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Registered Office

35 Hendon Lane

Finchley

London N3 1RT

Tel: 020 8349 3842

Fax: 020 8349 2192

projectsupport@barnetmencap.org.uk

www.barnetmencap.org.uk

Company Registration No. 4274621 Registered Charity No. 1089388

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| **BARNET MENCAP COVID-SECURE WORKPLACE RISK ASSESSMENT**  |  | **Updated 15/12/21** |
|  Barnet Mencap’s office risk assessment is updated with pandemic concerns regularly, most recently on 15/12/21. 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. This document and the Government's Five steps to being COVID Secure certificate are on the Barnet Mencap website. |  |  |
| **Risk Assessment Steps** | **Key Issues/Options to Consider** | **Person responsible for actions** | **RAG coding and notes**  |
| 1. **Define Who is at Risk from COVID**
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| The people at risk are… | * 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 operationally safe and update board | All are at risk for duration of the pandemic |
| 1. **Reduce Overall Risk**
 |  |  |
| We will minimise numbers at risk by… | * 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. As of 13/12/21 we are no longer trying to divide teams and allocate set office days. We are encouraging staff to work from home where possible.
* 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.
* Volunteers returned to the office and are encouraged to test regularly. They were all asked whether they feel comfortable to return.
 | Staff, Managers | Remote working is going well  |
| 1. **Select Control Measures**
 |  |  |
| We will support our staff by… | * 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.
* 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 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.
* Our staff will work from home and offer remote support to clients where possible, but if work cannot be done in this way then face to face meetings can still happen.
 | Managers | Supporting staff wellbeing will always be a work in progress |
| We will maintain social distancing at work by… | * The office has signage to remind people to socially distance. 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: 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. |
| We have put in place extra cleaning/ sanitising, including staff facilities.  | * 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 e.g. when staff leave their desk or meeting room so that it is clean for the next person.
* We have provided housekeeping kits at all desks with sanitiser, tissues, wet wipes, bin liners.
 | Staff | This is working well. |
| We will organise work so as to minimise the risk. In particular… | * We will reduce the amount of time spent in the office.
* We will restrict numbers to 2 people per pod of desks, sitting diagonally opposite whenever possible. **Update:** We haven’t enforced this since we got screens in place in the office.
* 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). **Update:** From 12/21 we aren’t sticking to set days for set teams as we are encouraging staff to WFH where possible. There aren’t very many people at the office.
* Reception volunteers will meet and greet visitors and deliveries, but staff should listen out and be prepared to greet their own visitors if they are expecting somebody in case nobody is on reception. We should minimize the number of people visitors 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, … | * Screens are available in the Meeting room and Room 1 to separate people from each other.
* All desks in the main office have a screen.
* PPE is available for staff
* We encourage visitors to wear a face covering, and all staff to wear one when in more confined spaces such as the meeting rooms.
* 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… | * 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.
* Barnet Mencap Office has a unique QR code to assist with test and trace measures.
* Lateral Flow (LTF) tests are widely available in the office, and we would encourage all staff and volunteers to take some home. We are encouraging all staff to take 2 LTF tests per week (or before visiting the office). These can be logged on a shared spreadsheet on the BM Team Site in the Covid folder (or a separate sheet for EQH staff).
 | Managers |  |
| We will provide extra staff facilities… | * 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. These are available from the office.
 | Staff  |  |
| We will communicate… | * 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… | * 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.
* We hope that people take LTFs before visiting the office so shouldn’t find out they are positive when at the office, but this could happen if somebody is awaiting a PCR result. In the event of this happening, the staff member should leave the office straight away, and ask somebody to clean any areas they spent time. They should inform all they came into contact with, and these people should take PCR tests.
* 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.
* 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.
 | CEO, Managers or most senior staff member on site | May 2021, working well and in line with Gov guidance. |
| 1. **Checking Implementation**
 |  |  |
| To monitor the effective implementation of our measures, we will… | * Review at H&S meetings and adjust as necessary.
* Amend guidance for Barnet Mencap staff and visitors as government guidance changes.
 | Project Support |  |
| We will review this assessment to make sure it stays up to date. This assessment will next be reviewed on… | * at H&S meetings and Manager’s Meetings
 | H&S group, which has representatives from all projects | Approx 2 monthly/quarterly for H&S, and monthly for Manager’s Meetings |