

UNPAID WORK and DRIVING CORONAVIRUS RISK ASSESSMENT



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

What are the hazards	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"> HM Government issued guidelines regarding COVID and Social Distancing. Outside work parties for UPW projects. Individual placements in Charity Shops-Covid RA provided and following Government Guidance. 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. 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 in doubt the SU should be directed not to attend UPW. Rollcalls – registers – paperwork conducted outside hub. 	<ul style="list-style-type: none"> Document to be scrutinised and relevant criteria imparted to all affected staff via Risk Assessment. UPW PSOs to prepare lists (SU must meet given criteria). Government guidance to be followed. A Service User Risk Assessment will be undertaken for all service users undertaking face to face interviews/ attending interventions, completed by their offender manager. Induction letter to SUs detailing new procedures. Posters inside and outside the hubs in line with Gov Covid-19 guidelines. Create checklist and share with all Supervisors. Supervisors/JL/AG to lay floor tape/ social distances areas inside/outside hubs. Signage inside toilets confirming good hand washing technique. Display 'Face Coverings' poster. Fluid Resistant Surgical Facemasks have been made available for all staff 	Line managers	1/5/20	√	√	√	√	√	√	
				PSOs	1/6/20	√	√	√	√	√	√	
				OMs	30/11/20							
				PSOs	1/6/20	√	√	√	√	√	√	√
				RM	1/6/20	√	√	√	√	√	√	√
				DA	1/6/20	√	√	√	√	√	√	√
				Sup	1/6/20	√	NA	√	√	√	√	NA
				Sup	1/6/20	√	√	√	√	√	√	√
				Sup	1/6/20	√	√	√	√	√	√	√
JL	2/11/20	√	√	√	√	√	√	√				

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			<p>to use, should they choose. Staff to refer to “Face Mask Guidance” sent out to all staff on 2/11/20 for guidance of the issue, usage and disposal of facemasks.</p> <ul style="list-style-type: none"> • Sufficient supplies of anti-bac gel/wipes, soap, paper towels to be available on site. • Supervisors and SUs to build in frequent hand wash breaks, including at start and end of day, to be included on checklist. • Removal of any hub seating in social areas. • Tools to be wiped down with anti-bac before loading onto vehicles, to be included on checklist. • Boots and gloves to be issued to individual SUs in a named bag for their sole use throughout their order. • Induction / letter to SUs detailing arrangements. 	Sup	Ongoing	✓	✓	✓	✓	✓	✓
				Sup	1/6/20	✓	✓	✓	✓	✓	✓
				Sup	Ongoing	✓	NA	✓	✓	✓	NA
				Sup	Ongoing	✓	✓	✓	✓	✓	✓
				Sup	Ongoing	✓	✓	✓	✓	✓	✓
				PSOs	1/6/20	✓	✓	✓	✓	✓	✓
			<ul style="list-style-type: none"> • Tool Box Talks to be reviewed to ensure COVID compliance. 	DA	1/6/20	✓	✓	✓	✓	✓	✓
	Staff & SUs	<ul style="list-style-type: none"> • SUs are advised to bring their own food/drinks for the day. 	<ul style="list-style-type: none"> • SUs to be advised on leaflet. • Separate break times for SUs. 	Sup	Ongoing	✓	✓	✓	✓	✓	✓
				Sup	Ongoing	✓	✓	✓	✓	✓	✓
UPW Hubs	Staff & SUs	<ul style="list-style-type: none"> • A maximum number of people will be allowed in each of the UPW hubs at any one time 	<ul style="list-style-type: none"> • SU to attend UPW hubs by appointment only and adhere to 2m 	All UPW staff	Ongoing	✓	✓	✓	✓	✓	✓

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			social distancing whilst on the premises.								
	Cleaners	<ul style="list-style-type: none"> Liaison with cleaning company for all sites. 	<ul style="list-style-type: none"> Cleaners to be reinstated in each of the hubs for cleaning in line with COVID guidance. 	JL/AG	15/6/20	√	√	√	√	√	√
	Contractors	<ul style="list-style-type: none"> Contractors only at site by prior appointment. 	<ul style="list-style-type: none"> Statutory planned maintenance to be recommenced before occupation, with any essential work that may have lapsed completed before site re-opens. 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. 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. 	JL/AG	Ongoing	√	√	√	√	√	√
	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	√	NA	√	Bell rock	Bell rock	NP S
	UPW Managers	Spot checks at placements/hubs by UPW Managers	<ul style="list-style-type: none"> Regular site checks to be carried to check compliance with Risk Assessments. 	UPW MGR /RMs	Ongoing	√	√	√	√	√	√
First Aid	First Aiders	First Aiders at Site	<ul style="list-style-type: none"> In an emergency e.g. an accident or fire, people do not have to stay 2m apart, if it were to be unsafe. People involved in the provision of assistance to others, would pay particular attention to sanitisation 	First Aider	Ongoing	√	√	√	√	√	√

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			<p>measures immediately afterwards, including washing hands.</p> <ul style="list-style-type: none"> Further Covid guidance/advice has been issued to all First Aiders, following a change in Government Guidance. 								
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 Where possible, sufficient vehicles are available at each location to allocate own vehicle to Supervisor for exclusive use. 	<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, 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. Seats to be signposted with seats left empty to comply with Government Social Distancing Guidelines. 	Sup	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√
				JL/AG	Ongoing	√	√	√	√	√	√
				Sup	Ongoing	√	√	√	√	√	√

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			<ul style="list-style-type: none"> • Passengers must sit in designated seat to and from work site. • Daily log book must be completed and confirmation that the vehicle has been sanitised noted. • Confirmation of cleaning must be placed on the driver's seat to inform other users. 	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"> • Where contactless cards are not available supervisors are to use disposable gloves and use anti- bac before and after refuelling. 	Sup	Ongoing	✓	✓	✓	✓	✓	✓
Mini buses	Staff and Service Users	Maximum number of passengers	<ul style="list-style-type: none"> • If in a High COVID Infection Area, or in a Government Local/ National Lockdown, there must be no passengers in the minibuses. • If not, in a High COVID Infection Area, or in a Government Local/ National Lockdown, the following is permitted: -Mini buses with passenger seats that face each other up to 3 + driver. No passenger next to driver. Passengers to be seated at the rear x3. -Mini buses with back-to-back seating up to 4 + driver. Radio/music not to be used, to alleviate any risk of infection through raised voices. 	Mgr/Sup	Ongoing	✓	✓	✓	✓	✓	✓
				Sup	Ongoing	✓	NA	NA	✓	✓	NA
				Sup	Ongoing	✓	✓	✓	✓	✓	✓
PPE	Staff and Service Users	Provision of PPE	<ul style="list-style-type: none"> • Face masks/face coverings must be worn by all passengers and drivers on vehicles at all times. • PPE must be treated as infective and disposed of into a bin. Hands must 	Sup	Ongoing	✓	✓	✓	✓	✓	✓
				Sup	Ongoing	✓	✓	✓	✓	✓	✓

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			be washed following NHS guidance or use hand sanitiser if suitable hand washing facilities are not available.								
Communi cation	Staff and Service Users	<ul style="list-style-type: none"> Provide adequate communication channels 	<ul style="list-style-type: none"> All drivers to communicate with the UPW Manager on a regular basis, providing updates and information regarding H&S issues, if infection controls are being adhered to, and that the vehicle and equipment is in good order. 	Sup	Ongoing	√	√	√	√	√	√
Equality and Diversity	Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	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"> All staff that are categorised as Clinically Extremely Vulnerable must work from home. Staff who are deemed Clinically Vulnerable, or aged 60 plus must complete a Covid Individual Risk Assessment. The staff member should be encouraged to work from home but if they elect to work within the office, then this should be covered within their Individual Risk Assessment. Staff to complete the COVID questionnaire on Cascade and ensure we are kept informed of any changes. New or Expectant Mothers can work on site providing an Individuals COVID Risk Assessment and a CRC New/Expectant Mothers Risk 	Mgrs	06/11/20	√	√	√	√	√	√
				Staff	Ongoing	√	√	√	√	√	√
				Man agers	Ongoing	√	√	√	√	√	√

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			Assessment, complying with Government Covid Guidelines is completed.									
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"> • 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. • Staff to work from home where-ever possible • Equipment provided for staff to work at home safely and effectively. • Completion of a DSE E-Learning module. • Completion of a Home Working Self-Assessment Form. • Advice is available from the company Head of H&S as well 	<ul style="list-style-type: none"> • Any member of staff that tests positive for Covid must inform their manager and Karen Simmonds immediately. They must isolate for 10 days. • Any member of staff that is symptomatic and has had a test, must isolate for 10 days. • All staff to refer to guidance issued on 23/9/20 titled "Latest Government Announcements." • 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. • Staff/SUs to be made aware of how to channel concerns. Details on a poster displayed inside and outside hubs. • Support network (counselling) is available to provide support and assistance relating to mental health and wellbeing to all colleagues. 	Staff Mgrs	Ongoing	√	√	√	√	√	√	
	Employees who work from home may not have purpose designed office arrangements.			UPW Mgrs	Ongoing	√	√	√	√	√	√	√
				All	Ongoing	√	√	√	√	√	√	√

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		as the company Head of Health and Wellbeing.	<ul style="list-style-type: none"> Line managers to make regular contact with all employees, whether they are at home, in the office or on an UPW project. 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. All accidents/incidents to be reported immediately and WWM CRC Accident/Incident form completed. 	Line Mgrs	Ongoing	√	√	√	√	√	√
				DV	Ongoing	√	√	√	√	√	√
				SMT	Ongoing	√	√	√	√	√	√
				Line Mgrs	Ongoing	√	√	√	√	√	√
				All	Ongoing	√	√	√	√	√	√
Virus Transmission during business travel	Employees who are required to use public transport to attend company business may be infected with the virus	Instruction issued by the company is that if business travel cannot be avoided for those essential areas of the business then only private vehicles are to be used.	<ul style="list-style-type: none"> Line Manager to check that vehicle of the Employee being used on company business is an approved vehicle register on the Grey Fleet database. 	Staff + Line Mgr oversight.	Ongoing	√	√	√	√	√	√
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.	<ul style="list-style-type: none"> Coronavirus UPW Risk Assessment will be provided to all staff. 	DV	April 20	√	√	√	√	√	√
			<ul style="list-style-type: none"> Coronavirus Office Risk Assessment will be published on the website. 	DV	April 20	√	√	√	√	√	√

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		PeoplePlus/CRC internal communications on COVID-19								
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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
- 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

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Version 12- 09/10/20

Version 13—06/11/20

Version 14—13/11/20