

Coronavirus Risk Assessment - UNPAID WORK



This includes UPW sites in Worcester, Telford, Shrewsbury, Nuneaton, Leamington and Hereford

			<ul style="list-style-type: none"> Contractors attending site kept to minimum numbers, eg 1 at a time. Contractors to be met on site by designed staff member and given the Contractors COVID Compliance Sheet to sign – AG to create. Staff member to sign the contractor in/out of premises. Designated person to stay on site with Contractor for the duration of their time on site. 								
	Staff & SUs		<ul style="list-style-type: none"> Fire alarm test to be carried out on site before building is re-opened. 	JL/AG	30/6/20	√	n/a	√			n/a
	UPW Managers	<ul style="list-style-type: none"> Spot checks at placements/hubs by UPW Managers 	<ul style="list-style-type: none"> Initially, weekly checks to be carried out on a rota basis to check compliance with Risk Assessments. 	UPW Managers	Ongoing	√	√	√			
Mini Buses	Staff & SUs	<ul style="list-style-type: none"> Internal cleaning carried out in advance of using a mini-bus and at the end of each session Sufficient vehicles are available at each location to allocate own vehicle to Supervisor for exclusive use during Phase 1. Buses can accommodate x 1 drive and x 1 Supervisor in the back (if needed and travelling to the same location). 	<ul style="list-style-type: none"> To be reiterated in the pre-post checklist to include increased level of COVID cleaning with anti bac spray at the end of each work party. This is to include fuel pumps, keys, seats, handles and any high volume touch areas. Passengers and drivers of mini-buses are required to wash their hands prior to entering vehicles. To be included on checklist. Water carriers/hand wash/paper towels to be provided and taken on all journeys for hand washing. Add to checklist. All vehicles will be provided with a COVID kit to include: anti bac, wipes, 	Sup	Ongoing				√	√	
				Sup			√	√	√	√	
				Sup			√	√	√	√	
				JL/AG		√	√	√	√	√	√

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			<p>disposable gloves, hand wash, paper towels and bin bags. Supervisors to collow hand washing procedure before and after using vehicle. To be included on checklist.</p> <ul style="list-style-type: none"> • Seats to be signposted with seats left empty to comply with 2m distance. • Mini-bus COVID/Social Distancing instruction signage to be created and display on back of seats on mini-buses. 	Sup			√	√			
		<ul style="list-style-type: none"> • Single person and contactless refuelling of minibuses. 	<ul style="list-style-type: none"> • Where contactless cards are not available supervisors are to use disposable gloves and use anti bac before and after refuelling. 	Sup	Ongoing		√	√			
Staff Wellbeing	UPW Sup	<ul style="list-style-type: none"> • Employees Assistance Programme/Medicash available to employees who feel they need professional interaction. • Employees who self-isolate or are instructed by a medical professional to self-isolate are required to notify the HSE who keeps a log and periodically contacts employee, and to also notify Karen Simmonds. 	<ul style="list-style-type: none"> • Staff/SUs to be made aware of how to channel concerns. Details on a poster displayed inside and outside hubs. • Line managers to make regular contact with all employees, whether they are at home or in the office. • Director of Justice holds weekly conference calls with teams. • Director of Justice weekly comms are emailed or sent out to all staff. • Regular review of Equality and Diversity Register. • Managers to have discussions with staff regarding any reasonable adjustments that need to be made. 	UPW Managers	Ongoing		√	√	√	√	√
				DV	Ongoing	√	√	√	√	√	√
				DV	Ongoing	√	√	√	√	√	√
				SMT	Ongoing						
				Line Managers	Ongoing		√	√			

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Location:	ALL WWM CRC UPW HUBS
Assessment completed by:	Dave Adams, Amanda Gittins, Jane Lewis
Date of Assessment:	07/07/20
Review Date:	Weekly
Senior Manager responsible for monitoring risk:	George Branch
Head of Health, Safety & Environment:	Richard Johns

Version 1 – 13/05/20

Version 2 – 14/05/20

Version 3 – 21/05/20

Version 4 – 02/06/20

Version 5 – 22/06/20

Version 6 – 24/06/20

Version 7-- 07/07/20