



## CORONAVIRUS RISK ASSESSMENT AND ADVICE TO STAFF

Coronavirus COVID-19 Risk Assessment First Implemented	27 February 2020
Updated daily	from 27.2.20 to 18.3.20
Lockdown occurred	23 March 2020
Risk Assessments during lockdown	Undertaken with each member of staff still working on site
Organisational COVID-19 Risk Assessment Reviewed	12 May 2020 & 18 May 2020

### Purpose

Leeds Women's Aid (LWA) created its first COVID-19 risk assessment on 27 February 2020 in order to identify the impacts to service delivery, staff and clients relating to the outbreak of Coronavirus, to put in place options for the maintenance of core services and to reduce the likelihood of contributing to the spread of the illness. This was developed in addition to advice to staff, further advice to managers and team leaders and Staff Briefings. Daily updates stopped on 18 March 2020 as the UK were advising against all but essential travel overseas and the lockdown occurred on 23 March 2020.

The purpose of this further Risk Assessment is to identify risks to staff and clients relating to the outbreak of COVID-19 in LWA's attempts to continue to offer services and consider staff who have been working from home to return to LWA premises, to put in place options for the maintenance of core services and to reduce the likelihood of contributing to the spread of the illness. This has been developed in addition to our Risk Assessment, advice to staff, further advice to managers and team leaders and Staff Briefings. Daily updates stopped on 18 March 2020 as the UK were advising against all but essential travel overseas and lockdown occurred. Work commenced to remotely offer many services. Advice issued below.

### Introduction

This remains a dynamic situation and, as such, our plans will change according to new information and advice. At present we have considered the following:

1. We are following the advice of Government and the Chief Medical Officer, in particular Guidance for employers and businesses on coronavirus (COVID-19) published 11.5.20;
2. We are being updated by Adult Commissioning teams and Public Health England, and will tap into other forms of information and advice as it becomes available;
3. We will take the advice of Public Health authorities should a case develop that might be impactful to the service – e.g. a staff member,

- client or colleague becomes infected (see further Advice for Managers and Team Leaders);
4. We have updated all staff and trustees of this risk assessment and will continue to provide relevant information on a regular basis;
  5. We have provided (and will continue to provide) regular briefings and training to all staff along with residents in the refuges;
  6. We will update the Board immediately of any significant occurrences;
  7. We will update commissioners immediately of matters that impact individual clients, staff or jeopardise service delivery;

## Assessing the Risk

We have considered our duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures so that everybody's health and safety is protected. In the context of COVID-19 this means we have worked through the following steps in order:

1. In every workplace, the frequency of handwashing and surface cleaning has been increased;
2. Made every reasonable effort to enable working from home as a first option. Where working from home is not possible, we have made every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible);
3. Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we have considered whether that activity needs to continue for the organisation to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between our staff including keeping the time involved in any activity as short as possible;
4. Considered using screens or barriers to separate people from each other;
5. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible;
6. 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). This includes rota systems, maximum numbers in offices, limiting use of shared facilities to one person at a time ie kitchen, bathrooms;
7. Our Charity Shop remains closed until such time the government allow non-essential shops to open, a plan to open safely is currently being devised and a separate Risk Assessment for the shop will be published;
8. Other specific Risk Assessments are being undertaken in relation to safely cleaning refuge premises after they have been vacated;
9. Other face to face support to clients outside of refuge premises, including support at court by IDVAs is being investigated and specific Risk Assessments being undertaken, and;
10. In our assessment we have paid particular regard to whether our people doing the work are especially vulnerable to COVID-19 and for anyone in this category an individual risk assessment has been undertaken directly with that member of staff.

**Finally, government guidance regarding whether people must work face-to-face for a sustained period with more than a small group of fixed partners, enforces organisations need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment. LWA considers**

that none of our activities that would require this will go ahead for the foreseeable future. Any of our activities and premises that are taking place must follow strict social distancing arrangements.

## Sharing our Results

We undertook a COVID-19 Risk Assessment in February 2020 and shared this widely, in addition we published a position statement of our website.

We have undertaken surveys with staff regarding working from home and working on site, and senior leaders have worked across the organisation engaging staff to put together Risk Assessments. We will share the results of our new Risk Assessment with our staff, commissioners, relevant landlords, residents and the public as we will publish on our website, alongside our position statement with our COVID-19, and review our position statement when necessary.

We are also displaying this notice at all of our workplaces that remain open.

**Staying COVID-19 Secure in 2020**

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## Organisational Risk Assessment

Applicable Legislation is RIDDOR and Emergency Government Legislation and Powers

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done / Ongoing
<p>Catching and spreading of Coronavirus</p> <p>Services closed down and put under isolation</p> <p>Residents self-isolating</p> <p>Service unable to access staff cover</p>	<ul style="list-style-type: none"> <li>• Clients &amp; Service Users</li> <li>• Children</li> <li>• Staff</li> <li>• Maintenance workers</li> </ul> <p>More physically vulnerable people named above could be at risk of death.</p> <p>Limited access to fresh food</p> <p>Service provision limited therefore women requiring emergency accommodation / support may have to be referred away from area.</p>	<p>All staff are being encouraged to work from home if possible. Relevant equipment supplied. Working from home survey and working on site survey undertaken and support offered.</p> <p>Staff that are required to attend LWA premises are encouraged to use cars if at all possible and avoid public transport. It is still free to park on the street &amp; in council run car parks. However, if public transport is to be used please try to avoid typical 'rush hour' times and follow Government Guidance on Staying alert and safe (social distancing) and Staying Safe outside your Home published on 11 May 2020 and circulated by LWA on the same day.</p> <p>Risks assessed for all premises – specific risks identified for each location. Offices that can't sufficiently socially distance will not be used, or used sparingly with limited people.</p>	<p><b>Monitor risks on regular basis and make changes when appropriate</b></p> <p><b>Monitor all relevant government and other relevant agency advice on a daily basis</b></p> <p><b>Contingency Plans Reviewed</b></p> <p><b>All staff to follow advice and guidance and take responsibility for their Health &amp; Safety at all times</b></p> <p><b>Stay at Home where possible and if not Stay Alert</b></p> <p><b>Cycle to work schemes being explored.</b></p>	<p>Senior Leadership Team (SLT), Refuge Manager &amp; Office Manager</p> <p>All Staff</p>	<p>As appropriate</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>If any member of staff attends a premises that isn't usually occupied presently i.e. LH, ensure that line manager/senior manager or CEO are informed of when they arrive and when they leave for H&amp;S reasons.</p> <p>Work related travel should be minimised, however should it be required minimise the number of people travelling together, used fixed travel partners, increase ventilation and avoid sitting face to face. If using a taxi use a black cab with a screen and only 1-person travel. Try to walk or use a cycle.</p> <p>Work related travel in terms of delivering items (i.e. ICT to members of staff or to dispersed properties) minimise person to person contact, leave on doorstep, minimise contact during payments (i.e. psc), encourage BACS or contactless payments.</p> <p>Receiving delivery of documents or packages, ensure that hands are thoroughly washed afterwards and packaging immediately disposed of, in rubbish or recycling bins, shredding where required.</p>	<p><b>Any training courses will be undertaken remotely. Any staff training will be undertaken via video conferencing or on-line materials where possible.</b></p>			
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		<p>Social distancing at all times, keeping at least 2 metres away from other staff and colleagues.</p> <p>Regular briefings sent to staff and residents on things you can do to help stop germs like coronavirus spreading based on the WHO recommendations.</p> <p>Identified vulnerability for all staff. Those in the <b>(1) clinically extremely vulnerable</b> (e.g. those informed by the NHS that they are the <u>most</u> risk) group are strongly advised to stay at home at all times and avoid any face-to-face contact until June. These staff will work from home or be furloughed.</p> <p><b>(2) Clinically vulnerable</b> staff (e.g. over 70, pregnant) should take particular care to minimise contact with others outside their households. From 23 March 2020 these staff were requested to work from home, or be furloughed, however from 11 May 2020 a decision was taken that they should continue to work from home if possible however they <u>do not need</u> to be shielded. Therefore, should anyone be required to attend any of LWA premises a full individual risk assessment has been undertaken and signed with those staff.</p>				
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		<p>All staff have access to 24/7 Simply Health Plan/Employee Assistance Programme free of charge, plus advice and support.</p> <p>Posters from Commissioners and Public Health England displayed in all sites</p> <p>Phones, door handles, computers, mouse pads, chairs etc being cleaned regularly – responsibility of all staff</p> <p>All staff to clean telephones after each call with disinfectant wipes at all sites – no ‘hotdesking’ unless sharing desks is unavoidable, but no-one to share same desk on the same day</p> <p>No multiple use of headphones and extras have been purchased</p> <p>Face to face support with clients inside refuge to held outside when/if possible with socially distancing at all times.</p> <p>Only 1 member of staff in kitchen at any one time. New “Kitchen Rules” in place to advice on cleaning and wiping of surfaces/ kettle/ own cup etc</p> <p>Use own mug for refreshments/ own pen</p>				
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		<p>Discussing safety in remote Team meetings and refuge house meetings, and within refuge buildings</p> <p>Not allowing new intake of residents to fully shared refuge at present until further safety measures can be implemented.</p> <p>New residents to be admitted to other accommodation if safe for them and other residents.</p> <p>Additional equipment (ie kettle, microwave) being purchased for every resident that requires it who is in shared accommodation in order to self-isolate or who wants to avoid shared kitchen facilities.</p> <p>Hand sanitizers, disinfectant wipes and tissues purchased for all staff and also made available to residents.</p> <p>Sanitizer points placed on all corridors in refuges and in other office buildings</p> <p>Keeping offices clean and dust free</p> <p>Filling freezers at refuge with bread and other frozen produces for residents. Having non-perishable food</p>				
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		<p>available at all times for residents at all refuges</p> <p>Refuge staff checking with residents every day to see if they have symptoms and if they do staff will ensure that plans are put in place</p> <p>All children in refuge on Child Protection Plans have an emergency coronavirus plan, and all service users across refuge and community-based services have been encouraged to write one</p> <p>Ensure ventilation is sufficient in offices where possible</p> <p>Not allowing any visitors to service (unless essential other critical workers in relation to repairs, removal of equipment, essential ICT support or others approved by management).</p> <p>Staff to avoid public transport if necessary, but if it is essential try to use at different times and follow government advice “Staying alert and safe (social distancing)” and “Staying Safe outside your Home” published on 11 May 2020 and circulated to staff on the same day by the CEO.</p>				
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		<p>Staff to use PPE based on LWA's PPE guidance only.</p> <p>Cleaning of refuges will have a separate and distinct risk assessment and <b>definitive</b> guide, including leaving vacated premises for 72 hours before cleaning, using appropriate cleaning products and PPE, safe cleaning and disposal of waste products and laundry.</p> <p>Staff have ensured that their emergency contacts and personal contact numbers are up to date on BreatheHR and that their line managers know them, and that they have their line manager's and at least one senior manager contacts, and will update them if changes occur.</p>				
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