



Solihull
METROPOLITAN
BOROUGH COUNCIL

Document 3

Personal Assistants: Keeping Safe

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PA Safety

- Employers have a responsibility to their staff to ensure they are safe.
- PAs should also be aware of their own safety and make sure that they do not do anything that puts them at risk.

It is important that Employers and PAs discuss issues of safety openly with each other. Both have rights and responsibilities.

An Employer should never expect a PA to do something which is likely to or could potentially cause them harm.

PAs should follow a Code of Conduct set out by their employer, this could include the following:

Risk

As a Personal Assistant, you must respect the rights of Clients while seeking to ensure that their behaviour does not harm themselves or other people. This includes:

- Recognising that service users have the right to take risks and helping them to identify and manage potential and actual risks to themselves and others.
- Taking necessary steps to minimise the risks of service users from doing actual or potential harm to themselves or other people.

Safety and Support

As part of receiving a Personal Budget, the Employer will have a Support Plan. This plan should identify situations where the Employer will need particular support to keep safe.

Input from other professionals should always be sought before making decisions regarding a Client's safety.

Personal Assistants should not:

- Carry out Risk Assessments.
- Carry out tasks which are normally carried out by a healthcare professional – unless they have had specific training. These tasks (i.e. peg feeding) should be discussed with a District Nurse.
- Order Occupational Therapy aids or equipment, directly from Suppliers or Brokers, this should be referred to the Client's Care Coordinator who will refer to an Occupational Therapist.

Risk Awareness

Both Employers and PAs have responsibilities under the Health & Safety Act and need to be aware of risks within the home such as:

- Risk of harm due to access to knives and electrical equipment - for people who lack capacity to use them safely
- Wandering, for example people with Dementia can become confused about where they are
- Tripping hazards such as piles of clothes, badly positioned furniture
- Any Risk Assessments carried out on the Client's behalf should be shared with any person associated with caring for the Client

Emergencies

In any life-threatening situation the Emergency services should always be telephoned on 999.

PAs should:

- Know how to turn off the services to the home – gas, water and electricity.
- Identify and remove any potential hazards.

Fire Safety is the responsibility of the Client as the Employer

