

## BLUE CROSS RISK ASSESSMENT

Details of Blue Cross Risk assessment regarding Coronavirus	
<b>Location:</b> Rehoming centres/Hospitals/Shops/Offices	<b>Activity under assessment:</b> Blue Cross services - Rehoming/Clinical/Retail/Office and support affected by Corona virus pandemic
<b>Name and title of risk assessor:</b>  Debbie Mitchell, Health and safety Business Partner	<b>Signature of risk assessor:</b>  <i>D.Mitchell</i>
<b>Date of assessment:</b> March 2020, 26/3/20, 20/4/20, 15/5/20, 1/6/20, 3/6/20, 11/6/20	<b>Review date:</b> 26/6/20
Section 1: Identify all relevant hazards	
<ul style="list-style-type: none"> <li>• Coronavirus /Covid-9 virus outbreaks affecting team members, members of the public.</li> <li>• Spread via hand/contact surfaces, droplets from coughs, sneezes etc, close contact.</li> <li>• Travel from high risk areas</li> <li>• Contact with a confirmed case</li> <li>• Particularly affecting those who are clinically extremely vulnerable to Covid-19 and those who are clinically vulnerable ie elderly and those with underlying conditions team members or public.</li> <li>• With a suspected or conformed case possible environmental contamination of work area requiring a deep clean</li> <li>• External visits/meetings/training and public gatherings increasing risk of exposure to persons of unknown health status</li> <li>• Not maintaining adequate social distance increases risk of exposure</li> <li>• Mental health impact on teams both working on frontline, in isolation and those with pre-existing concerns</li> <li>• Musculoskeletal concerns with both team members working on frontline and longer shifts and those working from home on Pcs/laptops</li> </ul>	
Section 2: Who may be at risk and how. Include how many may be at risk and age range where appropriate	
All can be affected but more high risk with the extremely clinical vulnerable and extremely vulnerable groups in relation to Covid-19	
<b>Frequency and Duration of activity:</b>	
<ul style="list-style-type: none"> <li>• Daily operation</li> <li>• Meetings/trainings periodically</li> </ul>	
Section 3: List Control measures in place to reduce risks	
<b>Actions taken to reduce risk of injury (please list):</b>	

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### Site controls

1. Closure of Retail sites, Merton, Hammersmith and offices. Burford Office site skeleton teams only where absolutely necessary
2. All closed sites to adhere to closing down procedure [here](#). Access to sites to be via Director's permission
3. All sites/areas still operational must have a local operating procedure in place covering hygiene and access procedures
4. Screening of any contractors must also occur to ensure no work is be carried out by a contractor who has coronavirus symptoms
5. Display NHS posters here to help remind teams public information [here](#) and [here](#) for symptoms information.

### Operational controls

6. Managers to remind teams frequently on guidance re travel advice, good hygiene and social distancing especially those team members returning from leave/illness see [here](#) for new guidance on Managing Covid-19 symptoms and test and track.
7. Teams still operational to be encouraged to wash hands for at least 20 seconds with soap and water or use alcohol-based hand sanitiser or Safe 4 1:10 solution.
8. Hand sanitisers or safe 4 solution to be provided in key communal areas such as reception areas, consult rooms, office spaces
9. Sanitising wipes/safe 4 solution 1;10 and disposable cloths to be available in all shared work areas
10. Avoid handshakes or direct contact and maintain social distance of at least 2 metres between persons at Blue Cross sites. In a small number of situations where this is not possible, Clinical team members should wear either surgical masks in situations where they normally would or face coverings. In non-clinical situations, face coverings.
11. Specific clinical/rehoming SOPS/LOPs are in place for Covid-19 hazards around supporting the public/clients.
12. Trainings and face to face meetings and events are discouraged – use Skype or other IT platform. Otherwise a risk assessment/LOP to be in place.
13. External visits only carried out for essential work
  - a. avoid visiting people in homes, carry out virtual visits where possible. Where visits are necessary all team members involved must be well and have no symptoms. Maintain the 2 metre distance from any household occupants and follow Clinical/Rehoming LOPS
  - b. No visits must be made to any household which is isolating or where an individual is being shielded.
14. Donations - currently encouraging non money handling where possible or donations in general restricted as per local site LOPS.

### Team management controls

15. Those team members who are clinically extremely vulnerable are homeworking or on furlough. Those who are clinically vulnerable to work from home if possible. If they cannot work from home, a risk assessment must be in place and strict social distancing provided for them and preferably not in interaction with the public.
16. All employees coming off furlough or returning from working from home

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and volunteers returning to the work to have a return to work risk assessment to assess individual circumstances.

17. Pregnant team members to continue to work from home wherever possible.
18. All individual risk assessments to be reviewed regularly
19. Procedure in place in case of someone at work displaying symptoms please see [here](#) as per the Managing covid-19 symptoms test and track, a deep clean protocol to be instigated as per Blue Cross procedure [here](#).
20. A return to work pawtal site has been added [here](#) alongside pawtal furlough site [here](#) as a support

### **Managing physical and musculoskeletal concerns**

21. Homeworkers - managers to ensure they are as comfortable as possible whilst working from home and following best practice with regard to workstation set up.
  - a. The Workwise H&S learning platform has a homeworker module.
  - b. Good practice advice on mobile working is available [here](#)
  - c. Best practice guide on workstation use is [here](#)

### **Managing mental health**

22. Supporting teams to keep mentally well
  - a. Keeping well top tips is available [here](#)
  - b. The Home worker heroes yammer group for connection, tips and advice re homeworking
  - c. Managers need to regularly check in with teams and manage any lone working situations
  - d. Yammer wellbeing group for general advice
  - e. MHFA (mental health first aider) support, regular MHFA virtual catch ups
  - f. Virtual wellbeing chats for those in isolation, furloughed and general for teams
  - g. Mental health resources poster updated [here](#)
  - h. Bereavement pack produced [here](#)
  - i. My Wellbeing hub pawtal page [here](#)
  - j. Mental health awareness week promotion here

23. Any outstanding concerns send to the inbox [covid19.questions@bluecross.org.uk](mailto:covid19.questions@bluecross.org.uk)

### **References**

- Coronavirus information on H&S pawtal folder [here](#)
- Corona guidance on pay and leave [here](#)
- Corona virus 111 online <https://111.nhs.uk/covid-19>
- Guidance on managing covid-19 symptoms and test and track [here](#)
- Site closing down procedure [here](#)
- Site reopening procedure [here](#)
- Good practice advice on mobile working is available [here](#)
- Best practice guidance on workstation set up is [here](#)
- Keeping well top tips is available [here](#)

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- The Home worker heroes yammer group for connection, tips and advice re homeworking
- Yammer wellbeing group for general advice
- My wellbeing hub is [here](#)
- Pawtal furlough site [here](#)
- Pawtal return to work site [here](#)
- Example template risk assessment for those suffering from asthma available
- RTW discussion/risk assessment template
- Directorate business continuity plans

**Assessment of remaining risks (Low, Medium, High) using table given below:**

<b>Severity of injury or health condition, damage/loss to property/equipment</b>	<input type="checkbox"/> 1 Minor injury, damage, loss	<input type="checkbox"/> 2 Over 3 day injury, damage, loss	<input type="checkbox"/> x 3 Death/major injury, damage, loss
<b>Likelihood of injury or health condition or damage/loss to property/equipment</b>	<input type="checkbox"/> x 1 Unlikely/Rarely	<input type="checkbox"/> 2 Likely	<input type="checkbox"/> 3 Highly likely
<b>Risk level (severity x Likelihood)</b>	<input type="checkbox"/> 1-2 Low Risk	<input type="checkbox"/> x 3-4 Medium risk	<input type="checkbox"/> 6-9 High Risk

**Further actions or controls needed and who is to implement these and by when (please list):**

1. Organisational assessments for each directorate/location required to
  - a. Review Covid-19 risk assessments and inform/train relevant teams
  - b. Review correct hygiene procedures
  - c. Encourage people to work from home where possible
  - d. Maintain a social distance of 2 metres and ensure signage encourages this
  - e. Review those tasks where people cannot be 2 metres apart and reduce the risk of transmission as low as possible
  - f. Estates and facilities team assessing current Legionella concerns with closed sites and those where Legionella testing has not been carried out in full.
  - g. Fire safety checks to be monitored and ensure re-instigated in sites when they reopen
  - h. Site/building re-opening procedure to be completed for relevant sites
  - i. Sign off compliance for each site and erect Gov Covid-19 compliance poster

**Covid-19 working group July 2020**

2. Those team members coming off furlough/returning to work in particular and every team member is to have a return to work interview/ individual risk assessment covering physical and mental aspects carried out by their line manager – All line managers in progress
3. Longer term policies around Coronavirus, working from home to be reviewed – Covid-19 working group July 2020
4. A return to work training module to be drafted – People and Development Directorate July 2020

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