

Covid-19 Risk Assessment/ Return to Work Plan The Ben Fund

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED?	CONTROLS REQUIRED	ADDITIONAL CONTROLS	ACTION BY WHO?	ACTION BY WHEN?	DONE
<p>The spread of Covid -19 Coronavirus</p> <p>Objective – To maximise the safety of staff, clients and visitors to Ben Fund Premises by minimising the potential spread of the virus.</p>	<ul style="list-style-type: none"> • Staff • Members/ Clients attending for treatment/ services • Contractors • Individuals with particular vulnerabilities • Any person who physically comes into contact with Ben Fund premises 	<p><u>Prevention</u></p> <ul style="list-style-type: none"> • Clear guidance and messaging to all staff and clients intending to visit St Michael’s Lodge to stay at home if showing symptoms as per PHE guidance • Notices will be prominently displayed outside and at the entrance of St Michael’s Lodge informing individuals who maybe symptomatic not to enter the building • Staff with vulnerable characteristics will be encouraged to work from home until their safety can be maximised 	<p>Messaging will be prominent on website and all available channels of communication will be used to inform staff and visitors to stay away if symptomatic</p> <p>Line managers will have individual discussions with staff to understand specific vulnerabilities and potential mitigation controls</p>	<p>Management Team</p> <p>Line Managers</p>	<p>Prior to reopening</p> <p>Prior to reopening</p>	

	<p><u>Enhanced Hygiene Measures</u></p>	<ul style="list-style-type: none"> • A temperature recording device may be deployed to screen all entrants to the building to identify individuals who may be exhibiting symptoms • Adopting a vigorous regime of cleaning and sanitisation of frequently touched areas and surfaces eg door handles, light switches reception area using appropriate cleaning products • Hand Washing and cleaning 	<p><i>The cost, availability and potential effectiveness of this measure is currently being explored by the Operations Manager</i></p> <p>A dynamic record of cleaning will be in place to ensure that rigorous procedures are being followed</p> <p>Regular reminders to all staff and visitors to follow PHE guidance on regular hand washing. Appropriate supplies of soap, paper towels and hand sanitisers readily available</p>	<p>Ops Manager</p> <p>Line Managers</p> <p>Management team and all staff</p>	<p>Prior to reopening</p>	
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	<p><u>Safe Distancing</u></p>	<ul style="list-style-type: none"> • Reducing the number of people in any work area to fully comply with the 2 metre gap recommended by PHE • Reconfiguration of the building to facilitate social distancing 	<p>Regular reminders including posters to encourage social distancing is followed at all times</p> <p>A one way system through the building will be designed to include separate entrances and exits.</p> <p>Clear floor markings will be in place to ensure that individuals stand at least 2m away from the reception area.</p> <p>Only one client will be allowed into reception area at any one time.</p> <p>Clinical practice will be carried out remotely where appropriate or observing strict social distancing procedures.</p> <p>Staff will have access to large open spaces eg Orangery/ Link Room/ conference room to conduct classes.</p> <p>Weather permitting, use of the back garden should be considered.</p> <p>Staff will be encouraged to social distance whilst doing admin tasks or having breaks/ lunch.</p> <p>Appropriate room space will be provided to facilitate this.</p>			
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	<p><u>Symptoms of Covid-19</u></p>	<p>If anyone becomes unwell with a new continuous cough, high temperature or loss of taste/ smell in the workplace they will be sent home and advised to follow the PHE public health guidance. Line Managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff has contracted Covid-19 and were recently on the premises the management team will fully comply with PHE guidance on test , track and trace (forthcoming).</p>	<p>Where appropriate windows/doors may be left ajar to promote ventilation.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support staff.</p> <p>Line Managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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	<p><u>Use Of PPE</u></p> <p><u>Mental Health</u></p>	<ul style="list-style-type: none">• Line managers will review work schedules including start and finish times, working from home etc to regulate the numbers in the building at any one time• Line Managers will discuss with staff whether and what PPE might be required to fulfil their roles safely• The Management team will promote mental health and wellbeing to staff and will provide whatever support they can to help	<p>Appropriate PPE to include gloves, aprons, waste disposal and face coverings will be sourced by the Ops Mgr based on the needs of each role eg cleaning staff will require a high level of protective equipment. Detailed guidance on the use of PPE will be developed before reopening.</p> <p>Staff are encouraged to speak to their line manager or a member of the Mgt Team to share any concerns.</p>	<p>Line Managers</p>		
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