**Working Safely During COVID 19**

**Risk Assessment**

|  |  |
| --- | --- |
| **Organisation name:** |  |
| **Risk assessment carried out by:** |  |
| **Date:**  |  | **Government risk level:** |  |

This risk assessment will cover staff, volunteers and visitors to our premises. (Please adapt as appropriate to your service)

This document follows HM Government ‘Working safely during COVID – 19 in offices and contact centres Guidance for employers, employees and the self-employed’ 11th May 2020. (Attached)

This document will be reviewed regularly in line with updates to government guidelines and in consultation with staff, funders and other stakeholders.

This document should be read and updated alongside Business Continuity and Recovery process planning.

 **Part 1. Staff working in office**

**Current Considerations**

* **Working at home should be the first option.**
* Our offices at please insert office location are available for the staff team to work if needed in order to carry out work e.g. better internet access, access to printer or files, etc.
* We recognise that individual staff members may need a break from working at home and may choose to spend some time each week in the office space to support their mental health and wellbeing.

The tables within this template risk assessment document have been populated with examples of what you might need to consider and the relevant actions to address identified risks. It is intended as a guide and is by no means mandatory for each service/provider.

You will need to consider your individual working environments and the associated potential risks and actions. Please feel free to adapt/remove/add information as you see fit.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When by? (Date)** | **Date complete** |
| For example: *Contaminated surfaces particularly in shared areas:**Kitchen**Washrooms**Printer**Handles**Staircase**Hallways, landing* | For example: *Staff may contract virus and spread to others.**Staff at high risk of touching common areas e.g. door handle or printer buttons.* | For example: *Guidelines given to staff about safely working in office:**Increase frequency of hand washing and surface cleaning,**Notice clearly displayed in hallway reminding staff about frequency of**handwashing.* | For example: *Review guidelines to give clear message to staff. Cleaning regime to be introduced.**Updated Guidelines communicated to staff**Notice of guidelines and daily cleaning regime displayed at in prominent position in office/building* |  |  |  |
| For example: *Shared office space/air.* | For example: *Risk of getting close together whilst passing in and out of entrances or in shared spaces* | For example: *Stay 2m apart at all times.* *To follow Gov guidelines on office working* | For example: *Updated Guidelines communicated to staff re. working in shared spaces* |  |  |  |
| For example: *Staff vulnerability to COVID 19* | For example: *Individual Staff members or their close family vulnerable to COVID 19.* | For example: *Identification of vulnerable members of staff in relation to COVID 19 via staff supervision.* | For example: *Consultation document to be sent out to formally identify individual staff needs in relation to COVID 19 risk and protection.* |  |  |  |
| For example: *Staff confidence to return to work environment* | For example: *Staff team not confident they are safe at work with risk to wellbeing* | For example: *Frequent communication via weekly team meetings and via email* | For example: *Consultation on any updates to the risk assessment.**Clear guidelines and Gov notice of compliance displayed in office* |  |  |  |
| For example: *Face to face contact between staff* | For example: *Risk of virus spread in meetings**Standing too close together to discuss cases.* | For example: *All meetings to be held via Teams or other virtual platform.**Everyone to stay 2m apart at all times.* | For example: *Include in formal guidelines see above.* |  |  |  |

**Part 2. Staff working at home.**

**Current considerations.**

At present all staff are working from home.

* **Working at home is the first option.**
* Our offices at please insert office location are available for the staff team to work if needed in order to carry out work e.g. better internet access, access to printer or files.
* We recognise that individual staff members may need a break from working at home and may choose to spend some time each week in the office space to support their mental health and wellbeing.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When by? (Date)** | **Date complete** |
| For example:*Staff contract Covid -19* | For example:*Individual Staff members or their close family vulnerable to COVID 19.* | For example:*Identification of vulnerable members of staff in relation to COVID 19 via staff supervision* | For example:*Consultation document to be sent out to formally identify individual staff needs in relation to COVID 19 risk and protection* |  |  |  |
| For example:*Staff mental wellbeing / isolation*  | For example:*Individual Staff members*  | For example:*Identification of staff at risk via supervision.**Frequent contact via phone calls and Microsoft teams. Offer of working with another in office* | For example:*Consultation document to be sent out to identify staff who are at risk of wellbeing.*  |  |  |  |
| For example:*Staff working and caring for others* | For example:*Individual staff members or their close family* | For example:*Identification of staff at risk via supervision.* *Frequent contact via phone calls and Microsoft teams.* | For example:*Consultation document to be sent out to identify staff with caring responsibilities*  |  |  |  |
| For example:*Staff do not have equipment to work from home*  | For example:*SAM, individual staff members, clients and colleagues*  | For example:*Identification of staff at risk via supervision.* *Frequent contact via phone calls and Microsoft teams.* | For example:*Consultation document to identify any staff who need equipment / adjustments*  |  |  |  |

**Part 3. Face to face work with clients or members.**

**Current considerations**

At the present time we will not be carrying out any face to face work with clients or members. We consider the risk as identified by the government to be greater than the benefit to our clients or members.

There may be times when staff or volunteers making hand deliveries come into face to face contact with clients or members e.g. being allowed into support living complexes. Please see risk assessment below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When by? (Date)** | **Date complete** |
| For example:*Delivery staff or volunteers may get too close to person they are delivering to (break social distancing)* | For example:*Delivery team may come into close contact with clients due to clients LD or understanding of social boundaries.* | For example:*Delivery team informed that all deliveries of activity packs and advocacy correspondence to be posted through door.**If contact with clients cannot be avoided, then team must strictly follow social distancing rules.* | For example:*Write guidelines to share with staff and delivery teams. To include use of face cover when have to knock on door (Gov guidance suggests this is not very useful in preventing spread but may help to reassure person receiving package).*  |  |  |  |
| For example:*Delivery team may upset person they meet because of lockdown social distancing rules.* | For example:*Client may be nervous of meeting someone in person because of lockdown rules.* | For example:*Delivery team informed that all deliveries of activity packs and advocacy correspondence to be posted through door.**If contact with clients cannot be avoided, then team must strictly follow social distancing rules.* | For example:*Write guidelines to share with staff and delivery teams. To include use of face cover when have to knock on door (Gov guidance suggests this is not very useful in preventing spread but may help to reassure person receiving package).*  |  |  |  |

**Part 4. Managing visitors; members, clients, volunteers or health and social care colleagues.**

**Current considerations.**

At the present time we will not be receiving any visitor in either of our premises. We consider the risk as identified by the government to be greater than the benefit to our clients or members.

This decision will be regularly reviewed in consultation with all our stakeholders and in line with latest government guidance.