Vulnerable Staff

| **Hazard**What the hazard is/ possible injury | **Risk To**Who may be harmed | **Control Measures**What are you already doing? | **L** | **S** | **R** | **Further Control Measures**(add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Covid-19 transmission within the workplace | Staff withinvulnerable / high risk groups | Line managers implement all latest relevant government advice and clearly communicate procedures to all staff. Staff asked to declare any underlying medical conditions and/ or pregnancy. Any employee identified as being in high-risk group (as defined below) must undergo individual employee specific risk assessment. Staff who are classified as clinically extremely vulnerable, must not attend work. Those living with somebody classified as clinically extremely vulnerable do not have to shield. They should attend work as normal but support the individual in shielding and carefully follow guidance on social distancing. Staff who are classified as clinically vulnerable, must take extra care in observing social distancing. Individual risk assessments conducted for these individuals taking into consideration the specific circumstances of their illness and their role.Any staff members developing coronavirus symptoms, however mild, are advised to isolate in accordance with government guidelines. Staff given sufficient time off to recover following illness in addition to the guidelines on self-isolation.Staff developing coronavirus symptoms whilst at work / on site must be sent home and advised to follow government guidance. Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home and follow government guidelines for isolating.For anyone else in the household who starts displaying symptoms, they need to stay at home and follow government guidelines for isolating.Staff encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. ‘Catch it. Bin it. Kill it.’Individuals advised to avoid public transport where possible.Staff advised against hot desking. |  |  |  | Discuss controls with HR.Identify staff classified as extremely vulnerable. Regularly monitor wellbeing. Identify staff classified as vulnerable. Carry out individual staff risk assessment for vulnerable staff.Regularly remind staff of procedures.Offices and workspaces set up to ensure social distancing and ensure maximum occupancy to support this. |  |

Non-Vulnerable Staff

| **Hazard**What the hazard is/ possible injury | **Risk To**Who may be harmed | **Control Measures**What are you already doing? | **L** | **S** | **R** | **Further Control Measures**(add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Covid-19 transmission within the workplaceInadequate measures to prevent work-related stress | Staff in the workplace may be exposed to Covid-19 and experience ill healthStaff may suffer work-related stress from struggling to adapt to new ways of working. | Any staff members developing coronavirus symptoms, however mild, are advised to isolate in accordance with government guidelines. Staff given sufficient time off to recover following illness in addition to the guidelines on self-isolation.Staff developing coronavirus symptoms whilst at work / on site must be sent home and advised to follow government guidance. Where staff are living with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home and follow government guidelines for isolating.For anyone else in the household who starts displaying symptoms, they need to stay at home and follow government guidelines for isolating.Staff encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. ‘Catch it. Bin it. Kill it.’Working from homeConsideration given to all departmental roles and only those roles critical for business and operational continuity which cannot be performed remotely are permitted to work within the office environment.Plans in place for minimum numbers of people needed in the office to operate safely and effectively. Adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work Equipment provided for people to work at home safely and effectively, for example access to IT equipment, work systems.Treating everyone in the workplace equallySteps taken to ensure that needs of different groups of workers or individuals are met.Reasonable adjustments made on to avoid any workers being put at a disadvantage. Needs of any disabilities assessed and measures put in place.Social distancingStaff instructed to maintain social distancing in the workplace wherever possible.MeetingsStaff to use remote working tools to avoid in-person meetings (e.g. Microsoft teams or Zoom)Only absolutely necessary participants attend meetings and will maintain 2m separation throughout. Steps taken to avoid transmission during meetings, for example, avoiding sharing pens and other objects. Hand sanitiser in meeting rooms. Meetings held outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, floor signage used to help people maintain social distancing.Persons instructed to not sit opposite one another in meetings. Individuals advised to avoid public transport where possibleStaff advised against hot desking.Monitoring procedures in place to monitor the wellbeing of people working from home and helping them stay connected with the rest of the workforce. Regular line manager communication and up-to-date staff communications to keep staff informed of procedures / changes etc. Guidance available from Public Health England here - shared with all staff. Bereavement policy in place and followed where applicable.  |  |  |  | Staff complete Covid19 awareness training.Staff complete Prevent Infection training.Staff undertake updated NOP training prior to returning to work.Risk Assessments completed accordingly for staff working from home.Offices and workspaces set up to ensure social distancing and ensure maximum occupancy to support this. |  |

Work Placements

| **Hazard**What the hazard is/ possible injury | **Risk To**Who may be harmed | **Control Measures**What are you already doing? | **L** | **S** | **R** | **Further Control Measures**(add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NA | NA | Work placements suspended for the foreseeable. | - | - | - | NA | - |

Contractors

| **Hazard**What the hazard is/ possible injury | **Risk To**Who may be harmed | **Control Measures**What are you already doing? | **L** | **S** | **R** | **Further Control Measures**(add to H&S Improvement Plan) | **Risk Rating** after Measures |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk of Covid-19 transmission | Staff Contractor | Contractor visits take place out of hours where possible.Contractors reminded prior to visit on the government guidelines with regards to ‘social distancing’ and ‘preventative measures’.Contractors briefed on location of hand wash facilities upon attending site.Contractors informed that if they have any Covid-19 symptoms, or have come in to contact with a diagnosed individual, then OCL is to be informed immediately, the individual does not attend and the maintenance/service visit cancelled.Covid-19 contractor statements provided and reviewed. |  |  |  |  |  |

L = Likelihood 1 Remote – would not happen in 5 years. S = Severity 1 Minor Injury

 2 Unlikely – would not happen in 2-3 years. 2 First Aid Treatment

 3 Likely – would expect to happen once a year. 3 Three Day Injury

 4 Very Likely – Could Occur 2-3 times a year. 4 Major Injury

 5 Certainty – Likely to happen at any moment. 5 Fatality