



Covid-19 Health and Safety Risk Assessment

Pivotal provides support and accommodation to vulnerable people. Our services are delivered either in a Pivotal property or through floating support. Some of our activities also take place in an office setting. We are committed to creating a safe and healthy environment - for our staff, customers and all who come into contact with our services.

Our teams have continued to provide essential services during the Coronavirus outbreak. We acted quickly to implement appropriate health and safety measures during the Coronavirus lockdown. Following the Government's easing of lockdown restrictions, our focus continues to be on the health and safety of our staff and customers.

This document sets out our assessment of the health and safety risks as a result of Covid-19, the controls we have in place and any further action we plan to take. In line with Government expectations, we will publish this overarching risk assessment on our website.

This assessment considers the risks within the context of the Government's easing of lockdown restrictions. We will review our risk assessment as and when the Government announces further phases of its Coronavirus response and update it accordingly.

Risk	Existing Controls	Further Action
Staff returning to work sites before it is safe to do so.	Staff who can work from home have been facilitated to do so. Only staff performing an essential role that cannot be done from home will be in the office / service. Staff who need to shield remain at home until 1 st August 2020. Clear communication issued to staff to maintain the status quo for the time being.	Develop a specific risk assessment for support services, HMO's and our Head Office. Person specific risk assessments for those who are vulnerable and need to return to office / service location. Further communication of support and access to equipment for those working at home.

<p>Risk of infection when travelling to work and between sites.</p>	<p>Only those staff who have to come into work are travelling. This continues to be the position for the current phase.</p> <p>Staffing rotas in some services have been adjusted to minimise travel.</p>	<p>Encourage those staff that need to attend the work site to walk, cycle or drive where possible.</p> <p>Consider the provision of cycle loans, through a cycle to work scheme.</p> <p>Minimise travelling being undertaken wherever possible.</p>
<p>Staff, customers, contactors and visitors do not maintain social distancing</p>	<p>Social distancing arrangements in place and communicated.</p> <p>Warnings procedure in place for customers who do not comply with social distancing.</p> <p>Deliveries and contractors attend by appointment only.</p>	<p>Risk assessment to be developed for support schemes, HMO's and Head Office, to include:</p> <ul style="list-style-type: none"> • A plan for offices and kitchens for use with 1m+ rule. • Ensuring signage is up in all locations instructing people to keep at least 1m distance. • Marking out floor areas to stop people getting too close to each other where necessary.
<p>Infection risk is not appropriately managed (where social distancing is not possible).</p>	<p>Clear instructions are in place on isolation if staff have symptoms or a household contact has symptoms.</p> <p>Personal protective equipment is available in all work places.</p> <p>Plans communicated for symptomatic customers and</p>	<p>To be covered in specific risk assessment for Head Office, Support Services and HMO's.</p> <p>Supply of PPE where it is appropriate / where required to be provided if a new site is opening up.</p> <p>Personal risk assessment for all staff who are vulnerable</p>

	<p>how to isolate and support them in isolation.</p> <p>Information provided to customers on how to practice social distancing, report symptoms and isolate.</p> <p>Communal spaces closed where appropriate.</p> <p>No face to face meetings unless 2m distance can be maintained.</p> <p>Use outside space for meetings where possible.</p> <p>Enhanced cleaning arrangements to Covid-19 standard in place.</p> <p>Enhanced hand washing regime in place.</p>	<p>who need to return to the office / service location.</p> <p>Wherever possible, windows should be open for ventilation.</p> <p>Review our requirements on face coverings following Government advice. Consider the options in terms of provision.</p> <p>Staff to travel between sites as little as possible to reduce infection risk.</p>
<p>Cleaning processes are not at Covid-19 standard.</p>	<p>Contract cleaners asked to confirm that they are cleaning to Covid-19 standard.</p> <p>Instructions about how to clean have been issued.</p> <p>Cleaning materials available.</p> <p>Personal Protection Equipment available.</p>	<p>Create a cleaning station at the end of banks of desks or groups of desks.</p> <p>All desks and equipment on the desks to be cleaned at the beginning and end of the day.</p> <p>Clear desk policy to facilitate cleaning.</p>
<p>Wellbeing of staff working at home and in services is not appropriately managed.</p>	<p>Home working risk assessment undertaken by all home workers.</p>	<p>Guidance to be issued to managers regarding</p>

	Video-conferencing facilities in place to ensure effective communication.	wellbeing of staff working remotely. Guidance issued to staff on wellbeing when working remotely.
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