

COVID-19 Workplace Risk Assessment – Double Impact Services

Location: All Double Impact Premises

No	What are the hazards associated with COVID-19	Potential risks to workers caused by hazards	Control Measures	Action Required	Owner	When is the Action needed by?	Progress	Traffic Light System
Infection, Prevention, Cleaning & Staff Safety								
1.1	As the business rebuilds after lockdown and staff return to work the organisation must ensure their safety by making premises "COVID" secure:– Unsafe workplace premises raise the risks of virus transmission	There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work. People can catch the virus from others who are infected in the following ways: • virus moves from person-to-person in droplets	Ensure that the organisation complies with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by: • Circulating "COVID secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe	Policy/Procedures/Training/Induction Required: <ul style="list-style-type: none"> • High Touch Areas - Photocopier/Digi-lock /Filing Cabinets • Restroom procedures • Social distancing guidance (Entrances/Exits/Movement/Office Space) • Use of kitchen & refreshment facilities • Handwashing guidance • Workstation Cleaning • Use of Meeting Rooms • Visitors • Personal Deliveries • Waste Disposal • Use of PPE Infection Control Items to be bought/sourced: - <ul style="list-style-type: none"> • Hand Sanitizer • Additional Bins Secure Closed Bins • Office Tape • Meeting Room Signage • CO2 Monitoring All staff to be familiar with the following Government Guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19	GM, SY, FK, SB	Updates 09.12.2021	People HR News in place	

		<p>from the nose or mouth spread when a person with the virus coughs or exhales</p> <ul style="list-style-type: none"> the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	<ul style="list-style-type: none"> Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business Managers should pass on and reinforce key Government public health messages to all staff. cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) put used tissues in the bin straight away wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available) avoid close contact with 	<p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p> <p>Staff to undertake staff training prior to return on Return To Work procedures:</p> <ul style="list-style-type: none"> Signed for on People HR Record of Training to be recorded on People HR CEO to communicate key Government public health messages via People HR news Reinstate cleaning contract with contractors as required HSE phone number for concerns 0300 790 6787 HSE Concerns Form available at https://www.hse.gov.uk/contact/concerns.htm Staff to work in bubbles and in prescribed office capacity Contact time between staff to be kept to a minimum as required to complete daily work or tasks. Maximum staff numbers/capacity to be displayed on each office/room door Shift patterns and staggered working hours will be applied as appropriate to ensure social distancing Desks to be rearrange or section off to ensure social distancing and in line with room capacity Floor markings and directional signage will be used to enforce social distancing and one way systems Standard Operating Procedures to be issued for each workplace/building Individual assessments to be carried out for staff who are in the extremely vulnerable and vulnerable categories due to their underlying health conditions and provisions made thereof. Covid secure posters to be displayed throughout the premises. All staff to be supplied with home working facilities including, laptops/PC's with remote access and mobile phones. Meetings will take place mainly on Zoom. Where this is not possible each meeting room will have a strict capacity applied to it to ensure social distancing. This will be displayed on the entrance door. 				
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			<p>people who are unwell</p> <ul style="list-style-type: none"> • clean and disinfect frequently touched objects and surfaces • do not touch face, eyes, nose or mouth if hands are not clean. <p>In all departments, fully implement Public Health England (PHE) <i>Guidance for Employers and Businesses on Coronavirus</i>, including the following key safety precautions:</p> <ul style="list-style-type: none"> • Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained • Consult with staff and staff representatives – fully involve the workforce at all stages of the pandemic 	<ul style="list-style-type: none"> • All available building space will be used to reduce the number of people working in each area. • Drink stations will be disinfected before and after every use. • Areas that are not in use will be marked/taped off <p>Additional Mitigation</p> <p>Workplace Testing (Lateral Flow Testing)</p> <ul style="list-style-type: none"> • Workplace Testing is in operation • Tests to be taken before each office visit • Each site will have a trained Testing Site Operative • Staff who test positive will be advised to get a PCR Test at Community Testing Centers • The person will be asked to follow Self Isolation Guidance • NHS Test & Trace will manage getting in touch with contacts <p>Ventilation</p> <p>During the lifetime of the pandemic, it has become increasingly clear that good ventilation plays a vital role in reducing the transmission of the virus. The following government guidance has been issued to all staff:</p> <p>https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19</p> <p>CO2 Monitoring is now in operation to support ventilation levels and management thereof.</p> <p>Covid Secure Refresher Training</p> <p>Refresher training on working within Covid Secure Procedures will be delivered, as needed, on site and on Zoom in line with any timetables/changes to the easing of lockdown.</p>			
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			<ul style="list-style-type: none">• Ensure staff know how to raise a concern• Make any adjustments to the workspace/rotas/ work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work• Follow government health and travel advice• Provide hand sanitiser as required• Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE						
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			<ul style="list-style-type: none"> • Provide additional waste removal facilities and more frequent rubbish collection • Display appropriate public health posters and notices around the workplace and on websites <p>Staff are not required to wear face coverings while at work but may do so if they wish</p>					
Homeworking, Hot-desking & Equipment Sharing								
1. 2	Staff working together in workplace premises inevitably raises the risk of virus transmission on Hot-desking and the sharing of Equipment present hazards that raise	Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus	Homeworking should be adopted within the organisation as the preferred method of work wherever possible and only staff who need to be on-site should attend workplace premises. The following working arrangements will be put into place to support homeworking: <ul style="list-style-type: none"> • Managers will plan for the minimum number of people 	Essential Key Working <ul style="list-style-type: none"> • In line with Government guidance on a need and risk basis • Numbers will be determined by capacity • Space to work with service users will be prioritized • Non-Key Working staff will work from home where possible and as appropriate to assist with creating capacity in our buildings Transitioning to Plan B <ul style="list-style-type: none"> • Review all Standard Operating Procedures to ensure that they are still being adhered to and fit for purpose • Maximize operational space for service users, students and beneficiaries in line with Covid Security • Non key working staff could work from home if this helps with capacity and this would ensure putting those who use our services where we can most support them • An ebb and flow approach will be adopted. • I have asked your Line Managers to plan locally for each site to move forward but that this must remain at all times within the Covid Secure 	GM	with updates 08.12.2021		

	the risk of virus transmission further		<p>needed on site to operate safely and effectively in line with commission and partner requirements/service user need.</p> <ul style="list-style-type: none"> • Departmental and line managers to review all staff job roles in order to facilitate and encourage homeworking wherever appropriate • Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers • Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security • Enhanced IT support to be provided to 	<p>Guidance and take account of this Covid Secure Risk Assessment to reflect current operations and future Government plans.</p> <p>Policy/Procedures/Training Required:</p> <ul style="list-style-type: none"> • Office Working Arrangements (Bubbles/Timings/Office Time Allocation etc. will be adopted as appropriate.) • Homeworking Policy – COVID-19 specific • All staff attend regular Zoom or face to face check in/out meetings with regular CEO Q & A meetings also available. <p>Health & Wellbeing:</p> <ul style="list-style-type: none"> • COVID-19 H&W Checks to be conducted with all staff <p>IT Arrangements:</p> <ul style="list-style-type: none"> • Smellie Savage support remote working systems and access to the systems remotely <p>Staying in Touch (if working from home)</p> <ul style="list-style-type: none"> • Managers support staff through the provision of team zoom meetings/supervision/Q&A held by SMT/Staff room trialed/regular newsletters via People HR <p>DSE Workstation Assessments</p> <p>Companies aren't required to carry out DSE assessment for the home however - staff have been given self-assessment tools, where requirements are needed equipment has been delivered to their homes</p> <p>Buildings</p> <p>Covid Secure Standard Operating Procedures are in place and should be read in conjunction with this risk assessment. The main points for Buildings as follows:</p> <p>Accessing The Building</p> <p>Hand sanitizer is available inside entrances for use or at the start of the reception/entrance area and throughout our buildings at strategic points. A procedure for using the staircases is in operation and posted at appropriate points. This will help with managing where we have multiple occupancy of</p>			
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			<p>homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</p> <ul style="list-style-type: none"> • Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate • Hot-desking will not be supported at this time. Staff should only access their own workstation equipment when in the office. Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, e.g. whiteboards, pens, etc. 	<p>the building. A one way system may be utilised where appropriate. Staff receive Covid Secure Inductions.</p> <p>Practicalities/Overview</p> <ul style="list-style-type: none"> - Any rooms that are used in the building must be cleaned after each session. - Work stations should be cleaned at the end of each day using antiseptic wipes - Refreshment facilities must be wiped before and after every use. - A procedure for the toilet usage will be posted at the entrance to facilities - Service users, students and beneficiaries should be expected to do as much as possible themselves to avoid worker to client, client to worker contact. - Service users, students, beneficiaries and all visitors will be escorted on entering and leaving the building utilising safe social distancing measures. - Each staff member will be responsible for co-ordinating their own Service users, students and beneficiaries - The building will be marked out to ensure social distancing. Please observe all signage and markings at all times <p>Specifics (Updated 08.12.2021)</p> <p>Until our premises are in a position to manage full capacity all group sessions and/or meetings will take place over Zoom and/or on a blend of Zoom with some people in attendance in the building where capacity and Covid security allows.</p> <p>Service users, students and beneficiaries will have access to wellbeing checks and 1:1 support. Remote delivery and working will remain an option where capacity in relation to social distancing becomes an issue.</p> <p>Those clients deemed as requiring priority contact are likely to fall into the following categories:-</p> <ul style="list-style-type: none"> - Safeguarding: where risks exist particularly where a lack of screening is an identified problem within safeguarding plans - New Clients: those who have yet to be seen by staff following assessment - Domestic Violence: where disclosure requires referrals, the Hub can be a place of safety where MARAC can be completed. 			
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This list is not exclusive. Each case will be individually assessed.

Social Distancing

The following mitigations should be applied across all settings to reduce risk:

- maintain 2m where viable
- an unambiguous message to staff to stay home when symptomatic, or if a member of their household is symptomatic, and to get tested to allow contact tracing of positive cases
- staff minimising duration of contact at less than 2m with people outside their household
- maintaining hand hygiene and cough etiquette
- thorough and regular cleaning of shared areas, including toilets
- wearing face coverings when distances of 2m cannot be kept in indoor environments where possible
- recording staff and visitor contact details and working patterns to support test and trace

Managing Capacity & Footfall

A daily list of visitors must be available in advance to all staff working in the building. No drop-ins or people just turning up unannounced will be permitted.

Each room/office will have a poster on the door with a capacity limit applied. This must be followed at all times. Any furniture in the rooms must not be moved as these have been set out to ensure effective social distancing.

High Contact Areas

There are many high contact areas in the building, mainly door handles, push plates and, Digi-locks and taps. Antiseptic wipes should be used before and after using these.

Staff Training Sessions (Covid-19 Secure Specific)

Staff will receive training sessions on Zoom prior to going into the building. A building induction will also take place to ensure that all staff are familiar with any new layouts and Covid-19 specific additional policy and procedure.

Workplace Social Distancing								
1.3	Effective social distancing is a key element in reducing the transmission of COVID-19	Social distancing refers to people being required to maintain a distance from each other as defined by the UK Government and Public Health, wherever possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> • Avoiding non-essential contact with others • Keeping a safe distance from others whenever possible in line with the Government Guidance • Avoiding physical contact (e.g. hugs, handshakes, etc.) <p>Adaptations to the premises to support social distancing should include:</p> <ul style="list-style-type: none"> • A review of all work premises to identify suitable adaptations which will support social distancing • Offices and work spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc. 	<p>Policies & Procedures and Training will be provided in support of social distancing measures:</p> <ul style="list-style-type: none"> • Restroom procedures • Social distancing guidance (Entrances/Exits/Movement/Office Space) • Use of Meeting Rooms • Personal Deliveries • Managing visitors • Room capacity in observance of social distancing <p>Relevant Signage</p> <ul style="list-style-type: none"> • Social distance signage to be placed strategically across the workplace to include building entrances, meeting rooms and office space. • One way systems <p>Managers to implement one-way systems and signs as is required</p> <p>Zoom Meetings/Face Time/</p> <ul style="list-style-type: none"> • Extra Zoom license purchased to support longer meetings. <p>Visitors</p> <ul style="list-style-type: none"> • Where possible remote meetings will take place over Zoom, Teams or Face Time. • Visitor numbers will be timed and limited. • Any essential site maintenance will take place out of hours. • A record of all visitors will be kept for 21 days. • Ensuring visits via remote connection/working where this is an option. • Limiting visitor times to a specific time window and restricting access to required visitors only. 	GM	with updates 08.12.2021		

		<ul style="list-style-type: none"> • Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted or where this is not possible maximum numbers of people allowed in each work space/office will be considered (see below) • Establishing maximum occupancy limits for offices and work areas. Reducing the need for staff to move around within the workplace <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> • Cancelling nonessential meetings. • Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc. • Replacing face-to face meetings wherever possible with video conferencing, phone conferencing, etc. 	<ul style="list-style-type: none"> • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. • Ensuring visitors to use hand sanitizer or handwashing facilities as they enter the premises. • Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. • Observe the Government guidance on no more the 6 people from 2 different household in one room. • Following the guidance on social distancing - https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do <p>Visits Off Site</p> <ul style="list-style-type: none"> • Prior permission must be obtained from a manager before visiting service users off site • A Covid Secure Risk Assessment (Checklist contained in Policy COVID 004) for home visits must take place and be signed off by your manager prior to the visit • An off-site Risk Assessment (Checklist contained in Policy Covid 006) must take place and be signed off by your manager prior to the visit • If visiting another organization a copy of their Covid Risk Assessment and Operating Procedures must be requested in advance. 				
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		<ul style="list-style-type: none"> • Holding meetings outdoors • Providing hand sanitiser at meetings • Cancelling nonessential training and all face-to-face training/recruitment practices • Carrying out any essential training/recruitment by using email/online e-learning wherever possible rather than bringing people together face to face <p>Managers should display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate - where such activities need to continue appropriate mitigation methods should be put into place, such as:</p>						
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			<ul style="list-style-type: none">• Increased hand washing• Increased environmental cleaning• Keeping the activity time involved as short as possible• Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others)						
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Higher Risk Areas of the Workplace								
1.4	Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, staff rooms and restrooms	Heavily used areas of the workplace are more likely to present an infection transmission risk Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination A number of staff going to the toilet together may compromise their ability to comply with social distancing Increased risk of people coughing and touching door handles, taps and toilet flush handles	Ensure higher-risk high traffic areas of the workplace are COVID secure by applying appropriate safety precautions, including: Stressing the need for staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc.) Managers ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets and restrooms at any one time to ensure social distancing	<p>Relevant Policies/Procedures: -</p> <ul style="list-style-type: none"> • Handwashing procedures <p>Relevant Signage: -</p> <ul style="list-style-type: none"> • Handwashing signs to be placed in all toilets. <p>Cleaners</p> <ul style="list-style-type: none"> • Cleaners to be asked to ensure that all toilets have adequate supplies of liquid soap and paper towels. • Restrooms to be cleaned daily at a minimum <p>Hot Water</p> <ul style="list-style-type: none"> • Adequate hot water tanks are in place in all restrooms and kitchen areas. <p>Restrooms</p> <ul style="list-style-type: none"> • One member of staff male/female to be allowed in the restroom at any one time. One in one out signage to be put in place. • Restrooms/Toilet to be checked periodically (and cleaning recorded) and staff procedures to include wiping down after use (i.e. high contact points such as handles, taps, light switches, toilet flush handles etc.) with anti-bacterial wipes after use . • Duty staff to regularly check restrooms for adequate supplies of soap and hand towels. • Paper towels and hand dryers are available in all restroom facilities. • Windows and doors will be kept open where possible and at the same time as being mindful of fire risk procedures. • Supplies checked and topped up as needed. Plentiful supply of alcohol sanitizer secured and liquid hand soap also available at the start of each day and again later in the day. 	GM	with updates 08.12.2021		

			<p>Monitor high-traffic area use and regulate access as necessary</p> <p>Prioritise disabled use where necessary, e.g. disabled toilet use</p> <p>Staggering breaks to ensure that restrooms and toilets are not overloaded</p> <p>Establishing safe queuing systems by use of room occupancy limits and floor markings & signage, etc.</p> <p>Placing 60% alcohol hand gels at convenient places around the workplace with instructions for use</p> <p>Increasing environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</p>					
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			<p>Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</p> <p>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities</p>					
Vulnerable and Extremely Vulnerable Staff								
	Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories Vulnerable (moderate risk) people include those who: are 70 or older - are pregnant - have a lung condition such as asthma, COPD, emphysema or	<p>The following safety and staff health arrangements should apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <ul style="list-style-type: none"> Managers, human resources and occupational health departments should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations No member of staff in the extremely vulnerable "high-risk" 	<ul style="list-style-type: none"> HR to ask all staff if they fall into either the moderate risk or high risk categories. For those that do a COVID-19 Individual employee risk assessment will be carried out and reviewed on a regular basis in line with government guidance. Staff who are working at home will be contacted on a regular basis by their Manager. 	GM	with updates 08.12.2021		

		<p>bronchitis (not severe)</p> <ul style="list-style-type: none"> - have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis) - are taking medicine that can affect the immune system (such as low doses of steroids) or are very obese <p>Extremely vulnerable (high risk) people include those who:</p> <ul style="list-style-type: none"> - have had an organ transplant - are having chemotherapy for cancer, including immunotherapy - are having an intense course of radiotherapy for lung cancer - have a severe lung condition (such as severe asthma or severe COPD) 	<p>category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow government medical advice and stay at home</p> <ul style="list-style-type: none"> • Staff in the vulnerable “moderate risk” category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing • Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated • All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. disabled staff • Reasonable adjustments must be 					
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		<p>- are taking medicine that makes them much more likely to get infections (such as high doses of steroids) have a serious heart condition and are pregnant</p> <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> - Those in the “high risk” (extremely vulnerable) category are subject to special “shielding arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks - Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home - People in both categories are advised by the government to be 	<p>made to avoid disabled workers being put at any disadvantage</p> <ul style="list-style-type: none"> • Managers should refer to existing policies regarding new and expectant mothers. 					
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		<p>particularly stringent in complying with social distancing requirements.</p> <p>- Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p> <p>There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19</p>						
Staff Health & Staffing Levels								
	<p>Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”</p>	<p>Staff may get sick with coronavirus infection</p> <p>People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and</p>	<p>The following safety arrangements should apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> - Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace - They should be supported to work from home - Staff who are sick or self-isolating should phone immediately and inform their line 	<ul style="list-style-type: none"> • Appropriate communications are sent out via People HR News • Staff will be enabled to work from home when self-isolating • Government guidelines of self-isolating together with test and trace will be followed • Double Impact will understand and take account of the particular circumstances of those with different protected characteristics • Reasonable adjustment will be made to ensure that all staff are being treated as equal 	GM	with updates 08.12.2021		

		<p>contributing to the overload on the NHS</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period. Those who are considered extremely vulnerable are advised to “shield” themselves at home</p>	<p>manager – on no account should they attend for work</p> <ul style="list-style-type: none"> - Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell - Staff may be reallocated from nonessential parts of the organisation to essential functions - Managers should consider temporary departmental closures or operational adjustments if staffing is reduced to unsafe levels 					
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Premises, Access & Travel								
	<p>Staff who are required to attend for work must be given safe access to the workplace</p>	<p>Travel to and from work may lead to greater risk of virus transmission Public transport may be restricted in order to achieve social distancing on trains, buses, etc. Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry.</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	<p>The following safety arrangements should apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> - Ensure that sufficient access points to the workplace are provided where possible so that staff do not congregate at entrances and exits – ensure that all access points have supplies of sanitizer available - Use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate - Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times or all arriving or leaving at the same time - Provide hand sanitiser at entrances and exits - Ask staff not to share cars - Support staff to walk or cycle to work wherever possible - Ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, 	<ul style="list-style-type: none"> • Hand sanitizer to be provided at the entrance to all premises once securely in the building. • Staff to observe Government Guidance on Travelling To Work • Covid-19 Secure signage and marking to be placed in all premises • Flexible and adapted work shift to be offered to all staff and reviewed on a regular basis • Instruct staff not to care share to and from work or during working hours (include in induction Covid-19 Secure checklist) • Issue Government guidance on the use of face covering through the People HR Newsletter 	GM	with updates 08.12.2021		

			e.g. wearing face coverings if required, social distancing, etc. In all cases non-essential travel for work purposes should be minimised					
Cases of Possible Infection on Site								
	People becoming unwell while on-site or a symptomatic person using a site	High risk of transmission	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> - All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets - Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are 	<ul style="list-style-type: none"> • In the case of a symptomatic employee being sent home the premises will be immediately forced to lock down and a deep clean will be arranged with the cleaning company before re-opening. • Contact tracing will be advised through the Governments' Test & Trace systems • Issue Covid-19 Policy on "Coming Into Contact With Covid-19 – COVID010" 	GM	with updates 08.12.2021		

			<p>not visibly contaminated with body fluids, can be cleaned thoroughly as normal</p> <ul style="list-style-type: none"> - Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine - Cleaning staff must wear appropriate PPE - Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste 					
Business Continuity								
	<p>Crisis management and business continuity hazards caused by the pandemic emergency</p>	<p>The crisis threatens business continuity and ability to deliver essential services to our customers</p>	<p>Managers should refer to business continuity policies and procedures After lockdown the following safety arrangements should be applied to establish business recovery:</p> <ul style="list-style-type: none"> - Establish overall coronavirus risk management team - Business continuity Plan to be reviewed by the 	<ul style="list-style-type: none"> • Business Continuity Plan in place and reviewed. • COVID-19 team was established on 3rd March 2020. • Covid-19 team to meet regularly • Mangers to check in daily • Double Impact Road Map to COVID-19 Recovery in place and to be regularly reviewed by the COVID-19 team. 	<p>Managers</p>	<p>with updates 08.12.2021</p>		

			<p>COVID-19 team on a regular basis through SMT</p> <ul style="list-style-type: none"> - Devise appropriate business recovery plans and keep under constant review 					
Information								
	<p>Hazards caused by lack of information or inaccurate information being circulated</p>	<p>The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”. If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures.</p>	<p>After lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and “fake” news:</p> <ul style="list-style-type: none"> - To ensure the safety and wellbeing of staff business strategies must be based on accurate information and staff must be given consistent, simple and clear messages - Coronavirus risk management team to monitor official advice carefully and update all policies and procedures Ensure leadership teams/local managers are briefed and kept up to date - Managers to beware fake news and discourage the circulation of misinformation - Keep staff informed – key messages include the need for unwell staff or homeworking staff to stay at home, 	<ul style="list-style-type: none"> • Staff are kept up to date with current government guidance and updated policies and procedures through regular People HR News communications and team/individual zoom meetings. 	GM	with updates 08.12.2021		

			for frequent handwashing and for social distancing					
Communication								
	Threat to effective communications	The pandemic crisis threatens communications with clients, customers, suppliers – such communications are vital in the reestablishment of business activities and procedures after lockdown	After lockdown the following safety arrangements should be applied to mitigate risks to communication systems: <ul style="list-style-type: none"> - Senior management to review all outward facing communications (e.g. on customer website, etc.) to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the organisation - Managers to revise communications strategies and plans - Devise specific plans for how and how often to communicate with clients/customers/suppliers 	<ul style="list-style-type: none"> - Key messages are agreed at SMT meetings and disseminated via electronic mail, newsletters and through People HR. - Covid communication plan implemented as per the Pandemic Plan - CEO and Director Of Operations to keep key commissioners and funders updated on a regular basis - CEO to meet every two weeks with Chair of Board Of Trustees 	GM & SMT	with updates 08.12.2021		
Cyber Security								
	Cyber-security risks	Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”	following safety arrangements should be applied to mitigate cyber risks: <ul style="list-style-type: none"> - Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place 	<ul style="list-style-type: none"> • Cyber Protection is provided by Smellie Savage (external IT provider). • All systems go through a remote desktop connection which is protected through Smellie Savage computing. • Smellie Savage communicate regularly on cyber security backed up by staff newsletters through People HR. • Any new threats communicated through People HR Newsletter or by email/desktop message if more urgent and immediate action required 	GM	with updates 08.12.2021		

		<p>With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security and function of our digital systems is more important than ever.</p>	<ul style="list-style-type: none"> - Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages - Ensure that staff working from home and using remote working systems are covered by cyber-risk protections - Ensure any homeworking arrangements maintain standards of data protection and IT security - Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus - Assess cyber risks to new supply chain connections developed during the crisis 					
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