

# Re-opening your premises for charities and community groups

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 **READING VOLUNTARY ACTION**



## Agenda:

- 10.00 Housekeeping and intros
- 10.05 Guidance on how to re-open your premises  
H&S, staff, cleaning, PPE.
- 10.20 Speaker 1: Carly Newman, No5
- 10.30 Speaker 2: Catherine McLeod, Dingley's Promise
- 10.40 Breakout discussions
- 10.55 Q&A with the panel
- 11.10 Wrap-up and further resources

Aim to finish at 11.15

# 1. Housekeeping and intros

1. Quick poll!
2. Name, role and charity



## 2. How to re-open your premises?

### **H&S legislation**

- Legal responsibility to protect workers and others from risk of harm
- Health & Safety at Work Act 1974, s2, s3, s4
- Health and Safety Executive (HSE)
- Duty of employers (min 1 employee) s7
- Every organisation has a civil law duty of care towards service users, volunteers, members of the public etc. Negligence claims.

## 2. How to re-open your premises?

### **Risk Assessments**

- Key requirement under H&S law
- Be pro-active – identify the hazard, to whom, and what you will do to control the risk.
- Duty to record – 5 or more employees
- Record anyway – demonstrate civil law duty of care (negligence claims)
- Competent person
- Involve staff/volunteers

# How to complete a Risk Assessment?

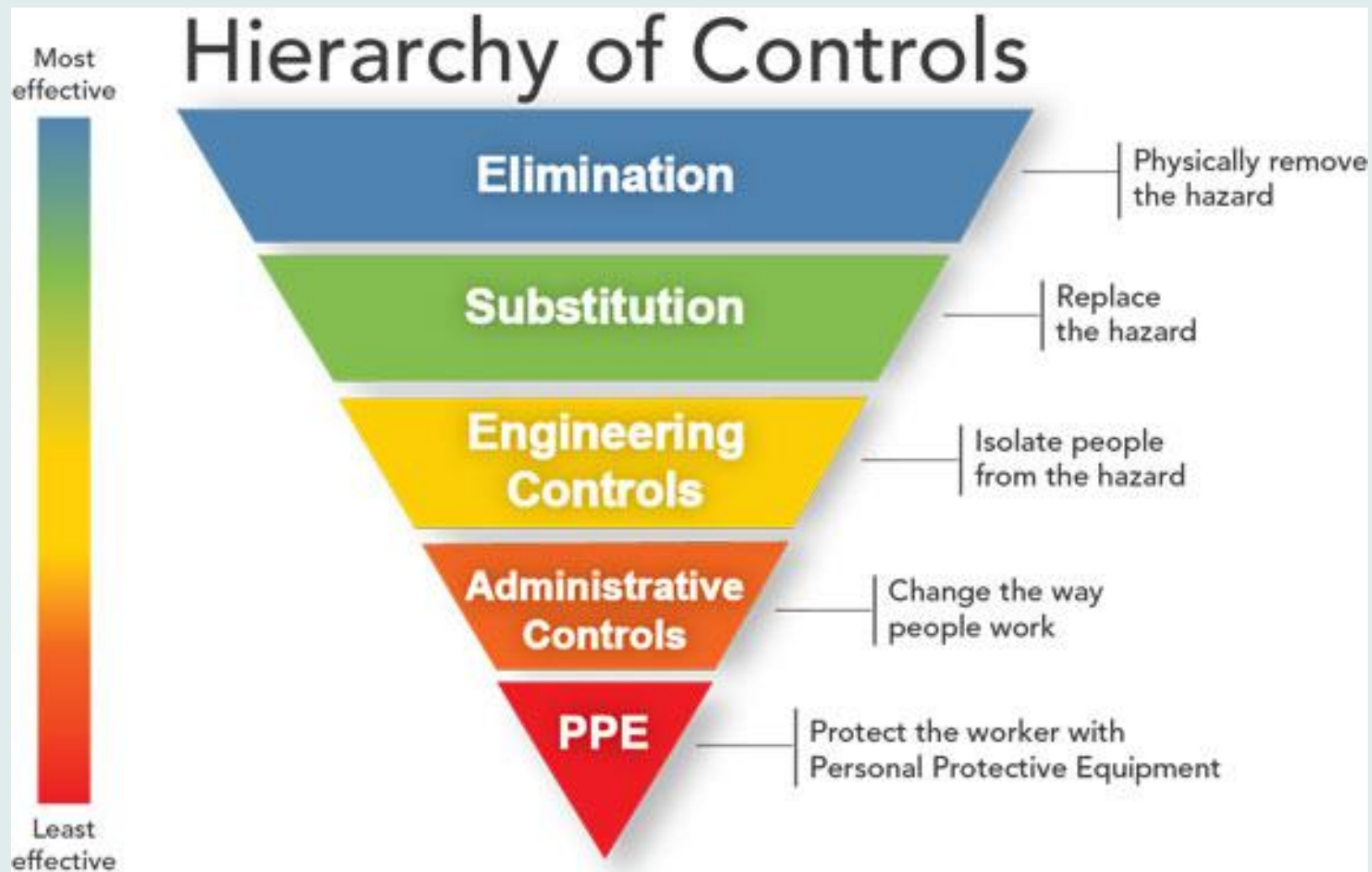
Usual templates but make it stand alone for Covid-19

## **Identify hazards and who is at risk:**

- What work activity or situations might cause transmission of the virus (think through all your services and back office)?
- Beneficiaries – anything that makes them more at risk/shielding?
- Locations – inside/outside/ventilation/ who else using space
- Don't forget staff and volunteers could also be at risk groups/shielding?
- Assess who could be affected and how
- $\text{Severity} \times \text{Likelihood} = \text{Level of risk}$

# How to complete a Risk Assessment?

## Identify control measures



# How to complete a Risk Assessment?

## Identify control measures

- **Eliminate risk or reduce risk** as far as '*reasonably practicable*'  
Possible? Cost/Benefit?
- **People presenting with Covid-19 symptoms/ household?**  
Triggers test and trace. Clear guidance in advance/ sign in/  
process?
- **Vulnerable groups/shielding?** Do they even need to come in  
at all/ alternative tasks they can do? WFH still favoured.



# How to complete a Risk Assessment?

## Identify control measures

### ○ **Social distancing:**

- Need to come in?
- Aim for 2 metres where possible / 1 metre plus additional controls.
- Coming to work/venue: staggering entry times/shifts
- Movement within: discourage/reduce flow
- Work stations and desks: 2m/ screens/ back-to-back? Avoid hot-desking/ increase cleaning
- Common areas: building wide approach, stagger use e.g. kitchens.
- Way you work: change shift patterns, cohort or fixed teams; only essential work travel; how receive inbound or outbound goods? Restrict visitors, ensure only see those they need to;

# How to complete a Risk Assessment?

- **Cleaning premises:**
  - Increase frequency -all
  - Used more? More vulnerable users?
  - Identify hand contact points
  - Normal anti-bacterial chemical cleaner is suitable.
  - Cleaning schedules and checklist
  - Process – after using a room?
- **Handwashing:**
  - Facilities/access/posters/training
  - Hand sanitiser at reception (min 60% alcohol)
  - Gloves – could help but false sense of security?

# How to complete a Risk Assessment?

- **PPE**

- Last resort not first option
- Face masks: high risk areas e.g. hospitals/ care homes / high risk of exposure where Covid-19 is present and you have close contact. Cleaning/replacing regularly.
- Face coverings: only reduce risk from you to others. Must wear on public transport. Or confined areas where social distancing not possible.
- If general office environment – unlikely you need them.

# How to complete a Risk Assessment?

- **Unoccupied premises**
  - Services (gas, elec, water)
  - Equipment – maintenance/servicing (lifts)
  - Pest control (especially food areas)
  - Fire safety (checks/extinguishers)
  - Legionella (water systems and wet air systems)
  - Shared premises – communal areas, whose responsibility

## Once identified risks and controls, don't forget to...

- **Record it**
- **Make it a living document: Implement and monitor**
  - Training, instruction, supervision: who needs to know and how will you ensure this. [Display HSE Poster](#)
- **Review** – Covid-19 infection rate and guidelines keep changing

# How to complete a Risk Assessment?

## Before you re-open, remember:

- It's **not** a race
- **Team** approach
- **Staged** recovery period – combined services (virtual / in-person depending on risk)
- **Learn and plan** – if infection rate increases and lockdown reinforced again, what have you learnt, what will your process be, who will review this, who do you need to keep up to date?
- **Well-being** – some people will be nervous to return – how can you help them?

# Speaker 1: Carly Newman, Operations and Relationship Manager, No5 Youth Counselling

1. The No 5 Approach to re-opening
2. Things we took into account specific to our services
3. Challenges we faced/ are facing
4. Top tips / our learning
5. Further actions we will be taking into the recovery phase

A purple circular logo with the text "No5" in white. The "o" has a horizontal line through it, and the "5" has a horizontal line through its top bar.

No5

# Speaker 2: Catherine McLeod, Dingley's Promise

## Our approach

- Communications
- Documentation
- Funding
- Guidance
- Alternatives



# Speaker 2: Catherine McLeod, Dingley's Promise

## Service specific issues

- High need children
- No social distancing in sessions – bubbles
- Parents needing a break
- PPE advice

## Challenges

- Speed of change
- Guidance and practice differences





## Speaker 2: Catherine McLeod, Dingley's Promise

### Top tips

- Share information openly, simplify where possible
- Abide by PPE guidelines, but if your stakeholders want more write it into your systems
- Invest in cleaning and hygiene supplies that reassure staff & service users
- Ask for help! LA, local businesses – capitalise on good will!

# Speaker 2: Catherine McLeod, Dingley's Promise

## Further actions

- Regular reviews of risk assessment
- Constant checking of government guidance
- Reduce controls as situation changes
- Apply for recovery funding



## 4. Breakout discussions

### **Group 1**

1. Thinking about your services and how you normally deliver them, who would be at risk of Covid-19 and in what situations?
2. How might you control these risks?

### **Group 2**

3. How might you involve others with your Risk Assessment, and train them to implement it?
4. What might your process be if someone presents with Covid?

Please agree who will feedback from your group  
Any questions, please note these for the Q&A

## 5. Feedback and Q&A

### **Feedback from each group**

#### **Quick 2 minute feedback from each group:**

Group 1: Risks and controls?

Group 2: Involving/training and process for someone presenting with Covid?

#### **Q&A with the panel**

Any questions, please pop into the chat box for the panel.

## Resources:

### Government Guidance:

- [Staying safe outside your home](#)
- [Working safely during Coronavirus](#) (sector specific links)
- [Guidance for the safe use of multi-purpose community facilities](#)
- [PHE recommended use of PPE](#)
- [Clinically vulnerable](#)
- [Clinically extremely vulnerable \(shielding\)](#)

### HSE Guidance:

- [HSE Guide – working safely during Coronavirus outbreak](#)
- [HSE Template Risk Assessment and examples](#)
- [HSE Guide - Legionella risk during the Coronavirus outbreak](#)

### Other guidance:

- [St John's Ambulance – free tool for working safely](#)
- [ACRE \(Action in Communities in Rural England\) Guide for Village halls](#)
- [St John's Ambulance – essential PPE kits](#)



Big THANK YOU to our speakers!  
Big THANK YOU to all for attending and taking part

Slides will follow and any questions we haven't answered.  
Please complete the short survey monkey after (email)

Contact [advice@rva.org.uk](mailto:advice@rva.org.uk) for further assistance