

## WORKPLACE RISK ASSESSMENT

<b>Scope of Risk Assessment/ Area and Activity assessed</b>	<b>COVID19</b> is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus <ul style="list-style-type: none"> <li>The focus of this assessment is upon ensuring that the Company meets its requirements in respect of the Health and Safety at Work Act 1974 and associated Regulations</li> <li>Safeguards the health and wellbeing of employees, staff, volunteers, clients contractors, tenants and visitors to the building</li> <li>Has in place a process to ascertain pre- attendance information for workers and volunteers</li> <li>Has in place a process to ascertain criteria around the provision of “essential services”</li> <li>Identify the means by which the company can seek to ensure business continuity</li> </ul> This assessment is a live document and will be revised and amended as further information becomes available		
	<b>Name, Job Title &amp; Signature of Assessor ( s )</b> <b>Name:</b> Clare Burgess <b>Job Title:</b> Chief Officer		
	<b>Name:</b> <b>Job Title:</b>		
<b>Date of Risk Assessment</b>	Revised 15/06/2020	<b>Review Date</b>	Ongoing and daily according to PHE directives and Advice Last reviewed: 15/06/2020

<b>Details of Environment/ Activity / Task assessed</b>	Activity includes work within : <ul style="list-style-type: none"> <li>☐ Company owned buildings or area of operation,</li> <li>☐ Use of vehicles &amp; essential visits to homes</li> <li>☐ Meal delivery, Laundry, Hands 2 Help, ILS, Shopping, PIP, Dementia Outreach, Befriending, I&amp;A, Administrative and Management</li> </ul>
<b>Hazards Identified:</b>	Uncontrolled spread of Covid 19
<b>Those at Risk</b>	ALL- Clients, Staff, Tenants, Visitors, Volunteers, Contractors, Trustees

Identify the risks that are present and identify controls in place to reduce this risk	Risk identify	Control measures currently in place	Risk level with controls (High, Medium, Low)	Additional controls recommended to reduce risk
	✓/x			
Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death.	✓	<ul style="list-style-type: none"> <li>We follow Government and NHS information and advice on how to contain and slow the spread of the virus to others.</li> <li>The support of Company safety advisors is sought when required All staff to complete COVID 19 Specific training</li> <li><b>Hand Hygiene</b></li> <li>Actions around Government advice in respect of hygiene and hand washing followed.</li> <li>Hand washing advice is displayed and communicated to staff and clients ( posters and updates).</li> <li>Hand washing facilities with soap, hot water and disposable towels in place.</li> </ul>	Medium	<ul style="list-style-type: none"> <li><b>Assessment is subject to constant review</b></li> <li>CO and Management Team to constantly review processes in line with Government guidance issued .</li> <li>All updated procedures to control risk to be regularly communicated to staff</li> </ul> <p>Employees/ volunteers to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues</p>

<p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (Continued)</p>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Stringent Handwashing in place</li> <li>• Sanitisers obtained and sited around the building and issued to staff/volunteers who leave the building to deliver essential community based services where handwashing may not be available</li> <li>• All Staff and relevant Volunteers receive Infection control training.</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly</li> <li>• <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> </ul>	<p>Medium</p>	<p>Assessment under constant review</p> <ul style="list-style-type: none"> <li>• Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</li> <li>• Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</li> </ul> <p><a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <ul style="list-style-type: none"> <li>• To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></li> <li>• Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> </ul>
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<p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (continued)</p>	<p>✓</p>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Cleaning procedures upgraded, reviewed and communicated to staff regularly.</li> <li>• Increased frequency of cleaning and disinfecting objects and surfaces that are touched regularly. Particularly in areas of high use such as door handles, light switches, reception area, IT and equipment using appropriate cleaning products and methods.</li> <li>• Cleaning of company vehicle interiors disinfected after each use.</li> </ul> <p><b>Social distancing</b></p> <ul style="list-style-type: none"> <li>• Service provision reviewed and provision amended if risks and guidance from PHE cannot be managed or controlled ( Day care, groups and face to face community</li> </ul>	<p>Medium</p>	<p><b>Assessment under constant review</b></p> <ul style="list-style-type: none"> <li>• Staff and volunteers to be continually advised to report any concerns to management and if in doubt as to state of health must seek advice from 111 or G.P as to whether they need to self- isolate and stay at home as per PHE &amp; NHS guidelines.</li> <li>• clients requested to highlight issues in regards to their own health and needs</li> <li>• Adherence to social distancing to be constantly monitored and reviewed</li> <li>• Barriers to be installed at reception</li> </ul>
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<p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (continued)</p>	<p>✓</p>	<p>visits/befriending that are non-essential suspended (26.3.20)- telephone support in place</p> <ul style="list-style-type: none"> <li>• Only essential services/contact- to be delivered at/ in clients homes with updated guidance, procedures and PPE issued</li> <li>• Number of people in any work area has been reduced to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</li> </ul> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <ul style="list-style-type: none"> <li>• Homeworking wherever possible implemented and encouraged.</li> <li>• Hot desking/ sharing equipment not allowed with strict handover cleaning protocols in place</li> <li>• One Way System implemented around the centre</li> </ul>	<p>Medium</p>	<p>Assessment under constant review</p>
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<p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (continued)</p>	<p>✓</p>	<ul style="list-style-type: none"> <li>• Equipment moved to facilitate social distancing for those in the building</li> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Ensuring sufficient rest breaks for staff.</li> <li>• Social distancing also to be adhered to in dining area and smoking area.</li> <li>• All staff given access to work Email addresses for updates</li> </ul> <ul style="list-style-type: none"> <li>• Line managers to offer support and advice to staff around their own mental wellbeing especially where remote working/ working from home. EAP implemented</li> </ul> <p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• PPE provision and use reviewed and upgraded as per NHS/ PHE advice</li> <li>• <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-</a></li> </ul>	<p>Medium</p>	<p><b>Assessment under constant review</b></p> <ul style="list-style-type: none"> <li>• Regularly remind staff of the need for confidentiality of personal data</li> <li>• Interim Faversham Manager to regularly liaise with KCC re: provision of PPE.</li> </ul> <p>Interim Faversham Manager to regularly liaise with suppliers to ensure adequate supplies</p>
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<p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. ( continued)</p>	<p>✓</p>	<p>control/covid-19-personal-protective-equipment-ppe</p> <ul style="list-style-type: none"> <li>PPE necessary to manage risk of transmission/contamination is sourced and supplied to staff and volunteers. Instruction is given as their safe use.</li> </ul> <p><b><u>Symptoms of Covid-19</u></b></p> <ul style="list-style-type: none"> <li>Policy developed based on PHE advice re: Self isolation, vulnerable / extremely vulnerable groups, social distancing and shielding. This is communicated to staff and volunteers</li> <li>Staff Identified as vulnerable/ extremely vulnerable are supported to work from home</li> <li>Volunteers identified as vulnerable or extremely vulnerable have been asked to “stand down “ from face to face roles.</li> <li>Staff, volunteers are given advice re: when they should not be presenting for work,</li> </ul>	<p>Medium</p>	<p>Assessment under constant review</p> <ul style="list-style-type: none"> <li>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Including around access to testing.</li> <li>Staff and volunteers to be continually advised to report any concerns to management and if in doubt as to state of health must seek advice from 111 or G.P as to whether they need to self- isolate and stay at home as per PHE &amp; NHS guidelines</li> </ul>
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<p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (continued)</p>	<p>✓</p>	<p>homeworking can then be implemented</p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new continuous cough, or a high temperature or Anosmia (change to normal sense of smell or taste 18.4.2020) in the workplace they will be sent home and advised to follow the stay at home guidance and seek testing for the virus with support from their manager.</li> <li>• Staff follow advice to isolate if contacted via the Test and Trace Service</li> <li>• Line managers will maintain regular contact with staff members during this time.</li> <li>• If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will identify people who have been in contact with them ,</li> </ul>	<p>Medium</p>	<p>Assessment under constant review</p>
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<p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (continued)</p>	<p>✓</p>	<p>assess risk, take advice on any actions or precautions that should be taken. Public Health Authority  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <ul style="list-style-type: none"> <li>• Guidance on pre-attendance at a dwelling or work place issued and communicated to staff</li> <li>• Staff and volunteers to be continually advised to report any concerns to management and if in doubt as to state of health must seek advice from 111 or G.P as to whether they need to self- isolate and stay at home as per PHE &amp; NHS guidelines</li> <li>• Social distancing measures communicated and implemented ( 2 meter gap)</li> <li>• Clients asked to report concerns they may have for their own health and welfare. Clients of all services are called weekly to enquire as to health and wellbeing.</li> <li>• Ongoing evaluation of activity reasonably expected by staff to complete when attending a dwelling area or other</li> </ul>	<p>Medium</p>	<p>Assessment under constant review</p>
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<p>Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (continued)</p>	<p>✓</p>	<p>business property where staff are likely to come in contact with other persons. Such persons may already be in isolation. Guidance in this respect is updated and communicated regularly.</p> <p><b>Drivers</b></p> <ul style="list-style-type: none"> <li>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a> COVID-19-guidance on freight transport.</li> <li>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</li> </ul> <p><b>Mental health</b></p> <ul style="list-style-type: none"> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul> <p>Reference - <a href="https://www.mind.org.uk/informa">https://www.mind.org.uk/informa</a></p>	<p>Medium</p>	<p>Assessment under constant review</p> <ul style="list-style-type: none"> <li>Managers to maintain regular contact and support with Staff ? volunteers who are isolating or shielding at home. Calls logged.</li> </ul>
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		<ul style="list-style-type: none"> <li>Regular supervisions to continue using Zoom/ Whats app wherever necessary.</li> </ul>		
<p>Risk to business from lack of business continuity, planning and associated business disruption leading to lost revenue and reputation.</p>	✓	<ul style="list-style-type: none"> <li>Company is aware of the impact of COVID19 and associated difficulties surrounding the ability to manage business activities in a changing and challenging environment.</li> <li>Business Continuity plan in Place and under review</li> <li>CO Management Team follow &amp; implement directives and guidance from KCC, Age UK, PHE and NHS to ensure safety of services delivered</li> <li>CO will update Trustees regularly on all issues that pose a risk to business continuity</li> <li>CO and Management will seek to support the organisation to maximise income from:</li> <li>Areas of service delivery that</li> </ul>	Medium	<p><b>Assessment under constant review</b></p> <ul style="list-style-type: none"> <li>Ongoing review of current emergency and contingency plans to ensure company processes and resilience</li> <li>Monitor supplies and. Seek alternative suppliers where necessary to maintain flow of supplies.</li> <li>Build reserve of stocks</li> <li>Ensure good communication completed with staff and clients. Undertake regular communication with clients to ensure that they are aware of issues affecting delivery of services</li> </ul>

<p>Risk to business from lack of business continuity, planning and associated business disruption leading to lost revenue and reputation. ( continued)</p>	<p>✓</p>	<p>we can safely maintain Governmental and Local Authority measures and legislation to ease financial</p> <ul style="list-style-type: none"> <li>pressures on business- eg grants, SSP changes</li> <li>CO &amp; Management Team seek alternative sources of fundraising/grant opportunities</li> <li>Team to seek Gift in Kind and Community fundraising support from a CoronaVirus Emergency Welfare Campaign</li> <li>CO and team to introduce new services in response to need and within resources</li> <li>CO &amp; Management Team to seek additional personnel resources to mitigate the risk of staff/ volunteer shortages by partnership working ( KFRS &amp; Volunteer recruitment and Community Wardens)</li> <li>Staff are re- deployed from</li> </ul>	<p>Medium</p>	<p>Assessment under constant review</p>
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<p>Risk to business from lack of business continuity , planning and associated business disruption leading to lost revenue and reputation. ( continued)</p>	<p>✓</p>	<p>suspended services to those still being delivered/ developed</p> <ul style="list-style-type: none"> <li>• Management of uncollected waste, - maintenance of stock supply.</li> <li>• Cash flow difficulties</li> <li>• Loss of premises</li> <li>• Review current emergency and contingency plans to ensure company processes and resilience</li> <li>• Emergency contact processes to be formulated, introduced and tested.</li> <li>• Seek alternative suppliers to maintain flow of supplies.</li> <li>• Build reserve of stocks</li> <li>• Ensure good communication completed with staff and clients. Undertake regular communication with clients to ensure that they are aware of issues affecting delivery of services</li> </ul>	<p>Medium</p>	<p>Assessment under constant review</p>
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