

### Introduction

All employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures to combat the spread and impact of coronavirus. The following organisational risk assessment is based on general guidance from the [Health & Safety Executive](#), in addition to the government's specific publication on [Working Safely During Coronavirus](#) (published 11 May 2020).

As a geographically disparate organisation, with over 20 delivery bases across the East of England region, this high-level risk assessment has been used by our local Service Managers to inform more detailed and location-specific Covid-19 recovery plans in each setting.

These plans have been developed collaboratively within teams, in keeping with our organisational values, and to ensure that they remain as effective and locally informed as possible. This process of collaboration has been extended to partner organisations and contractors, where we work in close proximity, for example in prisons.

Local recovery plans are monitored on an ongoing basis and updated as required in accordance with changes in government guidance.

(Mark Proctor, Director of Operations, 1 June 2020)



## Covid-19 - Organisational risk assessment



		<ul style="list-style-type: none"> <li>• Homeworking</li> </ul>	<p><b>Homeworking</b></p> <ul style="list-style-type: none"> <li>• All staff able to work meaningfully from home are doing so, until further notice</li> <li>• All staff required to 'shield' are working from home until further notice, whilst meaningful work is available</li> <li>• All services have communicated their homeworking arrangements, office closures and level of service to affected SUs and regular visitors</li> </ul>	<p>maintenance of hygiene regime</p> <p><b>Homeworking</b></p> <ul style="list-style-type: none"> <li>• Ongoing 'check-ins' with homeworkers, including timely attendance to any issues arising from individuals' work station risk assessments</li> </ul>	Service Managers	Ongoing	
		<ul style="list-style-type: none"> <li>• Social distancing</li> </ul>	<p><b>Social distancing</b></p> <p>Where essential office-based work is being maintained, regimes have been established to ensure:</p> <ul style="list-style-type: none"> <li>• Offices are not used for direct work with services users without authorised specific meeting risk assessments being undertaken in advance</li> <li>• Offices are closed to all other visitors</li> </ul>	<p><b>Social distancing</b></p> <ul style="list-style-type: none"> <li>• Vigilance that established social distancing measures are maintained and that staff familiarity with them does not lead to complacency</li> <li>• If changed circumstances mean that social distancing guidelines can't be safely maintained in</li> </ul>	Service Managers	Ongoing	
					Service Managers	Ongoing	

## Covid-19 - Organisational risk assessment



		<ul style="list-style-type: none"> <li>• Containment of symptoms</li> </ul>	<ul style="list-style-type: none"> <li>• at least 2m separation between individuals</li> <li>• use of split shift patterns for staff and controlled access to shared facilities/communal areas</li> <li>• use of video technology for meetings</li> <li>• regular rest breaks for staff</li> </ul> <p><b>Containment of symptoms</b></p> <ul style="list-style-type: none"> <li>• In larger shared settings, staff will be separated into sub-groups ('bubbles') and allocated to shift patterns that restrict them to working with colleagues in the same sub-group.</li> <li>• Anybody in any of our work settings who becomes unwell with a new, continuous cough or high temperature is sent home and advised to follow the government guidance around self-isolation and to obtain a coronavirus test</li> <li>• Details of any staff becoming</li> </ul>	<p>any setting, consideration should be given to closing the setting until sufficient controls are in place</p> <p><b>Containment of symptoms</b></p> <ul style="list-style-type: none"> <li>• Regular communication to</li> </ul>	Director of People	Ongoing	
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			symptomatic are notified to HR, for welfare grounds and to track potential risk of a C-19 outbreak in-service	managers of C-19 reporting requirements			
Poor mental health associated with pandemic	<ul style="list-style-type: none"> <li>• Service users</li> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Offering remote interventions to SUs</li> <li>• Signposting SUs to additional support</li> <li>• Employee Assistance Package</li> </ul>	<p><b>Remote interventions</b></p> <ul style="list-style-type: none"> <li>• Where appropriate, and subject to appropriate risk assessment and safeguarding checks, additional video and telephone support has been offered to SUs, with particular targeting of those deemed to be most isolated and vulnerable to poor mental health</li> </ul> <p><b>Signposting</b></p> <ul style="list-style-type: none"> <li>• Services are liaising with other local providers to compile details of complementary dedicated C-19 support services</li> </ul> <p><b>Employee Assistance Package</b></p> <ul style="list-style-type: none"> <li>• All employees, volunteers and their families have access to a comprehensive and</li> </ul>	<p><b>Remote interventions</b></p> <ul style="list-style-type: none"> <li>• Guidance to be produced to inform the safe and effective use of video technology with Service Users</li> </ul> <p><b>Signposting</b></p> <ul style="list-style-type: none"> <li>• Relevant, approved signposting resources to be regularly reviewed in line with the Signposting &amp; Referral Policy</li> </ul> <p><b>Employee Assistance Package</b></p> <ul style="list-style-type: none"> <li>• Regular monitoring of EAP take-up, with additional</li> </ul>	<p>Director of Operations</p> <p>Service Managers</p> <p>Director of People</p>	<p>May 2020</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p>

## Covid-19 - Organisational risk assessment



		<ul style="list-style-type: none"> <li>• Staff access to Mental Health First Aiders</li> <li>• Remote supervision, team meetings and social activities</li> </ul>	<p>confidential EAP</p> <p><b>Mental Health First Aiders</b></p> <ul style="list-style-type: none"> <li>• Staff who are furloughed, off work with symptoms, or otherwise isolated and anxious are able to access trained MHFA peer support</li> </ul> <p><b>Remote meetings</b></p> <ul style="list-style-type: none"> <li>• The organisation has invested in video communications technology to facilitate remote supervision sessions, team meetings, staff conferences and social events (eg, quizzes), and to reduce staff isolation</li> </ul>	<p>promotion if necessary</p> <p><b>Mental Health First Aiders</b></p> <ul style="list-style-type: none"> <li>• Regular supervision and de-briefing of MHFAs to ensure they are supported at appropriately targeted at need</li> </ul> <p><b>Remote meetings</b></p> <ul style="list-style-type: none"> <li>• Collation of staff feedback on the use and effectiveness of video technology and how this can be enhanced</li> </ul>	<p>Director of People</p> <p>Hosting managers</p>	<p>Ongoing</p> <p>Ongoing</p>	
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