

## Coronavirus Risk Assessment - UNPAID WORK This includes UPW sites in Worcester, Telford, Shrewsbury, Nuneaton, Leamington and Hereford

Virus Transmission  Staff & Service Users  Outside work parties for UPW projects initially. No  Pocument to be scrutinised and relevant criteria imparted to all affected staff via Risk Assessment.  Outside work parties for UPW projects initially. No	Worc  √	Telf   ✓	Shrws	Nun <b>V</b>	Leam	Hfd
Transmission Service Users guidelines regarding COVID and Social Distancing.  Outside work parties for UPW projects initially. No  relevant criteria imparted to all affected staff via Risk Assessment.  UPW PSOs to prepare lists (SU must meet given criteria).		٧		V		
<ul> <li>vulnerable workers.</li> <li>2 SUs who meet the given criteria to make their own way to the project and meet up with their supervisor. If there is the need to meet at the Hub then they are to meet outside and adhere to social distancing of 2m.</li> <li>SUs will be contact the day before to ask if they are showing any of the recognised symptoms of COVID-19 and if in doubt the SU should be directed not to attend UPW.</li> <li>Rollcalls – registers – paperwork conducted outside hub.</li> <li>Government guidance to be followed. An UPW service user risk assessment to be carried out.</li> <li>Induction letter to SUs detailing new procedures.</li> <li>PSOs 1/6/20</li> <li>Induction letter to SUs detailing new procedures.</li> <li>PSOs 1/6/20</li> <li>Induction letter to SUs detailing new procedures.</li> <li>Create checklist and share with all Supervisors.</li> <li>Supervisors.</li> <li>Supervisors.</li> <li>Supervisors/JL/AG to lay floor tape/social distances areas inside/outside hubs.</li> <li>Signage inside toilets confirming good hand washing technique.</li> <li>Display 'Face Coverings' poster.</li> <li>Supervisors and SUs to build in frequent hand wash breaks, including at start and end of day, to be included on checklist.</li> </ul>	\lambda \times \	\ \( \forall \)	V V V V V	√ √ √ √ √ √ √ √ √ √ √ √ √ √	V V V V V V V V	√ n/ a



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				Removal of any hub seating in social areas.	Sup	1/6/20	٧	n/a	٧	٧	٧	n/ a
				<ul> <li>Tools to be wiped down with anti bac before loading onto vehicles, to be included on checklist.</li> </ul>	Sup	Ongoing		٧	٧			
				Boots and gloves to be issued to individual SUs in a named bag for	Sup	Ongoing		٧	٧			
				<ul><li>their sole use throughout their order.</li><li>Induction / letter to SUs detailing arrangements.</li></ul>	PSOs	1/6/20		٧	٧			
				Tool Box Talks to be reviewed to ensure COVID compliance.	DA	1/6/20	٧	٧	٧	٧	٧	
	Staff & SUs	•	SUs are advised to bring their own food/drinks for the day.	<ul><li>SUs to be advised on leaflet.</li><li>Separate break times for SUs.</li></ul>	Sup	Onoing		٧	٧			
		•	No travel reimbursement during this period, due to COVID risk of handling cash/paperwork.	Induction / letter to SUs detailing new arrangements.	PSO	15/6/20		٧	٧			
UPW Hubs	Staff & SUs	•	A maximum number of people will be allowed in each of the UPW hubs at any one time	WORCESTER HUB- 2 PEOPLE TELFORD HUB - 2 PEOPLE SHREWSBURY HUB - 2 people NUNEATON HUB - 2 people LEAMINGTON HUB - 1 person HEREFORD HUB - 1 hub	All UPW staff	Ongoing	٧	٧	V	٧	٧	٧
	Cleaners	•	Liaison with cleaning company for all sites.	<ul> <li>Cleaners to be reinstated in each of the hubs for cleaning in line with COVID guidance.</li> </ul>	JL/AG	15/6/20	٧	٧	٧	٧	٧	٧
	Contract- ors	•	Contractors only at site by prior appointment.	Statutory planned maintenance to be recommenced before occupation, with any essential work that may have lapsed completed before site reopens.	JL/AG	Ongoing	٧	٧	٧	٧	٧	٧



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	Staff &		<ul> <li>Contractors attending site kept to minimum numbers, eg 1 at a time.</li> <li>Contractors to be met on site by designed staff member and given the Contractors COVID Compliance Sheet to sign – AG to create.</li> <li>Staff member to sign the contractor in/out of premises.</li> <li>Designated person to stay on site with Contractor for the duration of their time on site.</li> <li>Fire alarm test to be carried out on site has force hardling in the second of the site has force hardling in the second of the site has force hardling in the second of the site has force hardling in the second of the site has force hardling in the second of the secon</li></ul>	JL/AG	30/6/20	٧	n/a	٧			n/
	SUs UPW	s Coat about at	site before building is re-opened.	UPW	Ongoing	-/	٧	1			а
	Managers	<ul> <li>Spot checks at placements/hubs by UPW Managers</li> </ul>	<ul> <li>Initially, weekly checks to be carried out on a rota basis to check compliance with Risk Assessments.</li> </ul>	Mana- gers	Ongoing	٧	V	V			
Mini Buses	Staff & SUs	<ul> <li>Internal cleaning carried out in advance of using a mini-bus and at the end of each session</li> <li>Sufficient vehicles are available at each location to allocate own vehicle to Supervisor for exclusive us3e during Phase 1.</li> </ul>	<ul> <li>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.</li> <li>Passengers and drivers of mini-buses</li> </ul>	Sup	Ongoing		V	٧	V	V	
		Buses can accommodate x 1     drive and x 1 Supervisor in the back (if needed and travelling to the same location.	<ul> <li>are required to wash their hands prior to entering vehicles. To be included on checklist.</li> <li>Water carriers/hand wash/paper towels to be provided and taken on all journeys for hand washing. Add to checklist.</li> </ul>	Sup			V	٧	V	٧	
			<ul> <li>All vehicles will be provided with a COVID kit to include: anti bac, wipes,</li> </ul>	JL/AG		V	V	V	٧	٧	٧



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			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.  • 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 Sup			V	v v			
		Single person and contactless refuelling of minibuses.	Where contactless cards are not available supervisors are to use disposable gloves and use anti bac before and after refuelling.	Sup	Ongoing		٧	٧			
Staff Wellbeing	UPW Sup	<ul> <li>Employees Assistance         Programme/Medicash         available to employees who         feel they need professional         interaction.</li> <li>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</li> </ul>	<ul> <li>Staff/SUs to be made aware of how to channel concerns. Details on a poster displayed inside and outside hubs.</li> <li>Line managers to make regular contact with all employees, whether they are at home or in the office.</li> <li>Director of Justice holds weekly conference calls with teams.</li> <li>Director of Justice weekly comms are emailed or sent out to all staff.</li> </ul>	UPW Mana- gers DV	Ongoing Ongoing Ongoing	√ √ √	v v	√ √ √	√ √ √	√ √ √	v v
		notify Karen Simmonds.	<ul> <li>Regular review of Equality and Diversity Register.</li> <li>Managers to have discussions with staff regarding any reasonable adjustments that need to be made.</li> </ul>	SMT Line Mana- gers	Ongoing Ongoing		٧	٧			



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