

Risk Assessment Name: Working Well: Specialist Employment Service during Covid-19

People involved in completing RA: Fiona Harradine, (H&S Manager) Danielle Sidderley (Programme Manager)

Original date of completion: 23/06/20

OVERVIEW OF RISK ASSESSMENT

Working Well: Specialist Employment Service works with various employers and supports clients with learning, physical and associated disabilities, mental health and autism in a variety of buildings and locations across Greater Manchester. Due to Government advice re: Covid-19 Pandemic our service closed on 24th March 2020.

Government and any other related guidance have been followed to devise this risk assessment, which will be reviewed and amended as guidance changes.

<https://www.gov.uk/government/publications/covid-19-supporting-adults-with-learning-disabilities-and-autistic-adults/coronavirus-covid-19-guidance-for-care-staff-supporting-adults-with-learning-disabilities-and-autistic-adults>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=working-safely-5&utm_content=general-15-may-20

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884165/Domiciliary_guidance_England.pdf

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

| What are the hazards? | Who might be harmed and how? | What are you already doing? (Control measures already in place) | Risk level | Do you need to do anything else to control/reduce this risk? | Action by who? | Action by when? | Done |
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| Clinically Extremely Vulnerable 'Shielded Group' | Clients, staff and members of the public Risk of serious illness/death due to Covid-19 Risk of enforcement action due to not adhering | <ul style="list-style-type: none"> Pure are following current government guidelines to safeguard both staff and clients. Clients that have informed us they are identified as being in the Governments clinically extremely vulnerable group, ("shielded") will not access any of Pure services without additional consideration to minimise further risk and provide safe access to services. If required an individual risk assessment | Med 3 <i>(if undertaking socially distance walk)</i> | No further action required, continue with existing control measures | N/A | N/A | N/A |

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| | to Government guidance | <p>will be completed.</p> <ul style="list-style-type: none"> Clients in this group will continue to receive virtual support, welfare calls, shopping/prescription drop off and pick up where relevant <p>EXCEPTION</p> <ul style="list-style-type: none"> New Government guidance, (from 5th June 2020):- <i>"People who are shielding remain vulnerable and should continue to take precautions but can now leave their home if they wish, as long as they are able to maintain strict social distancing. If you choose to spend time outdoors, this can be with members of your own household. If you live alone, you can spend time outdoors with one person from another household. Ideally, this should be the same person each time. If you do go out, you should take extra care to minimise contact with others by keeping 2 metres apart."</i> If following the social distance walk this will be authorised by the team manager | | | | | |
| Clinically Vulnerable Group, (includes, underlying health condition, age, pregnancy, BAME) | Clients, staff and members of the public Risk of illness due to Covid-19 transmission and spread | <ul style="list-style-type: none"> Clients that have informed us they are identified as being in the Governments clinically vulnerable group, will be given additional consideration to minimise further risk and provide safe access to services. If required an individual risk assessment will be completed. | Low 2 | No further action required, continue with existing control measures | N/A | N/A | N/A |
| Pure Innovations staff returning to work and/or adhering to new | Clients, staff and members of the public Risk of illness | <ul style="list-style-type: none"> Information has been gathered from staff prior to them returning to highlight any areas of concern If required an adjustment/return to work | Low 2 | 'New Ways of Working' to be finalised and added on My LC | Fi H & Amanda N | 30/06/20 | ✓ |

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| <p>ways of working</p> | <p>due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p> | <p>from will be completed, to look at ways of further minimising risk. This may lead to an individual staff risk assessment</p> <ul style="list-style-type: none"> • Staff are to continue to work from home where they can, although it is recognised in this role, whilst job coaching, referral/employer visits this cannot always be done • Staff will have been instructed into 'New Ways of Working' along with any relevant guidance for their teams which will be recorded on My Learning Cloud | | | | | |
| <p>Travel</p> | <p>Clients, staff and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p> | <ul style="list-style-type: none"> • Ideally staff will travel to/from, (and during), work in their own vehicle, walking or cycling • Pure Innovations staff will travel alone during working hours, they will not car share with colleagues • An exercise has been undertaken pre-return to work/new ways of working to identify staff having to travel using public transport, where possible adjustments will be made • If public transport is essential by staff then a face covering must be worn, (from 15th June 2020 this is the law). Pure Innovations can supply face masks for working hours • Staff are not transporting clients in their own vehicles • Pure Innovations staff can travel train where the route involves walking to and from a work/education related location if a safe walking distance can be adhered to in line with current government guidelines. • Pure Innovations may support travel training on public transport, where it is deemed as essential travel and there are | <p>Low 2</p> | <p>No further action required, continue with existing control measures</p> | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |

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| | | <ul style="list-style-type: none"> no other alternative means of transport We would only support Travel Training where a client wears a suitable face covering as is law. | | | | | |
| Accessing Rhino Court – head office | <p>Staff Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p> | <ul style="list-style-type: none"> Staff only access Rhino Court offices when deemed essential and with authorisation from their line manager Staff are aware of 'new ways of working' procedures in place for Rhino Court | Low 2 | No further action required, continue with existing control measures | N/A | N/A | N/A |
| Training Sessions | <p>Clients, staff and members of the public Risk of illness due to Covid 19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p> | <ul style="list-style-type: none"> Staff training should be completed remotely where possible, however where not possible and essential to service delivery we can deliver training at a Rhino Court The Boardroom will be used as the training room and has been set up allowing for social distancing in line with current government guidelines, with supplies of hand sanitiser, wipes, tissues etc, made available Windows will be opened to allow for adequate ventilation There are procedures in place for use of Rhino Court offices, of which staff have been instructed | Low 2 | No further action required, continue with existing control measure | N/A | N/A | N/A |
| Infection Control | <p>Clients, staff and members of the public Risk of illness due to Covid-</p> | <ul style="list-style-type: none"> All Pure Innovations buildings/sites we are responsible for will be appropriately stocked with liquid soap, paper towels, hand sanitisers, cleaning wipes, tissues, bins | Low 2 | No further action required, continue with existing control measures | N/A | N/A | N/A |

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| | 19 transmission and spread | <ul style="list-style-type: none"> • Increased cleaning to take place during day, alongside contract cleaners • Bins will have any lids removed to limit touch contact and hence potential virus transmission. This has been assessed as less risk than foot pedal bins, where some individuals may still touch the lids • System in place for regular re-ordering of stock • Fans will not generally be used; however, this may be required where the risk to individual's health is greater, (e.g. due to epilepsy and/or adverse weather conditions). It is recommended that any fans used have clip off fronts, so that the blades and the grills can be cleaned • When used, consideration will be given to direction and location of fan. Fans will always be used in rooms where windows are open • Fans will NOT be used if anyone is showing symptoms of Covid-19 • Pure Employment staff have been asked to wear clean clothes each day, washing clothes before re-wearing. Normal washing of clothes will reduce the risk of germs being transmitted. Wash your hands after handling unwashed clothes • Clients have been advised re: clean clothes prior to any meeting, attending their work/education setting | | | | | |
| Personal Protective Equipment, (PPE) | Clients, staff and members of the public Risk of illness due to Covid-19 transmission | <ul style="list-style-type: none"> • Face masks must be worn, (supplied by Pure Innovations), if travelling on public transport or if supporting a client where current social distancing government guidelines may not be met <p>When your visit does not require you to touch a client, but you need to be within the</p> | Low 2 | Need to include safe use of face masks in 'New Ways of Working' to be created on My LC | Fi H | 30/06/20 | ✓ |

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| | <p>and spread Risk of enforcement action due to not adhering to Government guidance</p> | <p>permitted social distance</p> <ul style="list-style-type: none"> - Surgical masks can be used continuously while providing support, unless you need to remove the mask from your face (e.g. to drink, eat or take a break from duties). - You may wear the same mask between different visits, (if it is safe to do so whilst travelling), so long as you do not need to take the mask off, or lower it from your face - You should not touch your face mask - The mask is worn to protect the staff member, and can be used whilst seeing a number of different clients - You should remove and dispose of the mask if it becomes damaged, soiled, damp, or uncomfortable to use. If removed, you would then need to use a new mask when you start your next visit. <ul style="list-style-type: none"> • Hand sanitisers must be carried when working in the community and are supplied by Pure Innovations • PPE stock levels and re-ordering procedure in place • Pure Employment staff will follow the PPE supply guidance • Staff are inducted into safe use of PPE • Other PPE is currently available, but not essential, for any identified tasks currently within Pure Employment; gloves, aprons & face visors, (where risk of splashes). If staff wish to carry a supply this is currently possible, but may change dependant on supply levels • Clients must follow their employer's guidance on PPE for their job role and have received appropriate training to their | | <p>If Pure Employment staff feel advice given re: PPE in other community/education and/or work settings are conflicting they should seek advice from Health & Safety Manager</p> | <p>All</p> | <p>On-going</p> | |
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| | | <ul style="list-style-type: none"> needs in how to use safely When job training or supporting in another setting, (e.g. work place/education), then Pure Employment staff should follow PPE advice given on that site | | | | | |
| <p>Socially distanced initial meetings/ profiling/ befriending sessions</p> | <p>Clients, staff and members of the public Risk of illness due to Covid 19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p> | <ul style="list-style-type: none"> Meetings will ideally be conducted virtually, (e.g. Zoom) No meetings are carried out in the home environment Meetings may be carried out in Rhino Boardroom for meetings with a maximum of 6 attendees Furniture in Rhino boardroom must not be moved Staff are responsible for cleaning the boardroom after the meeting, including sanitising any touch points We cannot offer any refreshments to visitors Meetings can be conducted in client's gardens or suitable outdoor space, in line with current social distance government guidelines. Current Government guidance states <i>"meeting outdoors in a group of up to 6 people with those you do not live with, but you should do this while observing social distancing guidelines"</i> Staff to make initial contact through phone call to clarify if the client/family has an outside space where the initial meeting can take place. Outside spaces include gardens with external access to prevent entering the house and risk of infection Staff to make contact on the day of meeting to ensure no one in the household is or has displayed symptoms of Covid-19 before meeting goes ahead If Covid-19 symptoms disclosed meeting to | Low 2 | No further action required, continue with existing control measures | N/A | N/A | N/A |

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| | | <p>be re-arranged at a minimum of 7 days after symptoms appear, (if symptomatic and live alone), or 14 days if a household member has symptoms</p> <ul style="list-style-type: none"> • Staff carry hand sanitiser, applying frequently and when getting back into own vehicle • Staff to adhere to the current government social distancing guidelines, where there is a possibility this may not happen staff are supplied with a face mask • Staff to take own pen for own use • Ideally no paperwork/equipment should be shared between Pure Innovations staff and client/family to reduce the risk of infection/spread. Pure Innovations brochure and materials will be emailed to client/family • Where it is essential to get a signature, the signed paperwork is returned to the Pure staff member and hands should then be sanitised. • Essential meetings can take place at another indoor venue authorised by the staff members line manager, (e.g. schools, internship sites etc.) It should be checked that there is a Covid-19 risk assessment and appropriate guidance in place, following the most up to date Government advice • These sites must be authorised by Government as being able to be open | | | | | |
| <p>Socially distanced walks</p> | <p>Clients, staff and members of the public Risk of illness due to Covid 19</p> | <ul style="list-style-type: none"> • Current Government guidance states <i>"meeting outdoors in a group of up to 6 people with those you do not live with, but you should do this while observing social distancing guidelines"</i> • There is different Government advice if a | <p>Low 2</p> | <p>No further action required, continue with existing control measures</p> | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |

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| | <p>transmission and spread Risk of enforcement action due to not adhering to Government guidance</p> | <p>client is in the Clinically Extremely Vulnerable, 'Shielded Group' – please follow guidance in that section of risk assessment</p> <ul style="list-style-type: none"> • Staff to make contact on the day of meeting to ensure no one in the household is or has displayed symptoms of Covid-19 as stated in the Government guidance before walk goes ahead • If Covid-19 symptoms disclosed walk to be re-arranged at a minimum of 7 days after symptoms appear, (if symptomatic and live alone), or 14 days if a household member has symptoms • Clients will be met outside of their home by a staff member before the walk. Staff do not enter the home to prevent risk of transmission to household • If meeting client somewhere away from their address, the client must make their own way to the location • Staff carry hand sanitiser and administer frequently • Staff to adhere to the current government social distancing guidelines, where there is a possibility this may not happen staff are supplied with a face mask • Staff avoid highly-populated areas and high touch areas. Walks will take place in client localities in green spaces and parks where possible • Staff supporting will already know the clients and will have read and signed their personal risk assessment, where applicable | | | | | |
| <p>Completing employer work</p> | <p>Clients, staff and members of the public Risk of illness</p> | <ul style="list-style-type: none"> • Staff will not 'cold call' employers in person • Staff should contact employers via phone or email to set up meetings • Virtual meetings with employers should be | <p>Low 2</p> | <p>No further action required at the time, continue with existing control measures</p> | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |

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| | <p>due to Covid-19 transmission and spread</p> <p>Risk of enforcement action due to not adhering to Government guidance</p> | <p>carried out, where possible</p> <ul style="list-style-type: none"> • If essential to visit an employer in person (such as to complete a JAWhS), Pure Employment staff will complete a Covid-19 Working Safely Checklist • Pure Employment staff will follow the guidance of the employer and use any relevant PPE | | | | | |
| <p>Clients returning to their place of work</p> | <p>Clients, staff and members of the public</p> <p>Risk of illness due to Covid-19 transmission and spread</p> <p>Risk of enforcement action due to not adhering to Government guidance</p> | <ul style="list-style-type: none"> • Information has been gathered from clients prior to them returning to highlight any areas of concern • Any areas of concern will be communicated to the employer, with the suggestion of an individual risk assessment, (or similar depending on workplace protocol), being put in place for any client where additional hazards/risks have been identified • Clients mode of travelling to work will be reviewed to minimise risk, where possible • If travelling on public transport consideration will be given to travelling at less busy times and will be advised re: law on wearing a face covering • Pure Employment staff will complete a Covid-19 Working Safely Checklist with the employer | <p>Low 2</p> | <p>No further action required at the time, continue with existing control measures</p> | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |
| <p>Providing one to one in work support</p> | <p>Clients, staff and members of the public</p> <p>Risk of illness due to Covid-19 transmission and spread</p> | <ul style="list-style-type: none"> • Where possible 'in work' support will be provided over the telephone/zoom to eliminate the need to meet • Where face to face support is required Pure Innovations will complete the Covid-19 Working Safely Checklist with the employer • Support is given to the employer to | <p>Low 2</p> | <p>No further action required at the time, continue with existing control measures</p> | <p>N/A</p> | <p>N/A</p> | <p>N/A</p> |

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| | Risk of enforcement action due to not adhering to Government guidance | <p>complete a personal risk assessment for the client where underlying health conditions, or related concerns are identified</p> <ul style="list-style-type: none"> • Follow the Covid-19 safety procedures in place for the site • Providing 1 to 1 job coaching support to clients around the new procedures in place due to Covid-19. • Job Coach to liaise with the employers around any issues identified around the client being able to follow the procedures • Keeping social distancing in line with current government guidelines between the client and job coach, where possible • Job Coach and client to wear appropriate PPE as requested and provided by the employer • Job Coach will raise any concerns about the safety of the client/staff member with the employer/line manager | | | | | |
| Someone displaying symptoms of Covid-19 | <p>Clients, staff and members of the public Risk of illness due to Covid-19 transmission and spread</p> <p>Risk of closure to Pure's services</p> | <ul style="list-style-type: none"> • If any clients/staff show symptoms of Covid-19, during the working day they will return home and asked to isolate for 7 days • The will be asked to remind family members that they need to self-isolate for 14 days • If anyone displays urgent medical signs then emergency medical support will be sought, stating that the individual is showing symptoms of Covid-19 • If a suspected or confirmed case of Covid-19 has been identified cleaning will be undertaken using detergent and disinfectant with 1000 parts per million of available chlorine or a product that is effective against enveloped viruses, (refer | Med 4 | Any reports of someone displaying Covid-19 symptoms whilst being supported by Pure Employment must be reported to both Dave Ferrier, (Operations Director) and Fiona Harradine, (Health & Safety Manager) | All staff | On-going | ✓ |

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| | | to 'Covid-19 Cleaning Guidance' on My Learning Cloud) <ul style="list-style-type: none"> External cleaners will be notified Any cleaning material used will be doubled bagged and left for 72 hours before being put in waste | | | | |
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| Likelihood | Severity | | |
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| | Low 1 (Other injuries or illnesses) | Medium 2 (7-day injury or illness defined by RIDDOR) | High 3 (Death or major injury , as defined by RIDDOR) |
| Low 1 (harm will seldom occur) | Low 1 | Low 2 | Medium 3 |
| Medium 2 (harm will often occur) | Low 2 | Medium 4 | High 6 |
| High 3 (harm is near certain) | Medium 3 | High 6 | High 9 |

1-2 Low Risk

3-4 Medium Risk – can any further action be taken to minimise risk

6-9 High Risk – take action immediately

| RISK ASSESSMENT REVIEWED/UPDATED | | |
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| Date | Name | Comments |
| 15.07.2020 | Danielle Sidderley | Risk assessment updated to include the use of Rhino boardroom for client meetings. |

I confirm I have read and understood this risk assessment for: Pure Innovations Supported Employment during Covid-19

| Name | Role | Signature | Date |
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CAPTURED ON MY LEARNING CLOUD