BEING COVID READY: Action Template

This template has been developed to help local voluntary organisations implement the government "COVID- secure guidelines". It is aimed at voluntary sector / community organisations, enforced for health and safety by Local Authorities and who don't have dedicated health and safety advice. Currently the guidance consists of the workplace guides available: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

Nothing in this document should add or take away from the guidance, and you don't have to use this template to complete your risk assessment. We have created this to help organisations go through the risk assessment process and document their findings. It can be freely copied and used but it is best completed on the computer as the boxes expand. **We take no responsibility for your risk assessment, but we hope this is helpful in getting back to work safely.**

Next steps:

1. Think about your procedure for dealing with actual cases of COVID-19 sickness.
2. Complete the 5 boxes - the basic risk assessment.
3. Additional steps from guidance- what specific measures apply to your workplace type.
4. Implement all the measures and check they work.
5. Save or upload risk assessment to website, print out notice, sign and display.

Your Details

> **A. Organisation Name and Address:**
>
> **B. Person carrying out risk assessment:**
>
> **C. Signed and dated (when completed):**

Be clear on your procedure on COVID-19 sickness

The NHS test and trace service is designed to support you by providing testing for anyone who has symptoms of Covid19, so that if they have been tested positive, they and their household member know to continue to self-isolate.

When someone first develops symptoms and orders a test, they will be encouraged to alert the people that they have had close contact with in the 48 hours before symptom onset. If any of those close contacts are via your organisation, the person who has developed symptoms may wish to ask you to alert those colleagues / clients or residents. At this stage, those close contacts should not self-isolate, but they:

- Must avoid individuals who are at high-risk of contracting COVID-19, for example, because they have pre-existing medical conditions, such as respiratory issues
- Must take extra care in practising social distancing and good hygiene and in watching out for symptoms

- Will be better prepared if the person who has symptoms has a positive test result and if they (the contact) receive a notification from the NHS test and trace service explaining they need to self-isolate

To facilitate the service, organisations should encourage workers to heed any notifications to self-isolate and provide support to these individuals when in isolation. For more information on how to get a test: https://www.nhs.uk/ask-for-a-coronavirus-test

You should support workers who need to self-isolate and must not ask them to attend the workplace.

You should continue to communicate with staff/ volunteers in self-isolation and provide support. This includes allowing people to work from home if they remain well and if it is practicable to do so. This might include finding alternative work that can be completed at home during the period of self-isolation.

If there is more than one case of COVID-19 associated with a workplace or community setting, employers (including Trustees and unpaid co-ordinators) should contact their local health protection team to report the suspected outbreak. Find your local health protection team: www.gov.uk/health-protection-team

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A. What are your arrangements for sending people home if an employee / volunteer / client or other user of your service is displaying symptoms of COVID-19?

B. What further cleaning or other actions do you need to take if this happens?

C. What will you do if an employee / volunteer / client or other user of your service informs you that members of his/her household are displaying symptoms of COVID-19?

Complete the five boxes below (basic risk assessment)

1.   Work from home, if you can

"All reasonable steps should be taken by organisations to help people work from home. But for those who cannot work from home and whose workplace has not been told to close, our message is clear: you should go to work. Staff / volunteers should speak to their employer about when their workplace will open".

> **A. Which employees / volunteers can work from home?**
>
> **B. If your premises are planning on opening – when will you do this?**
>
> **C. How have you communicated with staff / volunteers about your plans in advance?**

2.   Carry out a COVID-19 risk assessment, in consultation with employees/ volunteers

"This guidance operates within current health and safety employment and equalities legislation and employers will need to carry out COVID-19 risk assessments in consultation with their workers or trade unions, to establish what guidelines to put in place. If possible, employers should publish the results of their risk assessments on their website and we [the Government] expect all businesses with over 50 employees to do so".

Example Risk Assessment templates, can be found here: https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm

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A. **What consultation with staff / volunteers will you do?**

B. **Will you publish the results of your risk assessment on your website?**

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3.   Maintain 2 metres social distancing, wherever possible

"Organisations / groups should re-design their places of work to maintain 2 metre distances (1metre +) between people by staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms".

There are a number of resources online where you can download and print free signage:
https://coronavirusresources.phe.gov.uk/

A. Your organisation/ group will maintain 2 metre distances (1 metre +) between people by:

## 4.	Where people cannot be 2 metres apart, manage transmission risk

"Organisations / groups should look into putting barriers in shared spaces, creating workplace shift patterns or fixed teams minimising the number of people in contact with one another, or ensuring staff / volunteers / members of the public are facing away from each other".

There are a number of resources online that can help provide free downloaded signage:
https://coronavirusresources.phe.gov.uk/

> **A. This organisation/group will manage transmission risk where people cannot be 2 metres apart by;**

## 5.	Reinforcing cleaning processes

"Venues should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Organisations / groups should provide handwashing facilities or hand sanitisers at entry and exit points".

For more information about cleaning, go to: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

> **A. We will reinforce cleaning processes by:**

Additional steps from guidance- what specific measures apply to your workplace type?

To help organisations that have vehicles/ office space / colleagues working from home, see the below for additional guidance:

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

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

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

You may also want to consider preparing or reviewing your Business Continuity Plan, so that your organisation can continue to carry out its work should some of your staff or volunteers not be available to work.

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Implement all the measures and check they work

Once you have completed your risk assessment and identified the different actions work with your employees, volunteers and Trustees on taking steps to implement those actions, and set a completion date. Stay aware of the different changes in the guidance being issued by the Government and regularly monitor and review the measures that you have taken.

Save or upload risk assessment to website, print out notice, sign and display.

It is important that everyone understands the measures that your organisation is taking to help keep people safe. Have a clear communication plan so that everyone who comes into contact with your organisation and its work knows how you are helping to keep them safe. Make sure you stay alert and monitor the steps that your organisation has undertaken, to ensure they continue to be effective and that people are supported to adhere to the new measures.