

Covid-19 Health and Safety Risk Assessment

St Mungo's provides support and accommodation to help people rebuild their lives after being homeless. Our services take place in a range of settings including street outreach, hostels and semi-independent accommodation, care homes, prisons and the wider community. Some of our activities also take place in an office setting.

We are absolutely committed to creating a safe and healthy environment - for our staff, clients and all who come into contact with our services - as a matter of priority, above all other considerations.

Our teams have continued to provide essential services during the Coronavirus outbreak, including some staff carrying out emergency work to move vulnerable people into hotel accommodation to enable them to follow the Government self-isolation guidance. We acted quickly to implement appropriate health and safety measures during the Coronavirus lockdown. Following the Government's easing of lockdown restrictions, our focus continues to be on the health and safety of our staff and clients.

This document sets out our assessment of the health and safety risks as a result of Covid-19, the controls we have in place and any further action we plan to take. We will consult with staff and union representatives regarding this assessment and the more detailed risk assessments we are developing for specific services. In line with Government expectations, we will publish this overarching risk assessment on our website.

This assessment considers the risks within the context of the Government's easing of lockdown restrictions. We will review our risk assessment as and when the Government announces further phases of its Coronavirus response and update it accordingly.

Risk	Existing controls	Further action
Staff returning to work sites before it is safe to do so.	<p>Staff who can work from home have been facilitated to do so.</p> <p>Only staff performing an essential role that cannot be done from home will be in the office / service.</p> <p>Staff who need to shield remaining at home.</p> <p>Clear communication issued to staff to maintain the status quo for the time being.</p>	<p>Develop specific risk assessments for offices and services in consultation with staff and unions.</p> <p>Managers to review the roles that cannot be carried out at home as part of Covid-19 Secure Assessment</p> <p>Person specific risk assessments for those who are vulnerable and need to return to office / service location.</p> <p>Further communication of support and access to equipment for those working at home.</p>
Risk of infection when travelling to work and between sites.	<p>Only those staff who have to come into work are travelling. This continues to be the position for the current phase.</p> <p>Staffing rotas in some services have been adjusted to minimise travel.</p>	<p>Develop a risk assessment for work related travel in consultation with staff and unions.</p> <p>Encourage those staff that need to attend the work site to walk, cycle or drive where possible.</p> <p>Consider the provision of cycle loans, through the cycle scheme.</p> <p>Parking, congestion charge and Ultra Low Emissions Zone charges for staff travelling as part of their work should be considered</p>

		<p>Review and implement guidance on travelling on public transport as and when it becomes available.</p> <p>Review the activities being undertaken and therefore minimise the travelling that is undertaken.</p>
Risk	Existing controls	Further action
<p>Staff, clients, contactors and visitors do not maintain social distancing</p>	<p>Social distancing arrangements in place and communicated.</p> <p>Audit tool issued to services to consider how to make the workplace safe.</p> <p>Procedure in place for dealing with clients who do not comply with social distancing.</p> <p>Deliveries and contractors all attend by appointment only.</p> <p>All contractors have been contacted about adjusted working practices for Covid-19.</p>	<p>All services to complete the Covid Secure Audit using the audit tool developed for this purpose.</p> <p>This includes - Review all offices including those in hostels, rest areas and kitchens and draw up a plan for use with 2m rule.</p> <p>Staff and union representatives to review work underway to make head office and other offices safe for staff to return using a bespoke Risk assessment for offices.</p> <p>Including</p> <ul style="list-style-type: none"> • Desk booking system to be implemented for office locations. • Ensure signage is up in all locations instructing people to keep 2m distance. • Marking out floor area to stop people getting too close to each other.
<p>Infection risk is not appropriately managed (where social distancing is not possible).</p>	<p>Clear instructions are in place on isolation if staff have symptoms or a household contact has symptoms.</p> <p>Personal protection equipment is available in all work places.</p> <p>Plans drawn up in all services for symptomatic clients and how to isolate and support them in isolation</p> <p>Information provided to clients on how to practice social distancing, report symptoms and to isolate</p> <p>Communal spaces closed as appropriate.</p> <p>No face to face meetings unless 2m distance can be maintained.</p> <p>Enhanced cleaning arrangements to Covid-19 standard in place.</p>	<p>To be covered in specific risk assessments for offices and services.</p> <p>Supply of PPE where it is appropriate / where required to be maintained or provided if a new site is opening up.</p> <p>Risk Assessment for all staff who are vulnerable or live with a vulnerable person who need to be in the office.</p> <p>Review through Covid-19 Secure audit tool all communal spaces and where social distancing can be maintained.</p> <p>Review outside space to see if this can be safely used.</p> <p>Update guidance for clients to reflect the new 'Stay Alert' instruction.</p>

	<p>Enhanced hand washing regime in place.</p> <p>Keeping Safe guidance issued and updated and forms part of all staff inductions.</p>	<p>Wherever possible, windows should be open for ventilation.</p> <p>Review our requirements on face coverings following Government advice. Consider the options in terms of provision.</p> <p>Locum/Agency staff to remain based in as few places of work as possible to reduce infection risk.</p>
<p>Cleaning processes are not at Covid-19 standard.</p>	<p>Contract cleaners asked to confirm that they are cleaning to Covid-19 standard.</p> <p>Instructions about how to clean have been issued.</p> <p>E-learning package on cleaning has been made available.</p> <p>Cleaning materials available.</p> <p>Personal Protection Equipment available.</p>	<p>Create a cleaning station at the end of banks of desks or groups of desks.</p> <p>All desks and equipment on the desks to be cleaned at the beginning and end of the day.</p> <p>Clear desk policy to facilitate cleaning.</p>
Risk	Existing controls	Further action
<p>Wellbeing of staff working at home and in services is not appropriately managed.</p>	<p>Guidance issued on maintaining wellbeing and managing staff remotely.</p> <p>Staff Wellbeing focus group in place.</p> <p>Solid Foundations non-negotiables reviewed and relaxed where possible.</p> <p>Staff who have identified through the skills audit cascade page, that they do not have a suitable workstation set up at home have been contacted by the health and safety team and been sent an assessment form that will on completion enable the member of staff to purchase equipment for home use.</p> <p>A range of wellbeing guides developed for the purpose of supporting staff, including both those who are working at home providing support to clients and those who are doing so while in services.</p> <p>Remote Reflective practice introduced.</p>	<p>The dynamic stress risk assessments undertaken by managers to be recorded at a team and individual level and to address anxiety about staff returning to work.</p> <p>Staff who have not completed a home working assessment to be contacted.</p>