



## Covid 19 Working Safely Assessment

Version 1

<b>WORKING SAFELY ASSESSMENT completed by:</b>	Executive Management Team	<b>Date Assessed</b>	1 <sup>st</sup> July 2020	<b>Review Date</b>	Ongoing
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This working safely assessment will be published on the Bethphage website. The notice at appendix 1 will be displayed in all commercial workplaces (not the homes of people-we-support) to evidence that the charity has followed government guidance. The following contains control measures for mitigating risks across different working areas together with the responsibility for each.

Bethphage will continue to follow government guidance and as such this document will be continually updated and amended in line with emerging guidance.

WORKING SAFELY DURING COVID – 19	
Office Staff - Everyone should work from home, unless they cannot work from home	Resp
<p>A comprehensive five-point plan has been developed which will govern how we re-open and operate our Head Office. A copy of the plan is available <a href="#">here</a>. Subsidiary plans will be developed for each regional office prior to reopening and links will be posted in the next column.</p> <p>Where operationally possible, people who are able to work from home, should continue to work from home. However, there may be exceptions and those staff will fall into the following;</p> <ul style="list-style-type: none"> <li>• Roles critical for business and operational continuity, facility management or regulatory requirements which cannot be performed remotely.</li> <li>• Roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of appropriate equipment.</li> <li>• Roles where performance and teamwork may be compromised by remote working.</li> <li>• Only the minimum number of staff needed on site to operate safely and effectively as detailed in the Working Safely During the Pandemic <a href="#">document</a>.</li> </ul>	<p>Line Managers/staff Link to <a href="#">homeworking assessment</a></p> <p><a href="#">COVID-19_Employees Risk Assessment</a></p>

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## Covid 19 Working Safely Assessment

Version 1

<p>Managers should</p> <ul style="list-style-type: none"> <li>• Monitor the wellbeing of staff who are working from home – helping them stay connected to their team and the rest of the workforce, especially whilst the majority of their colleagues are on site.</li> <li>• Keep in touch with off-site workers on their working arrangements, including their welfare, mental and physical health and personal security.</li> </ul>	
<p><b>Protecting staff at higher risk (clinically vulnerable and clinically extremely vulnerable staff)</b></p>	<p><b>Resp</b></p>
<ul style="list-style-type: none"> <li>• Staff who have been identified as being highly vulnerable individuals have been strongly advised not to work outside the home.</li> <li>• Clinically vulnerable individuals, who are at higher risk with pre-existing conditions have been asked to take extra care in observing social distancing and have been helped to work from home or advised how to take additional precautions within service. A Covid risk assessment will have been completed for this category of employee.</li> <li>• Where clinically vulnerable (not extremely clinically vulnerable) staff cannot work from home, they will be offered the option of the safest in-service roles, enabling them to stay where possible, two-meters away from others. If they have to spend time within two meters of either staff or people-we-support or others, the level of risk will be assessed to determine whether it is acceptable and appropriate PPE will be utilised to mitigate the risk.</li> </ul>	<p>Line Managers/Staff Inset link to Covid <a href="#">risk assessment</a></p>



## Covid 19 Working Safely Assessment

### Version 1

<b>Staff who need to self-isolate – ensuring those who are advised to stay at home following <a href="#">current government guidance</a> do not physically come to work.</b>	<b>Resp</b>
<ul style="list-style-type: none"> <li>• To include staff who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</li> <li>• Staff able to work from home while self-isolating if appropriate.</li> <li>• Staff to receive sick-pay due to COVID-19 (either company sick pay of SSP) dependent upon entitlement)</li> </ul>	Line Manager Human Resources and Payroll
<b>Equality in the workplace – treating everyone in the workplace equally</b>	<b>Resp</b>
<ul style="list-style-type: none"> <li>• When applying the guidance, Bethphage is mindful of the particular needs of all different groups of workers or individuals.</li> <li>• Considering organisational responsibilities towards disabled workers and those who are new or expectant mothers.</li> <li>• Reviewing the organisations assessment in line with the governments review into factors impacting health outcomes from COVID-19 (due late May 2020).</li> </ul>	Line Manager
<b>Mental health awareness – focusing on the importance</b>	<b>Resp</b>
<ul style="list-style-type: none"> <li>▪ The government has published <a href="#">guidance on mental health and wellbeing aspects of coronavirus (COVID-19)</a>.</li> </ul>	



## Covid 19 Working Safely Assessment

Version 1

<b>ALL STAFF - SOCIAL DISTANCING</b> : <i>applies to all parts of the organisation, desk spaces, entrances and exits, break rooms, meeting rooms and similar settings.</i>	
<b>TRAVELLING TO WORK – aim to maintain a 2m social distance wherever possible including arrival and departure from work</b>	<b>Resp</b>
<p>Detailed instruction for safe working in the office are available here. In summary:</p> <ul style="list-style-type: none"> <li>• If possible, travel to and from the office by personal vehicle, walk or cycle.</li> <li>• Avoid using public transport</li> </ul>	<p>Managers Human Resources All staff</p>
<b>WORK RELATED TRAVEL - commuting to work and between sites</b>	<b>Resp</b>
<ul style="list-style-type: none"> <li>• Minimise non-essential travel – consider remote options first.</li> <li>• Where staff are required to stay away from home, centrally logging the stay and make sure any overnight accommodation meets social distancing guidelines.</li> <li>• Procedures in place to minimise person-to-person contact during visits to other sites.</li> </ul>	<p>Managers All staff</p>



## Covid 19 Working Safely Assessment

Version 1

IN THE OFFICE – when moving around the building maintain social distancing wherever possible	Resp
<p>Please refer to the detailed <a href="#">Working safely</a> in the office for comprehensive guidance.</p> <p>The following arrangements/restrictions have been put in place to ensure the health and safety of all staff and visitors:</p> <ul style="list-style-type: none"> <li>• Signs have been posted around the office to remind people of the importance of maintaining social distancing (2m in all directions) and effective hygiene.</li> <li>• Staff will only enter the office one at a time and will enter via the front door and exit by the side door (we are ordering additional keys for the side door) In the event that you arrive at the office at the same time as a colleague, one of you will hold back whilst the other enters the building safely and, in line with our guidelines.</li> <li>• A hand sanitiser will be available at the reception. However, all staff entering the office are required to thoroughly wash their hands (using the ground floor sink in the toilet in the reception area) before entering the main office.</li> <li>• Hot-desking is forbidden, and each colleague will be allocated their own desk, which they will be required to clean routinely throughout the day.</li> <li>• Office cleaning will be increased, although the cleaners will be expressly instructed not to touch office desks.</li> <li>• Appropriate antiviral spray or wipes will be available in all communal areas including the kitchen and toilets, so that staff will be able to wipe down the areas that they have touched/used.</li> </ul> <p>We are taking advice on the safe use of the air conditioning units and we will update the guidance relating to their use during the pandemic shortly.</p>	<p>Head of Department and managers</p>
WORK STATIONS – ensuring social distancing is maintained	Resp
<ul style="list-style-type: none"> <li>• Seating to be placed two- meters apart to ensure social distancing.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>• Where it is not possible to move workstations further apart, use screens or barriers to separate staff from each other.</li> <li>• Desks, keyboards, laptops, printers, photocopiers and all other IT equipment to be wiped down with sanitizer wipes daily by the users.</li> <li>• Managing occupancy levels to enable social distancing.</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few</li> </ul>	<p>All staff</p>



## Covid 19 Working Safely Assessment

Version 1

<p>others).</p> <ul style="list-style-type: none"> <li>• Avoiding use of hot desks and spaces and, where not possible, workstations to be cleaned between different occupants including shared equipment. If we are 'forbidding' the sharing of workstations above, won't this be confusing?</li> <li>• Where possible, doors to be kept open to reduce the need to push or touch handles.</li> </ul>	
<p><b>MEETINGS – to reduce transmission due to face-to-face meetings and maintaining social distancing in meetings</b></p>	<p><b>Resp</b></p>
<ul style="list-style-type: none"> <li>• Use remote working tools to avoid in-person meetings.</li> <li>• Only absolutely necessary participants should attend meetings and should maintain two-metre separation throughout.</li> <li>• Avoid transmission during meetings, for example, avoiding sharing pens and other objects.</li> <li>• Provide hand sanitiser in meeting rooms.</li> <li>• Meetings to be held outdoors or in well-ventilated rooms whenever possible.</li> <li>• For areas where regular meetings take place, use floor signage to help people maintain social distancing.</li> </ul>	<p>All staff</p>
<p><b>SECURITY, ACCIDENTS AND INCIDENTS - prioritising safety</b></p>	<p><b>Resp</b></p>
<ul style="list-style-type: none"> <li>• In an emergency, for example, an accident or fire, people DO NOT have to stay two-meters apart if it would be unsafe. However, appropriate PPE will be available in all offices and services.</li> <li>• People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul>	<p>First Aiders All staff</p>
<p><b>HANDLING GOODS – maintaining social distancing and reducing transmission through contact with objects coming into the workplace</b></p>	<p><b>Resp</b></p>



## Covid 19 Working Safely Assessment

Version 1

<ul style="list-style-type: none"> <li>• Revise pick-up and drop-off collection points, procedures, signage and markings.</li> <li>• Reduce frequency of delivery e.g. by ordering larger quantities less often.</li> <li>• Minimising unnecessary contact e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.</li> <li>• Introducing greater handwashing and handwashing facilities for staff handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>• Restricting non-business deliveries e.g. personal deliveries to staff.</li> </ul>	<p>HR All staff</p>
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<b>KEEPING THE WORKPLACE CLEAN - keeping the workplace clean and preventing transmission by touching contaminated surfaces</b>	
<p>We have enhanced the frequency of cleaning and established new checklists for the cleaners to follow. However, we are all responsible and staff need to follow these guidelines:</p> <ul style="list-style-type: none"> <li>• Each employee will be responsible for the cleaning of their own office desk and everything on the desk. The returning to work safely guidance provides more detail on this issue.</li> <li>• Frequent cleaning of work areas, kitchen and equipment between uses, using usual cleaning products.</li> <li>• Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, push plates to doors and keyboards.</li> <li>• Frequent cleaning of handrails on staircases and corridors.</li> <li>• Removing waste from the work area at the end of the day.</li> <li>• Limiting or restricting use of high-touch items and equipment e.g. printers, whiteboards.</li> <li>• If cleaning is required in a non-healthcare setting after a known or suspected case of COVID-19 the specific guidance should be followed.</li> <li>• In operational settings refer to the infection control guidance.</li> </ul>	<p>All staff</p>
<b>HYGIENE – handwashing facilities and toilets - helping staff keep good hygiene throughout the day</b>	
	<p>Resp</p>



## Covid 19 Working Safely Assessment

Version 1

<ul style="list-style-type: none"> <li>• All staff to maintain good hygiene – increasing frequency of hand washing, avoid touching face and to cough or sneeze into a tissue which is disposed of safely, or into your arm if a tissue is not available.</li> <li>• Providing signs and poster to build awareness of good handwashing technique and provide regular reminders to maintain personal hygiene standards (in all offices, on Workplace, but not in people’s homes).</li> <li>• Providing hand sanitiser in multiple locations in addition to washrooms, although we encourage all staff to wash their hands thoroughly with soap and water in preference to hand sanitiser, which is less effective than soap and water, but where this is unavailable hand sanitiser should be used.</li> <li>• Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible i.e. restricted to one person at any one time and cubicles/urinals may be blocked off to ensure social distancing.</li> <li>• Paper towel or hand driers are provided. Where paper hand towels are used bins require regular removal.</li> </ul>	<p>All staff HR</p>
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<b>MANAGING CUSTOMERS, VISITORS AND CONTRACTORS – minimising unnecessary visits to the office</b>	<b>Resp</b>
<p>The Return to work safely documents regulates how and when we will welcome people-we-support, visitors and contractors back in to our offices. In summary, please ensure the following:</p> <ul style="list-style-type: none"> <li>• Our five stage plan will dictate how and when visitors can be admitted to any of our offices. The online diary must be updated for each visitor to ensure the maximum number of visitors are not exceeded.</li> <li>• Encourage visits via remote connection/working where possible.</li> <li>• Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>• Limiting the numbers of visitors and visitor times to a specific window and restricting access to required visitors only.</li> <li>• Maintaining a record of all visitors where practical.</li> <li>• Revising visitor arrangements to ensure social distancing and hygiene e.g. where visitors are required to physically sign in with the same pen in reception areas.</li> </ul>	<p>All staff Facilities</p>



## Covid 19 Working Safely Assessment

Version 1

<ul style="list-style-type: none"> <li>• Providing clear guidance on social distancing and hygiene for people on arrival, e.g. signage or visual aids and before arrival, by phone, on the website or by email.</li> <li>• Establishing host responsibilities relating to COVID-19 and providing training for any people who act as hosts for visitors.</li> <li>• Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</li> <li>• Coordinating and working collaboratively with landlord and other tenants.</li> </ul>	HR
<p><b>COMMUNICATIONS AND TRAINING – returning to work, ensuring all staff understand COVID-19 related safety procedures</b></p>	Resp
<ul style="list-style-type: none"> <li>• Provision of clear, consistent and regular communication to improve understanding and consistency of ways of working, using direct communication via Workplace.</li> <li>• Engaging with staff through work groups to explain and agree any changes in working arrangements.</li> <li>• Ongoing engagement with staff through Workplace to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>• Developing communication and training materials for staff prior to returning to site, especially around new procedures for arrival at work.</li> </ul>	HR
<p><b>PERSONAL PROTECTIVE EQUIPMENT (PPE) AND FACE COVERINGS – non healthcare settings</b></p>	Resp
<p>When managing the risk of COVID-19, additional PPE beyond what staff usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks normally faced in the workplace and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p>	All staff



## Covid 19 Working Safely Assessment

Version 1

<p>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect the individual, but may protect others if the individual is infected but has not yet developed symptoms.</p> <p>A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover the mouth and nose. It is not the same as a face mask used by care workers. Face coverings are not a replacement for the other ways of managing the risk, i.e. minimising time spent in contact, using fixed teams and increasing hand and surface washing.</p> <p>Just need to discuss this one in relation to staff coming into HO who may be working directly with people, they may need to wear PPE, see Gov guidance on this which I shared yesterday at 11.08am by email.</p>	<p>All staff</p>
<p><b>SYMPTOMS OF ILLNESS – to minimise the risk of transmission</b></p>	<p><b>Resp</b></p>
<ul style="list-style-type: none"> <li>• Tell your Line Manager you have COVID-19 symptoms</li> <li>• Return home immediately</li> <li>• Avoid touching anything</li> <li>• Request a Covid test as soon as possible.</li> <li>• Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ul>	<p>All staff</p>



## Covid 19 Working Safely Assessment

### Version 1

Appendix i.

**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)