Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a copy of the Nene Valley Christian Family Refuge (known as eve) Risk Assessment for dealing with the current Covid-19 situation in our services and buildings.

The risk assessment will be reviewed by Managers when guidance changes, or after any incident which indicates the necessity to review this document. All staff will be trained in the contents of this risk assessment. Details of training will be recorded. Details of review of the risk assessment will be recorded.

Training will take place prior to the reopening of any building or service and any subsequent new starters will be fully trained in this information prior to commencing work. It is recognised that as the understanding of COVID-19 develops, revision of this document will be necessary to incorporate appropriate controls.

All staff in all roles must have a telephone interview before returning to work to determine they are fit to return to work. Use the Return to Work Questionnaire and record and retain the information.

Any questions regarding this document can be directed to:

Christine Morgan, CEO

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What is the Hazard: Spread of Covid-19 Coronavirus

Who might be harmed: Staff, Service Users, Visitors to the premises, Cleaners, Contractors, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, those with Protected Characteristics identified as being at greater risk, Anyone else who physically comes in contact with us in relation to our business

Detail all appropriate controls stating whether they are currently in place. Where an appropriate control is identified but not operational tick the No column and detail further action in the table below.	IN-SITU	
	YES	NO
Managing risk		
In every area of our premises and workplace, increasing the frequency of handwashing and surface cleaning. • Rotas and Checklists in place • Stock Control Procedures in place • Management of these agreed • All staff trained	Y	

2.1	Keeping face to face activity times as short as possible
	  • Keyworker meetings
	  • Group work activities
	  • Therapeutic and well-being activities
	  • Childcare
	  • Supervision meetings
	
	Where possible all meetings will be held virtually. Where meetings cannot be held virtually i.e. Keyworker meetings, these will be held using 'side to side working.
	
	Guidelines for all face to face activities are in place, staff are trained and adhere to them
	
	NB It is not practical to expect small children or infants to observe social distancing or side to side working therefore separate guidelines are in place for CYPPs and childcare.
		Y	

	Using screens or barriers to separate people from each other
	  • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and visitors
	  • Perspex barriers will be erected between desks where it is not possible to work side to side, back to back or remain 2m apart
		Y	

	• Staff rotas for working in refuge, at home and in the Centre will be developed to ensure that possible exposure to COVID-19 at work is minimised.
	  • Consideration for safety, critical roles
	  • Ongoing monitoring of wellbeing for people working at home
	  • Providing equipment for people to work at home safely
		Y	

Sharing our risk assessment			

	Share the results of our risk assessment with staff. Published on website. Display Government Approved notice in prominent places in all our buildings and on our website. • Keep in touch with off-site staff • Keep in touch with furloughed staff • Keep in touch with volunteers Staff should work from home if possible. We will consider who is required to be on-site; for example: • employees in roles critical for business and operational continuity, safe management, or regulatory requirements (i.e. OFSTED) and which cannot be performed remotely. • Plans for the minimum number of people required on site to operate safely and effectively. • Monitoring of the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if other colleagues are on-site. • Keeping in touch with off-site staff regarding their working arrangements including their welfare, mental and physical health and personal security. • Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.	Y	
Protecting people who are at higher risk			
6.3	Provision of support for staff around mental health and wellbeing. • Telephone support in place • Peer support group meetings via video conferencing facilities • TEAM meeting held daily	Y	
People who need to self-isolate			
	Guidelines reviewed and updated for individuals (staff, service users and volunteers) • Who have symptoms of COVID-19, • Those who live in a household with someone who has symptoms and • Those who are advised to self-isolate as part of the government's test and trace service. • Enabling staff to work from home while self-isolating if appropriate. • Current guidance for relating to statutory sick pay due to COVID-19 will be followed. • See current guidance for people who have symptoms and those who live with others who have symptoms.	Y	
Equality in the workplace			

8.6	Specific attention is paid to the Government report Disparities in the Risks and Outcomes from COVID-19. • Understanding and consideration of the particular circumstances of those with protected characteristics. • Involving and communicating appropriately with employees whose protected characteristics might either expose them to a different degree of risk or might make any measures we are considering implementing inappropriate or challenging for them. • Considering whether we need to put in place any particular measures or adjustments to take account of our duties under the equalities legislation. • Making reasonable adjustments to avoid disabled staff being put at a disadvantage and assessing the health and safety risks for new or expectant mothers. • Making sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	Y	
Coming to work and leaving work				
9.8	Maintaining 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and visitors • Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. • Providing handwashing facilities, or hand sanitiser at entry and exit points • Providing sanitiser at touch-based security devices such as keypads. • Maintaining use of security access devices, such as keypads, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning fob readers regularly and asking staff and service users to hold their fobs next to readers rather than touching them. • See government guidance on travelling to and from work.	Y	
Moving around buildings and worksites				
	Maintaining social distancing wherever possible while people travel through the workplace • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and visitors • Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of telephones or virtual Team calls/meetings and cleaning them between use. • Restricting access between different areas of buildings. • Managing use of high traffic areas including corridors and walkways to maintain social distancing.	Y	

	Workplaces and workstations		
11.11	Maintaining social distancing between individuals when they are at their workstations • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and visitors • Review layouts and processes to allow people to work further apart from each other. • Using floor tape to mark areas to help staff keep to a 2m distance. • Where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. • Where it is not possible to move workstations further apart, using screens to separate people from each other. • Managing occupancy levels to enable social distancing. • Avoiding use of hot desks and spaces and, where not possible, cleaning and sanitising workstations between different occupants including shared equipment • Establishing clear desk policy across all work areas • Cleaning rotas and checklists, including emptying bins, are kept up to date and staff adhere to them	Y	
	Meetings		
	Reducing transmission due to face-to-face meetings and maintaining social distancing in meetings with colleagues, service users and other professionals • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and visitors • Using remote working tools to avoid in-person meetings. • Only when absolutely necessary and approved by a manager, should participants physically attend meetings. They must maintain 2m separation throughout. • Avoid transmission during meetings, for example avoiding sharing pens, documents and other objects. • Provide hand sanitiser in meeting rooms. • Holding meetings outdoors or in well-ventilated rooms whenever possible. • For areas where regular meetings take place, using floor signage to help people maintain social distancing • Cleaning rotas and checklists, including emptying bins, are kept up to date and staff adhere to them	Y	
	Common areas		

	Maintaining social distancing while using common areas. • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and visitors • Cleaning rotas and checklists, including emptying bins, are kept up to date and staff adhere to them • Staggering break times and ensuring social distancing is maintained in kitchens/staff break rooms • Staff make own drinks • Using outside areas for breaks. • Creating additional space by using other parts of the workplace or building that have been freed up by remote working. • Installing screens to protect staff in receptions or similar areas. • Encouraging staff to bring their own food in thermal cool bags. • Food sharing and storage guidelines are in place and adhered to • Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. • Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.	Y	
Accidents, security and other incidents			
	Prioritising safety during incidents • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and visitors • Review our incident and emergency procedures to ensure they reflect the social distancing principles as far as possible. • Consider the security implications of any changes we intend to make to operations and practices in response to COVID-19, as any revisions may present new or altered security risks which may need mitigations.	Y	
Manage service user, volunteers, contractors and other visitors			

	Minimising the number of unnecessary visits to our buildings and workspaces. • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and other visitors • Visitor guidelines – including recording procedures are in place • Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. • Encourage visits via remote connection/working where this is an option. • Limiting the number of visitors at any one time. • Limiting visitor times to a specific time window and restricting access to required visitors only. • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, • Encouraging visitors to use hand sanitiser 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.	Y	
Providing and explaining available guidance			
	Ensuring that people understand what they need to do to maintain safety • Ensuring that social distancing guidelines are understood and adhered to by all staff, volunteers, service users and visitors • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email. • Consider the particular needs of those with protected characteristics, such as those who are visually impaired. • Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors. • Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. • Informing visitors that they should be prepared to remove face coverings if asked to do so by staff for the purposes of identification. • Reviewing external messaging to visitors to make sure it does not provide information that may present a security risk, such as the location of buildings.	Y	
Before reopening			

	Ensuring that locations that have been closed or partially operated are clean and ready to restart, including:
	• An assessment for all buildings, or areas of buildings that have been closed
	• All warning and reminding posters are in place
	   - Social distancing reminders
	   - Cleaning/sanitising reminders in toilets and kitchens
	   - Hand hygiene reminders
	• Cleaning Creche and toys, removing all soft toys and blankets
	• Cleaning of baby changing facilities – removal of excess resources
	• Reorganisation of storage spaces throughout all sites
	• carrying out cleaning procedures and providing hand sanitiser before restarting work
	• Opening windows and doors frequently to encourage ventilation, where possible.
		Y	

Keeping the workplace clean			
	Keeping the workplace clean and prevent transmission by touching contaminated surfaces. • Cleaning rotas and checklists, including emptying bins, are kept up to date and staff adhere to them • Cleaning Stock Control procedures are up to date and adhered to. • Frequent cleaning of work areas and equipment between uses, using our usual cleaning products. • Frequent cleaning of objects and surfaces that are touched regularly including door handles and keyboards and making sure there are adequate disposal arrangements for used cleaning products. • Clearing workspaces and removing waste and belongings from the work area at the end of a shift. • Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. • If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.	Y	
Hygiene: handwashing, sanitation facilities and toilets			

	Ensuring that everyone keeps good hygiene through the working day • Individual responsibilities for keeping toilet and kitchen facilities clean are adhered to • Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Providing regular reminders and signage to maintain personal hygiene standards. • Providing hand sanitiser in multiple locations in addition to washrooms. • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible. • Enhanced cleaning for busy areas. • Providing closed top waste bins and more frequent rubbish collection • Guidelines for disposing of waste bin contents, included in rotas • Providing hand drying facilities – paper towels	Y	
Handling goods, donations, deliveries and other materials.			
	Reducing transmission through contact with objects that come into the workplace. • Donations receiving policy and procedures are up to date, staff are trained and adhere to policy and procedures • Cleaning procedures for goods and deliveries entering the building. • Cleaning procedures for vehicles used to carry service users. • Introducing greater handwashing and handwashing facilities for staff handling goods and deliveries and providing hand sanitiser where this is not practical. • Restricting non-business deliveries, for example, personal deliveries to service users	Y	
Inbound and outbound goods			
	Maintaining social distancing and avoiding surface transmission when goods enter and leave the site • Revising pick-up and drop-off collection points, procedures, signage and markings. • Minimising unnecessary contact. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking. • Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. • Where possible and safe, having single employees load or unload vehicles. • Where possible, using the same pairs of people for loads where more than one is needed.	Y	
Face coverings and other PPE			

	• Ensuring that PPE guidelines are understood and adhered to by all staff, volunteers, service users and visitors • PPE stock control procedures are up to date and adhered to • Development and delivery of e-training in putting on, taking off and disposing of PPE for all staff	Y	
Work rotas and working groups			
	Changing the way work is organised to reduce the number of contacts each employee has • As far as possible, where staff, volunteers and service users are split into teams or rota groups, fixing these teams or groups so that where contact is unavoidable, this happens between the same people.	Y	
Work-related travel			
	Avoiding unnecessary work travel and keep people safe when they do need to travel between locations. • Minimising non-essential travel –consider remote options first. • Minimising the number of people outside your household travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. • Cleaning vehicles used to carry service users. • Where staff are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	Y	
Communications and Training			
	Ensuring that all staff understand COVID-19 related safety procedures • Providing clear, consistent and regular communication to improve understanding and consistent ways of working. • Engaging with staff through existing communication routes to explain and agree any changes in working arrangements. • Developing communication and training materials for staff prior to returning to site, especially around new procedures for arrival at work.	Y	
Ongoing communications and signage			

			Y	
	Ensuring that all staff are kept up to date with how safety measures are being implemented or updated. • Ongoing engagement with staff to monitor and understand any unforeseen impacts of changes to working environments. • Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). • Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments. • Using visual communications, for example whiteboards or signage, to explain changes to schedules or breakdowns without the need for face-to-face communications. • Communicating approaches and operational procedures to service users, contractors and other visitors to help their adoption and to share experience.			