

WORKPLACE RISK ASSESSMENT

	 COVID19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus 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 						
Scope of Risk Assessment/ Area and Activity assessed	 Safeguards the health and wellbeing of employees, staff, volunteers, clients, contractors, tenants and visitors to the building 						
	Has in place a process to ascertain pre- attendance information for workers and volunteers						
	Has in place a process to ascertain criteria around the provision of "essential services"						
	Identify the means by which the company can seek to ensure business continuity						
	This assessment is a live document and will be	ment and will be revised and amended as further information becomes available					
Name, Job Title & Signature of Assessor (s)	Name: Keith Jones Job Title: Wellbeing Manager						
	Name: Jo	b Title:					
			Ongoing and daily according to PHE directives				
Date of Risk Assessment	Revised	Review Date	and Advice				
	15/06/20		Last reviewed 21/12/21				

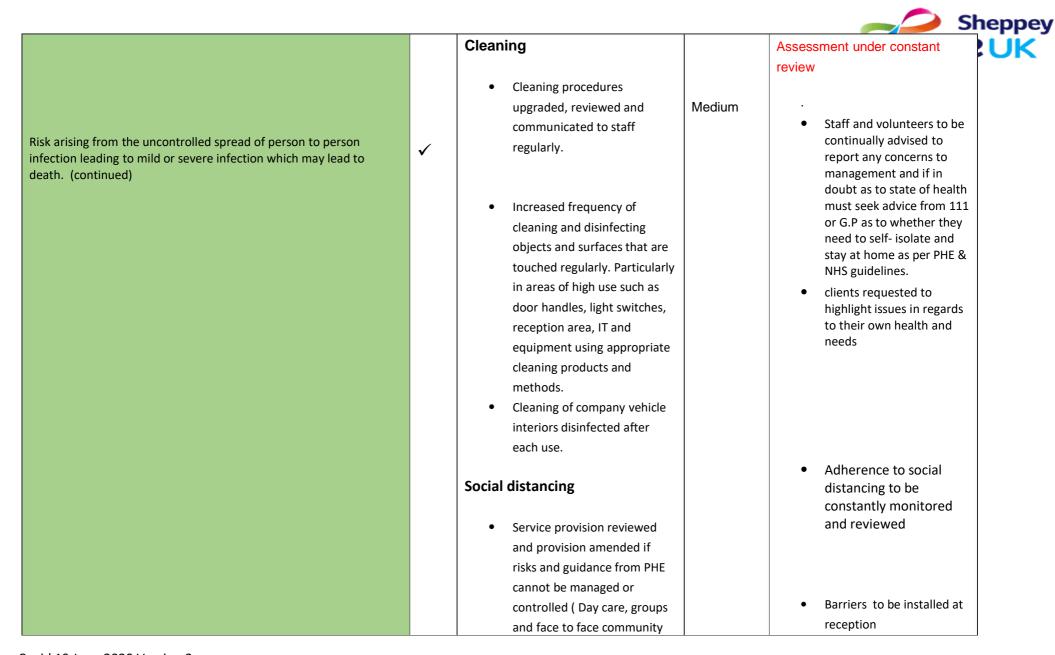
Details of Environment/ Activity / Task assessed	Activity includes work within: Company owned buildings or area of operation, Use of vehicles & essential visits to homes Meal delivery, Laundry, ILS, Shopping, PIP, Dementia Outreach, Befriending, , I&A, Administrative and Management
Hazards Identified:	Uncontrolled spread of Covid 19 – reviewed to include Omicron Variant which is believed to be highly transmissable
Those at Risk	ALL- Clients, Staff, Tenants, Visitors, Volunteers, Contractors, Trustees

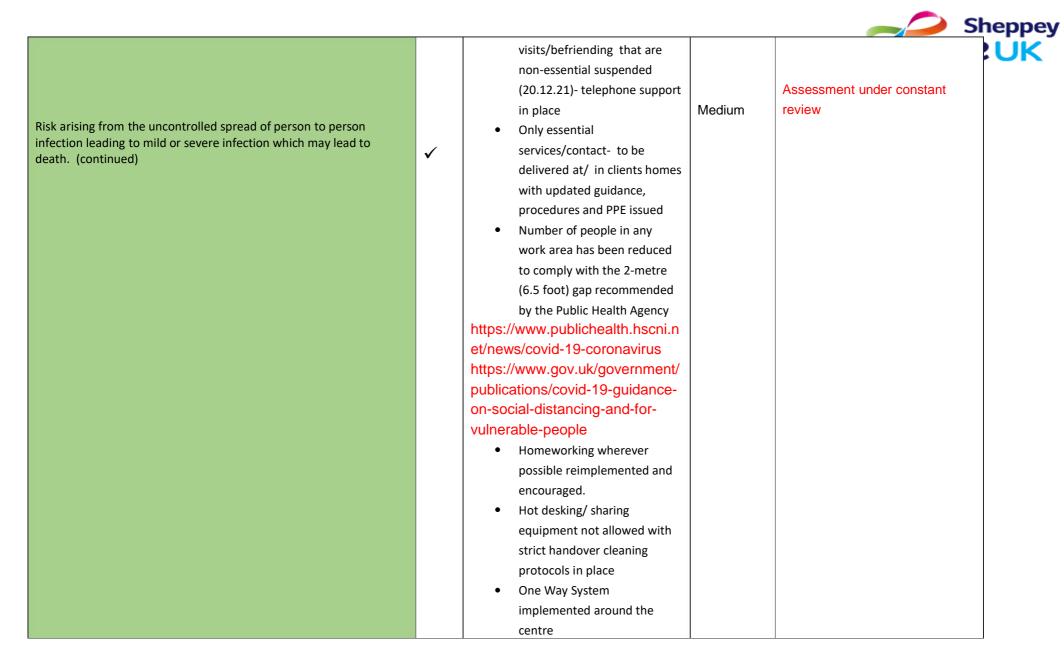


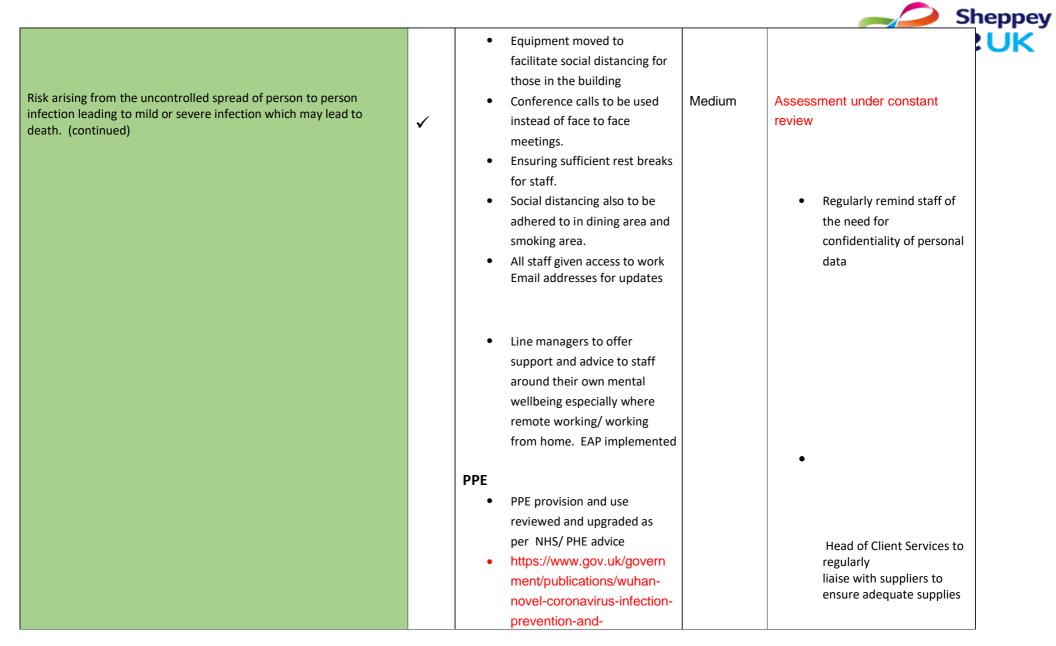
Identify the risks that are present and identify controls in place to reduce this risk	Risk identifie	Control measures currently in place	Risk level with controls (High, Medium, Low)	Additional controls recommended to reduce risk
Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death.	✓	 We follow Government and NHS information and advice on how to contain and slow the spread of the virus to others. The support of Company safety advisors is sought when required All staff to complete COVID 19 Specific training Hand Hygiene Actions around Government advice in respect of hygiene and hand washing followed. Hand washing advice is displayed and communicated to staff and clients (posters and updates). Hand washing facilities with soap, hot water and disposable towels in place. 	Medium	Assessment is subject to constant review CEO and Management Team to constantly review processes in line with Government guidance issued. All updated procedures to control risk to be regularly communicated to staff 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



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Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (Continued)	✓	 Stringent Handwashing in place 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 All Staff and relevant Volunteer receive Infection control training. Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ 	Medium	Assessment under constant review 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. Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/profe ssional/health-surveillance.htm To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus Rigorous checks will be
		the skin by applying emollient cream regularly https://www.nhs.uk/condi		public health advice - https://www.publichealth. hscni.net/news/covid-19- coronavirus

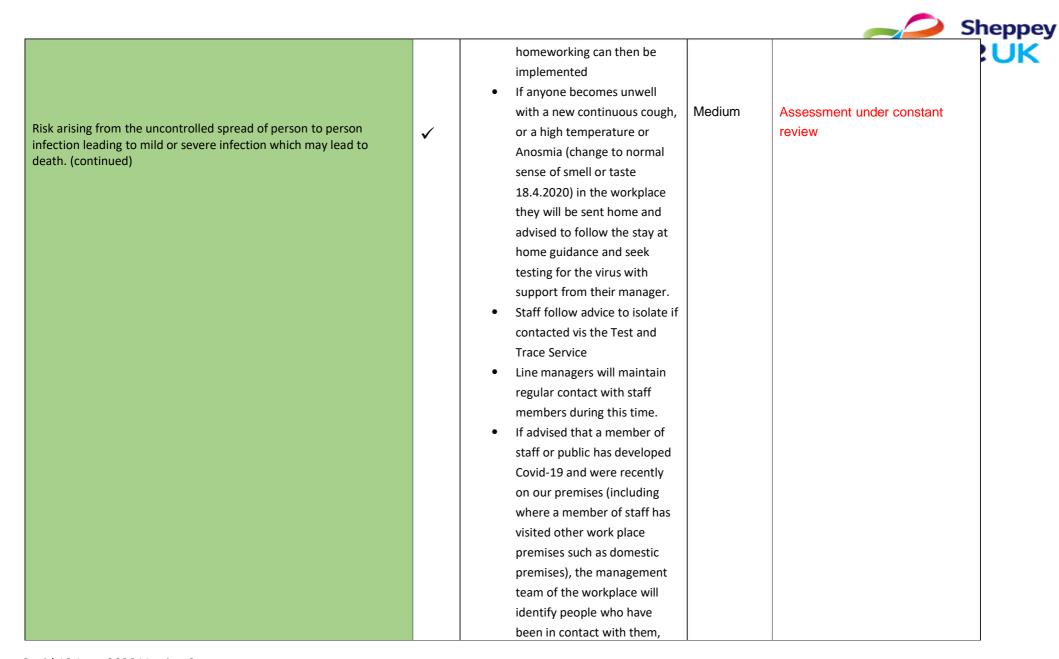


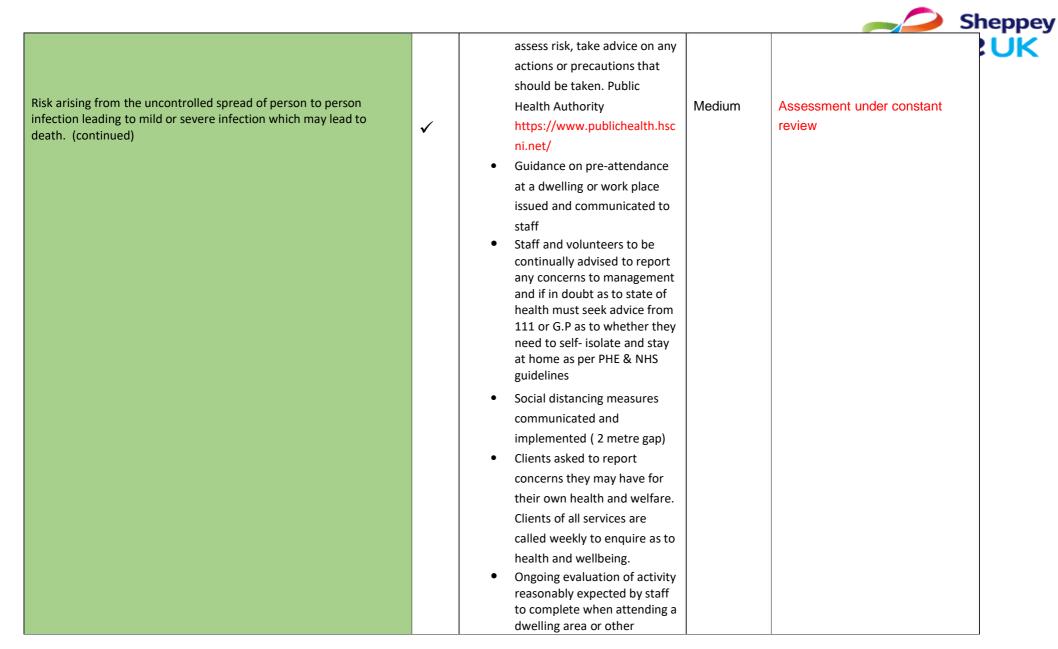


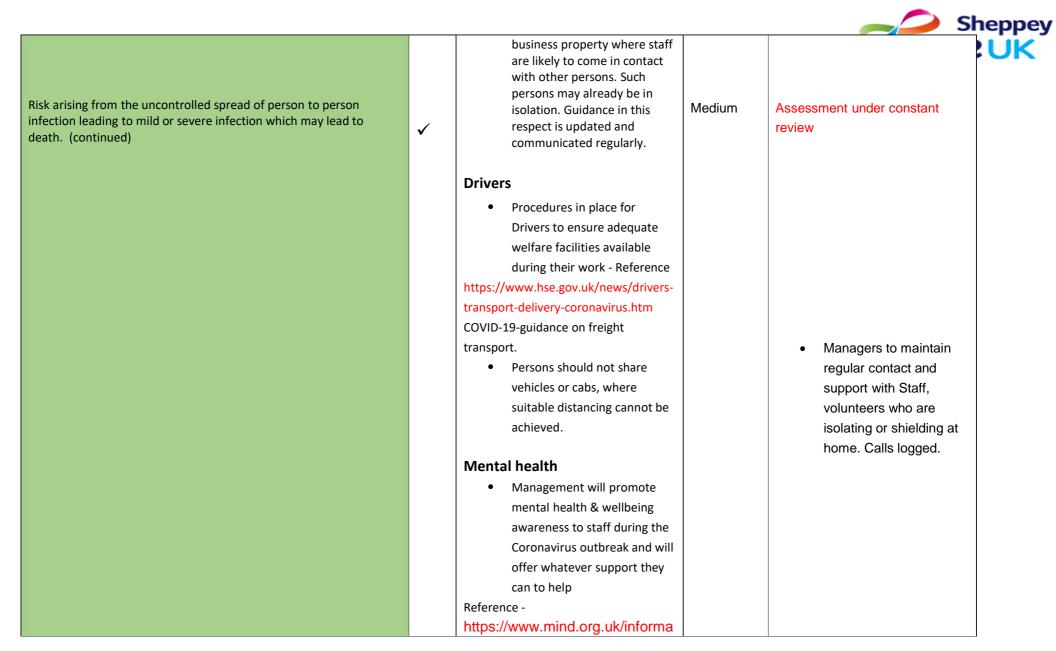




		control/covid-19-personal- protective-equipment-ppe		
Risk arising from the uncontrolled spread of person to person infection leading to mild or severe infection which may lead to death. (continued)	✓	 PPE necessary to manage risk of transmission/ contamination is sourced and supplied to staff and volunteers. Instruction is given as their safe use. 	Medium	Assessment under constant review
		Policy developed based on PHE advice re: Self isolation, vulnerable / extremely vulnerable groups, social distancing and shielding. This is communicated to staff and volunteers Staff Identified as vulnerable/ extremely vulnerable are supported to work from home Volunteers identified as vulnerable or extremely vulnerable or extremely vulnerable or extremely vulnerable have been asked to "stand down "from face to face roles. Staff, volunteers are given advice re: when they should not be presenting for work,		 Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Including around access to testing. 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 & NHS guidelines







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	tion-support/coronavirus-and- your-wellbeing/ www.hseni.gov.uk/stress	
Risk to business from lack of business continuity, planning and associated business disruption leading to lost revenue and reputation.	Regular supervisions to continue using Zoom/ Whats app wherever necessary.	Medium Assessment under constant review Ongoing review of current emergency and contingency plans to ensure company processes and resilience Monitor supplies and. Seek alternative suppliers where necessary to maintain flow of supplies. Build reserve of stocks 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



Risk to business from lack of business continuity, planning and	✓	we can safely maintain	Medium	Assessment under constant
associated business disruption leading to lost revenue and		Governmental and Local		review
reputation. (continued)		Authority measures and		
		legislation to ease financial		
		• pressures on business- eg		
		grants, SSP changes		
		CEO & Management		
		Team seek		
		alternative sources of		
		fundraising/grant		
		opportunities		
		• Team to seek		
		support from Covid 19 funds.		
		CEO and team to introduce		
		new services in response to		
		need and within resources		
		CEO & Management Team to		
		seek additional		
		personnel resources to		
		mitigate the risk of staff/		
		volunteer shortages by		
		partnership working (KFRS &		
		Volunteer recruitment and		
		Community Wardens)		
		Staff are re- deployed from		
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