework and discuss needs with individual staff, create a dynamic risk assessment and implement policy that makes them feel safe			
Covid-19 Checklist	Tick Box	N/A	Evidence/ Action
Our service has completed the Covid-19 Checklist for <u>Community</u> or <u>Accommodation Based</u> Providers			
All staff have familiarised themselves with the Responding to an Outbreak flowchart			
Our service has completed the <u>NCF IPC Checklist</u>			

CHECKLIST FOR FLU AND NOROVIRUS	Tick Box	N/A	Evidence/ Action
Make all staff aware that they are eligible for a free flu vaccine and encourage them to book an appointment			
Ensure all staff are familiar with the symptoms of Norovirus and Flu			
If you notice someone has symptoms, organise for them to have a test			
Ensure you have a plan in place for segregation and separation of residents in the event of an outbreak and that everyone is familiar with the plan			
Establish a clear policy for the management of staff affected in an outbreak and when they can return to work			
Consider how to maintain business continuity if there are staffing shortages e.g. bank staff, movement of staff between settings			
Have informative materials such as laminated signs ready to be put up in the event of an outbreak to remind everyone of procedures.			
Ensure Telemeds system is up to date, switched on and checked weekly. All staff are trained on Telemeds. Ensure monitoring equipment is available, in working order and staff are trained to use it.			
Ensure staff are familiar with the Gold Line service and when to use it.			

PPE CHECKLIST	Tick Box	N/A	Evidence/ Action
Our service has enough PPE to last at least 3 weeks			
All staff are aware of what PPE they must wear in different care situations			
All staff have received up-to-date training on donning and doffing PPE			

Winter Car Essentials	Tick Box
Road map	
Ice scraper or de-icer	
Torch and batteries	
In-car phone charger or portable charger	
Warm clothes and blankets	
Umbrella or waterproof clothing	
Spare pair of shoes or boots	
Food and drink	
High-visibility clothing	
Hazard Triangle	
First aid kit	
Jump Leads	
Empty fuel can	
Winter Tyres	
Breakdown service and insurance company contact details	
Up-to-date MOT status on your vehicle	

Building Maintenance

Boilers and Heating Systems	Tick Box	N/A	Evidence/ Action
Does your business continuity plan include procedures and policies for the maintenance of boilers?			
Does your business continuity plan include a protocol for reporting and managing defects in your boiler?			
Do you know who to contact in the case of an emergency regarding your boiler?			
Equipment and Machinery	Tick Box	N/A	Evidence/ Action
Does your business continuity plan include routine maintenance of equipment and machinery such as computers, washing machines, hoists, stair lifts, elevators, nursing care beds and assisted baths.			
Have you checked whether your supplier includes contingency plans for when parts unexpectedly malfunction, in your contracts.			
Do you know who to contact in the case of an emergency regarding equipment and machinery?			
ICT Systems	Tick Box	N/A	Evidence/ Action

Does your business continuity plan consider the risk of ICT server failure, ICT telephone failure and digital care system failure?			
Do you have maintenance contracts to provide a prompt response to any ICT server failure, ICT telephone failure and digital care system failure?			
Have you collated the contact details for all the ICT systems your facility uses, for easy access when you require technical support?			
Do you have a list of actions that would be taken to manage day-to-day operational requirements, in the instance of ICT server failure, ICT telephone failure and digital care system failure? E.g., In the event of ICT telephone failure, could calls be transferred to alternative numbers or a (personal) mobile number?			
Power Supply	Tick Box	N/A	Evidence/ Action
Does your business continuity plans consider what provisions are in place to maintain power supply in your building and carry out day-to-day operational requirements, in the event of a power outage?			
Do you know who to contact in the case of an emergency regarding power supply?			

Checklist for SOS bag	Tick Box
Insulated Foil Blankets	
Disposable Rain Ponchos	
High-Visibility Vest (for staff leading evacuation)	
Torch with Batteries	
Marker Pen	
Travel First Aid Kit	
Emergency Whistles	
Staff Rota (list of all staff)	
List of Residents	
Contingency Plans	
Emergency Contact Information for Staff and Service Users	

CHECKLIST FOR FOOD SUPPLY CONTINUITY	Tick Box	N/A	Evidence/ Action
Does your business continuity plan consider the potential risks of disrupted transport links and delays in food supplies?			
Do you know who to contact in the case of an emergency regarding food supply?			
Does your business continuity plan include a plan of action in the event that you experience delays in specialist foods?			
Do you know who to consult with, if you need to change diets for people with requirements (i.e. GP, dietician)?			

CHECKLIST FOR PHARMACEUTICAL SUPPLY CONTINUITY	Tick Box	N/A	Evidence/ Action
Are supplies of required medications and medical equipment readily available and accessible?			
Does your business continuity plan consider the potential risks of disrupted transport links and delays in pharmaceutical supplies?			
Do you know who to contact in the case of an emergency regarding pharmaceutical supplies?			

Staff Shortages	Tick Box	N/A	Evidence/ Action
Does your business continuity plan include considerations for service capacity in the event staff are unable to get to work due to extreme winter conditions?			
Does your business continuity plan include considerations for service capacity in the event of an outbreak amongst staff?			
Do you have a contingency plan to maintain safe staffing levels? Are your staff aware of the contingency plan?			
Do you know who to contact in the case of an emergency regarding staffing levels?			
Do you know who to contact to escalate a serious issue both in office hours and out of hours?			
Have you considered partnering with other organisations to support workforce capacity?			
Do you have enough bank staff who are able to cover staff shortages at short notice?			
Have you considered overstaffing to cope with staff shortages?			
Do you know of care agencies that will be able to support you with staff shortages?			
Are you aware of the Care Agency Register on Connect to Support ?			
Have you considered whether you are able to accommodate staff on site (or nearby) overnight, if extreme weather is predicted?			
Have you implemented a recruitment and retention programme?			
Have you reviewed your reviewed your recruitment and retention programme?			
Have you uploaded your care vacancies to the Bradford Cares Hub?			
Have you read Skills for Care's guide to safe staffing ?			

Staff Wellbeing	Tick Box	N/A	Evidence/ Action
Are your staff aware of where they can find mental wellbeing resources?			
Does your management team have up-to-date training on Mental Health Awareness?			
Are staff aware of where they can find Mental Health Awareness training?			
Are you holding regular supervisions and/or meetings where staff can discuss their health and wellbeing?			