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BARNET MENCAP COVID-SECURE WORKPLACE RISK ASSESSMENT			July 2020 Updated 29/10/20
<p>Barnet Mencap’s office risk assessment is updated with pandemic concerns regularly, most recently on 29/10/20. The whole organisation's Business Continuity Plan, Pandemic Contingency plan and project contingency plans also hold some risk assessment functions and instructions, along with this risk assessment and our return to work information for staff and visitors, and these should be read as a suite of documents.</p> <p>Staff have been invited to contribute ideas via email and team meetings. These return to work measures have been discussed at H&S meetings on 19/05/20 and 01/07/20, 11/08/20,06/10/20 and with the board on 09/06/20, 04/08/20, 15/10/20and with staff in team meetings and a whole staff virtual event on 01/07/20, 12/08/20, 07/10/20. This document and the Government's Five steps to being COVID Secure certificate are on the Barnet Mencap website.</p>			
Risk Assessment Steps	Key Issues/Options to Consider	Person responsible for actions	RAG coding and notes
1. Define Who is at Risk from COVID			
The people at risk are...	<ul style="list-style-type: none"> employees, other workers, contractors, visitors, clients, volunteers, carers, members of the public. those whose health might make them especially vulnerable those who live with someone whose health makes them especially vulnerable. 	Board has ultimate responsibility. CEO to ensure all are	All are at risk for duration of the pandemic

		operationally safe and update board	
2. Reduce Overall Risk			
We will minimise numbers at risk by...	<ul style="list-style-type: none"> • Cloud technology is in place for everyone and enables secure access to work systems from home. Staff members have BM (Barnet Mencap) mobile phones. EQH (Equality Housing) team have BM tablets. BM laptops have been distributed. • Teams have been divided into cohorts to minimise the numbers of people on site at the office on any day. Some staff are working in client's homes or in the community. • Managers will check up on their teams who are WFH (Working from Home) or working off-site or shielding or self-isolating, helping them to remain connected to the rest of the workforce. • Meetings are held via video technology whenever possible. • Managers will maintain an office rota to ensure that the building is open. • WFH arrangements and adjusted new work arrangements are in place for staff who have been shielding, and their letters have been shared with their managers and HR. These staff have been consulted about any changes, as they occur. • At the time of writing, there are no known staff who live in the same household as someone who is shielding. • New mothers are still on parental leave at the time of writing and at the October review. • No volunteers are visiting the office, nor our activities, but we remain in regular contact with them. 	Staff, Managers	Remote working is going well
3. Select Control Measures			
We will support our staff by...	<ul style="list-style-type: none"> • Advice on promoting good mental health and wellbeing is shared across the whole organization, including signposting to other organisations. • There is a staff Whatsapp group and staff social meetings via TEAMS. 	Managers	Supporting staff wellbeing will always be a work in

	<ul style="list-style-type: none"> • WFH (Working from Home) self-assessments have been requested from all staff, including those who mainly work in the community. • Managers will check up on their teams who are WFH or working off-site or shielding or self-isolating, helping them to remain connected to the rest of the workforce. • Working from the office will be needs-based, with different teams able to see clients on different days. Staff are encouraged to keep their activity time at the office as short as possible including staggering arrival and departure times. • Our staff will work from home and offer remote support to clients where possible. 		progress
We will maintain social distancing at work by...	<ul style="list-style-type: none"> • The office has signage to remind people of current social distancing guidelines and maximum room numbers including kitchen and communal areas. There are no mass gatherings on Barnet Mencap premises. • One way and circulation routes are not possible, but people have been asked to walk on the left and give way when others need to pass, maintaining a 2m distance whenever possible. • There is signage to remind people what the 2m gaps looks like in practice. • Face to face meetings have been reduced to the absolute minimum: where a 2m distance is not possible, screens and sanitizer is provided in meeting rooms. • Visitors are advised of other procedures such as signing in and out, handwashing and social distancing. Visual information for visitors is available. 	Signs and guidance documents created by Project Support team. Staff are responsible for their own visitors	Working well but visitors are still infrequent. Some small groups are using the spaces now.
We have put in place extra cleaning/ sanitising, including staff facilities.	<ul style="list-style-type: none"> • Sanitiser is available in Reception and in all shared areas as well as at the desks. • Individual sanitisers have been distributed to all staff, including those who work in the community. • We have increased the frequency of surface cleaning eg when staff leave their desk or meeting room so that it is clean for the next person. 	Staff	This is working well.

	<ul style="list-style-type: none"> We have provided housekeeping kits at all desks with sanitiser, tissues, wet wipes, bin liners. 		
We will organise work so as to minimise the risk. In particular...	<ul style="list-style-type: none"> We will keep the activity time in the office as short as possible and stagger arrival and departure times. We will restrict numbers to 2 people per pod of desks, sitting diagonally opposite whenever possible. We will use back-to-back or side-to-side working (rather than face-to-face) if sitting diagonally is not possible. We will reduce the number of people each person has contact with using 'fixed teams or partnering' by giving teams allocated days at the office (so each person works with only a few others). Staff are asked to sit at the same desk each time they come into the office. Staff will meet and greet their own visitors and deliveries to minimize the number of people they come into contact with. 	Managers and staff	Working well so far.
We will use screens and barriers where the 2m rule cannot be met. For example, ...	<ul style="list-style-type: none"> Screens are available in the Meeting room and Room 1 to separate people from each other. One desk has a screen, as it is next to a thoroughfare. PPE is available for staff We encourage visitors to wear a face covering We discourage raised voices in the entire premises, the perspex screens would help to mitigate risks of infection if people become irate. 	Staff	
We will use these other measures...	<ul style="list-style-type: none"> We have carried out a demographic risk assessment for all staff to check that no staff are disadvantaged by our return to work arrangements Reasonable adjustments can be made for any protected characteristics with the use of a staff support plan. 	Managers	

	<ul style="list-style-type: none"> Barnet Mencap has a unique QR code to assist with test and trace measures. 		
We will provide extra staff facilities...	<ul style="list-style-type: none"> Staff have LBB parking privileges during the pandemic. This will be reviewed by LBB. Otherwise staff may purchase parking permits as usual. Walking routes have been established for some staff to reduce the use of public transport. Staff and clients will comply with requirements to wear face coverings in other settings e.g. public transport and shops, unless they hold an exemption. There are no changing room facilities, but bikes can be stored in our internal courtyards. 	Staff	
We will communicate...	<ul style="list-style-type: none"> Return to workplace documents for staff and visitors have been shared across the organization. Social distancing and hygiene signs are up throughout the office building Risk assessment and visitor information is on our website 	Project Support	
Where the above won't work, we will...	<ul style="list-style-type: none"> Assess the situation and circumstances immediately and decide whether the activity can go ahead safely. We acknowledge that no one is obliged to work in an unsafe work environment. Ask staff to report concerns and breaches to their manager at the earliest opportunity, which can then be addressed by the appropriate member of the Management team, depending on the nature of the concern or breach. Managers are logging all COVID concerns, near misses, suspected and confirmed cases on a shared document. Reportable incidents will be overseen by the CEO, including any decision to close the office to everyone after an outbreak. The CEO will ordinarily act as the SPOC, or single point of contact, between Barnet Mencap and our local Public Health England service. Barnet Mencap will follow any contact tracing, local lockdown and self-isolating requirements as a result of reporting an outbreak. 	CEO, Managers or most senior staff member on site	Untested

	<ul style="list-style-type: none"> A deep clean and sanitizing the office will be organized by Project Support, ready for reopening after x days, in line with the government guidance at the time and following the guidance specific to cleaning after an outbreak. 		
4. Checking Implementation			
To monitor the effective implementation of our measures, we will...	<ul style="list-style-type: none"> Review in December 2020 and adjust as necessary. Amend guidance for Barnet Mencap staff and visitors as government guidance changes. 	Project Support	Untested
We will review this assessment to make sure it stays up to date. This assessment will next be reviewed on...	<ul style="list-style-type: none"> 01/12/20, at H&S meeting 	H&S group, which has representatives from all projects	Not due yet
5. Sharing Your Assessment			
We will share our findings by...	Return to work arrangements have been discussed at H&S meetings on 19/05/20, 01/07/20, 11/08/20, 06/10/20 and with board on 09/06/20, 04/08/20, 15/10/20. Cascaded to staff in team meetings and whole staff event on 01/07/20, 12/08/20, 07/10/20. This risk assessment and the Government's Five steps certificate are on the website.	Managers and staff and Project support	