

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

What are the hazards on	Who might be harmed & how	What are you doing about it?	Do you need to do anything else to manage the risk?	Action by who ?	Action by when	Completed Tick Yes when completed √					
						Worc	Telf	Shrew	Nun	Leam	Hfd
Virus Transmission	Staff & Service Users	<ul style="list-style-type: none"> <li>HM Government issued guidelines regarding COVID and Social Distancing.</li> <li>Individual placements in Charity Shops remobilised 12/4/21. Outdoor placements to continue where 2m+ social distancing can be achieved 1/6/21.</li> <li>Covid Risk Assessments for placements are provided and following Government Guidance.</li> <li>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 well, not just if they are showing any of the recognised symptoms of COVID-19 and if</li> </ul>	<ul style="list-style-type: none"> <li>Document to be scrutinised and relevant criteria imparted to all affected staff via Risk Assessment.</li> <li>UPW PSOs to prepare lists (SU must meet given criteria).</li> <li>Government guidance to be followed.</li> <li>As per Government guidelines on 22/2/21 we will work in line with National Union guidance on returning to the office and within pipeline dates, issued by the Government.</li> <li>A Service User Risk Assessment will be undertaken for all service users undertaking face to face interviews/ attending interventions, completed by their offender manager.</li> <li>Induction letter to SUs detailing new procedures.</li> <li>Posters inside and outside the hubs in line with Gov Covid-19 guidelines.</li> <li>Create checklist and share with all Supervisors.</li> <li>Supervisors/JL/AG to lay floor tape/ social distances areas inside/outside hubs.</li> </ul>	Line managers	1/5/20	√	√	√	√	√	√
				PSOs	1/6/20	√	√	√	√	√	√
				All	30/11/20	√	√	√	√	√	√
				All	22/2/21	√	√	√	√	√	√
				PSOs	1/6/20	√	√	√	√	√	√
				PSOs	1/6/20	√	√	√	√	√	√
				RM	1/6/20	√	√	√	√	√	√
				DA	1/6/20	√	√	√	√	√	√
				Sup	1/6/20	√	NA	√	√	√	NA

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT

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

		<p>in doubt the SU should be directed not to attend UPW.</p> <ul style="list-style-type: none"> <li>Rollcalls – registers – paperwork conducted outside hub.</li> </ul>	<ul style="list-style-type: none"> <li>Signage inside toilets confirming good hand washing technique.</li> <li>Fluid Resistant Surgical Facemasks have been made available for all staff to use on a discretionary basis in CRC areas. However, in any areas where 2m Social Distancing cannot be maintained, facemasks should be worn by both Service Users and the Staff Member.</li> <li>Sufficient supplies of anti-bac gel/wipes, soap, paper towels to be available on site.</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> <li>Removal of any hub seating in social areas.</li> <li>Tools, equipment and boots to be wiped down with anti- bac/sanitiser before issuing to service user.</li> <li>Induction / letter to SUs detailing arrangements.</li> </ul>	Sup	1/6/20	√	√	√	√	√	√
				JL	12.04.21	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√
				Sup	1/6/20	√	√	√	√	√	√
				Sup	Ongoing	√	NA	√	√	√	NA
				Sup	Ongoing	√	√	√	√	√	√
				PSOs	1/6/20	√	√	√	√	√	√
			<ul style="list-style-type: none"> <li>Tool Box Talks to be reviewed to ensure COVID compliance.</li> </ul>	DA	1/6/20	√	√	√	√	√	√
	Staff & SUs	<ul style="list-style-type: none"> <li>SUs are advised to bring their own food/drinks for the day.</li> </ul>	<ul style="list-style-type: none"> <li>SUs to be advised on leaflet.</li> <li>Separate break times for SUs.</li> </ul>	Sup	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

UPW Work Parties	Staff & SUs	<ul style="list-style-type: none"> <li>Group size up to 8 SUs+1Sup (where 2m Social Distancing cannot be achieved a facemask must be worn.)</li> </ul>		All staff and SUs	17.05.21	√	√	√	√	√	√
UPW Parties	Staff & SUs	<ul style="list-style-type: none"> <li>CRC monitoring Covid Infection Rates per area daily.</li> <li>Regular liason with Trade Unions at both National and Regional Level.</li> </ul>	<ul style="list-style-type: none"> <li>If daily local Covid Infection Rates rise above the 700:100,000 threshold, UPW services will be stood down.</li> <li>If daily local Covid Infection Rates decline below the 700:100,000 threshold for a period of 5 consecutive days, UPW services can be resumed.</li> </ul>	All staff and SUs	22/02/21	√	√	√	√	√	√
	Cleaners	<ul style="list-style-type: none"> <li>Liaison with cleaning company for all sites.</li> </ul>	<ul style="list-style-type: none"> <li>Cleaners to be reinstated in each of the hubs for cleaning in line with COVID guidance.</li> <li>Cleaners asked to wear masks whilst on CRC premises (discretionary from 12/4/21)</li> </ul>	JL/AG	15/6/20	√	√	√	√	√	√
				JL/AG	12/04/21	√	√	√	√	√	√
	Contractors	<ul style="list-style-type: none"> <li>Contractors only at site by prior appointment.</li> </ul>	<ul style="list-style-type: none"> <li>Statutory planned maintenance to be recommenced before occupation, with any essential work that may have lapsed completed before site re-opens.</li> <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.</li> <li>Staff member to sign the contractor in/out of premises.</li> </ul>	JL/AG	Ongoing	√	√	√	√	√	√

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

			<ul style="list-style-type: none"> <li>Designated person to stay on site with Contractor for the duration of their time on site.</li> </ul>								
	Staff & SUs		<ul style="list-style-type: none"> <li>Fire alarm test to be carried out on site before building is re-opened.</li> </ul>	JL/AG	30/6/20	√	NA	√	Bell rock	Bell rock	NP S
	UPW Managers	Spot checks at placements/hubs by UPW Managers	<ul style="list-style-type: none"> <li>Regular site checks to be carried to check compliance with Risk Assessments.</li> </ul>	UPW MGR /RMs	Ongoing	√	√	√	√	√	√
First Aid	First Aiders	First Aiders at Site	<ul style="list-style-type: none"> <li>In an emergency e.g. an accident or fire, people do not have to stay 2m+ apart, if it were to be unsafe.</li> <li>People involved in the provision of assistance to others, would pay particular attention to sanitisation measures immediately afterwards, including washing hands.</li> <li>Further Covid guidance/advice has been issued to all First Aiders, following a change in Government Guidance.</li> </ul>	First Aider	Ongoing	√	√	√	√	√	√
Mini Buses	Staff & SUs	<ul style="list-style-type: none"> <li>Internal cleaning carried out in advance of using a mini-bus and at the end of each session</li> <li>Where possible, sufficient vehicles are available at each location to allocate own vehicle to Supervisor for exclusive use.</li> </ul>	<ul style="list-style-type: none"> <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 are required to wash their hands prior to entering vehicles. To be included on checklist.</li> </ul>	Sup	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

			<ul style="list-style-type: none"> <li>• Water carriers/hand wash/paper towels to be provided and taken on all journeys for hand washing. Add to checklist.</li> <li>• All vehicles will be provided with a COVID kit to include: anti- bac, wipes, disposable gloves, hand wash, paper towels and bin bags. Supervisors to follow hand washing procedure before and after using vehicle. To be included on checklist.</li> <li>• Seats to be signposted with seats left empty to comply with Government Social Distancing Guidelines.</li> <li>• Passengers must sit in designated seat to and from work site.</li> <li>• Daily log book must be completed and confirmation that the vehicle has been sanitised noted.</li> <li>• Confirmation of cleaning must be placed on the driver's seat to inform other users.</li> </ul>	Sup	Ongoing	√	√	√	√	√	√
				JL/AG	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√
Mini buses	Staff and Service Users	Single person and contactless refuelling of minibuses.	<ul style="list-style-type: none"> <li>• Where contactless cards are not available supervisors are to use disposable gloves and use anti- bac before and after refuelling.</li> </ul>	Sup	Ongoing	√	√	√	√	√	√

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

Mini buses	Staff and Service Users	Maximum number of passengers dependant on van size and seat layout.	<ul style="list-style-type: none"> <li>Re-mobilisation WWMCRC Transport in Hereford LDU as a pilot-Applicable COVID Restrictions.</li> </ul>	Mgr/Sup	17.05.21	√	√	√	√	√	√
PPE	Staff and Service Users	Provision of PPE	<ul style="list-style-type: none"> <li>Surgical Face masks/face coverings must be worn by all passengers and drivers on vehicles (when in use.)</li> </ul>	Sup	Ongoing	√	√	√	√	√	√
			<ul style="list-style-type: none"> <li>PPE must be treated as infective and disposed of into a Clinical Waste Bin.</li> </ul>	Sup	Ongoing	√	√	√	√	√	√
			<ul style="list-style-type: none"> <li>Hands must be washed following NHS guidance or-use hand sanitiser if suitable hand washing facilities are not available.</li> </ul>	Sup	Ongoing	√	√	√	√	√	√
Communication	Staff and Service Users	<ul style="list-style-type: none"> <li>Provide adequate communication channels</li> </ul>	<ul style="list-style-type: none"> <li>All drivers to communicate with the UPW Manager on a regular basis, providing updates and information regarding H&amp;S issues, if infection controls are being adhered to, and that the vehicle and equipment is in good order.</li> </ul>	Sup	Ongoing	√	√	√	√	√	√
Equality and Diversity	Some staff may have pre-existing medical conditions	Review of staff circumstances undertaken and equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. Disabled staff, BAME have been considered.	<ul style="list-style-type: none"> <li>COVID Clinically Vulnerable staff and service users. Review risk assessment on receipt of 1<sup>st</sup> vaccination and subsequent three-week period elapsed. Reinstated to office rota and Service Users instructed</li> </ul>	Mgrs	12.04.21	√	√	√	√	√	√
			<ul style="list-style-type: none"> <li>COVID Extremely Clinically Vulnerable (ECV) Staff or residing with or part of</li> </ul>	Mgrs	12.04.21	√	√	√	√	√	√

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

	which render them more vulnerable to the dangers of coronavirus infection		<p>support bubble for ECV continued option to work from home. Review of risk assessment on receipt of 2<sup>nd</sup> vaccination and subsequent three-week period elapsed. Reinstated to office rota and Service Users instructed. (Subject to review in response to Government guidance)</p> <ul style="list-style-type: none"> <li>• An individual risk assessment will be carried out on staff, based on Protected Characteristics prior to their return to work.</li> <li>• Staff to complete the COVID questionnaire on Cascade and ensure we are kept informed of any changes.</li> <li>• New or Expectant Mothers can work on site providing an Individuals COVID Risk Assessment and a CRC New/Expectant Mothers Risk Assessment, complying with Government Covid Guidelines is completed.</li> </ul>	Staff	Ongoing	√	√	√	√	√	√
				Staff	Ongoing	√	√	√	√	√	√
				Staff	Ongoing	√	√	√	√	√	√
Home Working and Wellbeing	Employees who work from home may become isolated and feel excluded from day to day activities.	<p>Guidance issued by HMPPS on Care Mitigation is made available to employees working at home.</p> <ul style="list-style-type: none"> <li>• Employees Assistance Programme/Medicash available to employees who feel they need professional interaction.</li> </ul>	<ul style="list-style-type: none"> <li>• Any member of staff that tests positive for Covid must inform their manager and Karen Simmonds immediately. They must isolate for 10 days.</li> <li>• Any member of staff that is symptomatic and has had a test, must isolate for 10 days.</li> </ul>	Staff Mgrs	Ongoing	√	√	√	√	√	√

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT

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

	<p>Employees who work from home may not have purpose designed office arrangements.</p>	<ul style="list-style-type: none"> <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 notify Karen Simmonds.</li> <li>• Staff to work from home where-ever possible</li> <li>• Equipment provided for staff to work at home safely and effectively.</li> <li>• Completion of a DSE E-Learning module.</li> <li>• Completion of a Home Working Self-Assessment Form.</li> <li>• Advice is available from the company Head of H&amp;S as well as the company Head of Health and Wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to refer to guidance issued on 23/9/20 titled "Latest Government Announcements."</li> <li>• Home workers to remain at home unless they have face to face appointments planned. They are to stay in the building until their appointment(s) are completed, then return to home working where applicable.</li> <li>• Staff/SUs to be made aware of how to channel concerns. Details on a poster displayed inside and outside hubs.</li> <li>• Support network (counselling) is available to provide support and assistance relating to mental health and wellbeing to all colleagues.</li> <li>• Line managers to make regular contact with all employees, whether they are at home, in the office or on an UPW project.</li> <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> <li>• All accidents/incidents to be reported immediately and WWM CRC Accident/Incident form completed.</li> </ul>	<p>Home Workers</p> <p>UPW Mgrs</p> <p>All</p> <p>Line Mgrs</p> <p>SMT</p> <p>Line Mgrs</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p>Virus Transmiss</p>	<p>Employees who are</p>	<p>Instruction issued by the company is that if business travel cannot be</p>	<ul style="list-style-type: none"> <li>• Line Manager to check that vehicle of the Employee being used on</li> </ul>	<p>Staff +</p>	<p>Ongoing</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>	<p>√</p>



## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

ion during business travel	required to use public transport to attend company business may be infected with the virus	avoided for those essential areas of the business then only private vehicles are to be used.	company business is an approved vehicle register on the Grey Fleet database.	Line Mgr oversight.							
Advice and Guidance	Employees may need to be supplied with on-going advice and Guidance	Keep Safe document has been provided to all staff.  HMPPS advice and guidance documents regarding COVID-19 have been provided to all staff.  Promotion of Government guidance. PeoplePlus/CRC internal communications on COVID-19	<ul style="list-style-type: none"> <li>Coronavirus UPW Risk Assessment will be provided to all staff.</li> <li>Coronavirus Office Risk Assessment will be published on the website.</li> </ul>	DV	April 20	√	√	√	√	√	√
				DV	April 20	√	√	√	√	√	√

Location:	ALL WWM CRC UPW HUBS
Assessment completed by:	Dave Adams, Amanda Gittins, Jane Lewis
Date of Assessment:	13/05/20
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

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

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

Version 8 – 30/07/20

Version 9—07/08/20

Version 10-- 19/8/20

Version 11—03/09/20

Version 12—06/01/21

Version 12- 09/10/20

Version 13—06/11/20

Version 14—13/11/20

Version 15—11/12/20

Version 16—11/01/21

Version 17- 04/02/21

Version 18- 25/02/21

Version 19—09/03/21

Version 20—31/03/21

## UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

Version 21—14/04/21

Version 22—26/04/21

Version 23—14/05/21

Version 24—21/05/21