

UPDATED Jan 2022

Health & Safety Policy statement for CFS re Cvd-19

To be read in conjunction with the risk assessments and preventative measures detailed in tables 1-5 below.

- (1) These assessments and policy have been informed by the Government's:
 - (i) [Governments Coronavirus PLAN B](#)
 - (ii) [Working Safely During Coronavirus \(COVID-19\)/Working in Other People's Home: PLAN B](#)
- (2) Continue where practical to work from home- use offices as per risk assessment but only where essential.
- (3) All paid staff, Volunteers and Trustees are strongly encouraged to ensure all 1st,2nd and Booster vaccines are taken as soon as they are eligible. Paid staff can take these in work time.
- (4) All paid staff, volunteers and Trustees are requested to undertake lateral flow tests twice a week whilst engaged in any work for CFS. Tests can be provided via work but it may be easier to get them from local pharmacies or order online.
- (5) If any paid staff, Trustee, or volunteer has additional health vulnerabilities, these should be discussed with the CEO (via the Coordinator for volunteers) to determine if any extra measures need to be in place for safe working.
- (6) If any volunteer, paid staff member or Trustee is pregnant this should be discussed with the CEO to assess any additional measure given the added vulnerability this entails. Further guidance can be found [here](#)
- (7) Similarly, paid staff and volunteers working with families should be aware of extra vulnerabilities (including pregnancy) for those they are visiting and consult with the family about extra precautions available (e.g additional ventilation, masks at all times, 2m distancing).
- (8) If any Trustee, paid staff member or volunteer* has a positive Covid test result they must adhere to [self isolating rules](#)- the CEO must also be informed. (*for volunteers this will be via the relevant coordinator who will then inform the CEO). They must also ensure they follow any requirements in terms of advising NHS Track and Trace of close contacts.
- (9) All paid staff, volunteers, and Trustees must inform CFS (CEO or Coordinator as above) if any member of their household has a positive Lateral Flow or PCR test and are self-isolating. A discussion and decision on the impact for the individual and their work will then be made.
- (10) As with no.4 above, if any paid staff, Volunteer or Trustee is contacted by the Track and Trace system, they should advise CFS and a discussion will take place about what the Track and Trace advice has been, and implications for working will take place. Guidance about Track and Trace can be found [here](#)
- (11) All paid staff, Trustees and volunteers must also take responsibility to keep abreast of any changes to guidance on testing and isolation periods as these are changing regularly. Key information to be found [here](#)
- (12) Home based family support is permitted, ensuring all expectations are followed in line with details below and informed by government guidance.
- (13) Sections 2 and 3 below cover home based family support. Any garden or outdoor meetings are permitted although it remains advisory to keep at least 1m distance from others.
- (14) All offices will display the signed [H&S poster](#) as advised, to confirm we are working in line with government guidelines

(1) Cumbria Family Support – Risk Assessment for: Covid 19- Risk of air or surface transmission: Office Working

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES WHAT ARE YOU DOING ALREADY?	IS THE RISK ADEQUATELY CONTROLLED OR NOT?	If not controlled – ACTION TO BE TAKEN	Resources Required
Entry to / exit from any building used by CFS staff	Any staff member, volunteer	Adhering to 2021 RA	No	(1) All staff to use hand sanitiser or wear gloves ¹ (single use) when handling door handles and keypads. Wipe handles /keypads with antibacterial wipes when using (2) Observe social distancing if anyone in vicinity of doorways/communal areas (3) Once in, signed in and in office/centre dispose of gloves/re-apply sanitiser (4) Once left the building, dispose of gloves/re-apply sanitiser	Hand Sanitisers Disposable Gloves
Desk based work (Penrith and Carlisle)	Any staff member	Adhering to 2021 RA	No	(1) No more than 3 people to work in Carlisle ² or Penrith ³ office space at any time; aim to have 2m distance as much as is feasible, or 1m plus mask (2) Contact Centres to utilise rooms made available to them and ensure for those not from the same household or the visiting parent, there is 2m and ventilation or 1m, mask and ventilation in any shared office or close room environment (3) Maintain good ventilation at all times with windows open and where possible (respecting confidentiality) doors slightly ajar for ventilation. (4) When in communal areas wear masks (5) At the start and end of desk working, the desk area and computer equipment to be wiped down	Provision of masks, wipes and hand sanitiser
Printer/storage units etc	Any staff member	Adhering to 2021 RA	No	(1) Pre and post any use, wipe down any areas touched	Provision of wipes
Telephones	Any staff member	Adhering to 2021 RA	No	(1) Staff to continue to only use their own mobiles wherever possible. (2) If landlines are used these should be wiped pre and post use	Provision of wipes
Kitchen & toilet facilities	Any staff member	Building owners will have responsibility for cleaning of communal areas	No	(1) Staff to ensure handwashing in line with normal hygiene, but also to use hand sanitiser upon return to work area as door handles will have had to be used en route (2) Encourage staff to bring own food and tea/coffee/milk etc. and make hot beverages in own office area (3) If kitchen can be used, then staff must wash hands thoroughly before and after use of equipment and use hand sanitiser once back in own work space	Hand Sanitiser Kettles for each work area.

¹ Gloves are only effective if disposed of as soon as used. Additionally, they are the least environmentally friendly option. Ideally use hand sanitiser and hand washing, but gloves will be available should they be requested.

² Up to 3 staff can work in the office, however it is advisable to try to limit this to 2 given the size of the office. Staff must only use the 3 specifically designated areas to work (the desk space at Desktop PC site, middle desk and the window area only: no movement of equipment / change to layout as this has been measured to provide appropriate social distancing). When only 2 people in the office, use the PC desktop area and window seat.

³ I.e. each office within our Penrith site so max at any one time is 9 i.e. 3 staff x 3 office spaces

**(2) Cumbria Family Support – Risk Assessment for: Covid 19- risk of air or surface transmission
Home Based support visits to families- new Referrals and introduction of staff/volunteers to families**

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES WHAT ARE YOU DOING ALREADY?	IS THE RISK ADEQUATELY CONTROLLED OR NOT?	If not controlled – ACTION TO BE TAKEN	Resources Required
Accepting new referrals for families to receive support	Staff, Volunteers, family members	Adhering to 2021 RA	no	<ol style="list-style-type: none"> (1) New referrals to have phone/video introductions- for Staff member to start to build a relationship and gauge response about adhering to our expectations (2) Individual Support Risk assessment will not be required, but a contact note detailing the outcome of steps 3-6 (and where relevant step 8 is required to demonstrate all precautions have been taken prior to home visiting (3) Referrers to be asked to confirm they have discussed H & S expectations with family beforehand. Staff to discuss with referrer what experience they have with family and if they have observed requests made to date about social distancing etc. (4) If step 3 provides assurance from a professional who has visited the family member that CFS are seeking to work with and has been to the family in the 4 weeks prior to CFS first meeting, a neutral venue is not required, but an email from the referrer will suffice and replaces the individual support risk assessment and need for neutral venue. (5) If the above can be achieved not via the referrer but confirmed via another involved professional(s) this can also replace the need for a neutral venue and individual support risk assessment. (6) Where step 4 or 5 cannot be achieved, the Initial meetings with family to be undertaken in a neutral venue such as a Children’s Centre or other community facility (which can include a café, a park walk or garden visit) where we are in control of entrance/ exit hygiene and can discuss home circumstances and layout to determine feasibility of safe home based support. This includes going through expectations as detailed in section 3. (7) If meeting in non CFS premises, discussion to take place with venue to ensure their H&S expectations are met (8) First meeting with new allocated FSW or Volunteer to be either neutral venue or family home, subject to discussion and agreement between all parties (and subject to social distancing) (9) Once above has taken place and staff member / volunteer is comfortable with response, they can commence home based support and follow risk management procedures detailed in Section 3 below. 	<p>Disposable facemasks</p> <p>Hand Sanitiser</p> <p>Updates on Website re expectations/ updated referral form</p> <p>Access to neutral venues such as Children’s Centres or community facilities</p>

**(3) Cumbria Family Support – Risk Assessment for: Covid 19- Risk of air or surface transmission
Home Based support visits to all families- existing and new (after Section 2 has been completed if new referral)**

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES WHAT ARE YOU DOING ALREADY?	IS THE RISK ADEQUATELY CONTROLLED OR NOT?	If not controlled – ACTION TO BE TAKEN	Resources Required
Going into family homes EXISTING families in support	Staff, Volunteers, family members	Adhering to 2021 RA	No	<p>(1) All the following only to be undertaken if staff member/volunteer is confident there is sufficient space in layout of home to provide at least 1m distance plus mask and ventilation.</p> <p>(2) Ventilation should be maximised at all times where possible.</p> <p>(3) If children or other adults are at home when adults receive support visits they need to be in a different room during the visit, or their presence in the same room must not impede the steps outlines above</p> <p>(4) Children receiving support without a parent/carer present will need to be old enough to understand and follow steps 1 & 2 above-any other arrangements needs supported by a specific risk assessment and discussed with the Chief Officer</p> <p>(5) Staff/Volunteer to use disposable gloves⁴, and remove once visit is finished, OR apply hand sanitiser before and after (and during if felt necessary), each visit</p> <p>(6) Additionally, if the staff member or volunteer wishes to, the family will also be asked to wear masks.</p> <p>(7) If any of the above is to be deviated from this must be agreed with Chief Officer in advance, detailed in an individual separate risk assessment which will stored in the relevant family folder and a copy in “QA/H&S/Risk Assessments</p>	<p>Disposable facemasks</p> <p>Hand Sanitiser</p> <p>Updates on Website re expectations/ updated referral form</p> <p>Individual Support Risk assessment</p>

⁴ Gloves are only effective if disposed of as soon as used. Additionally, they are the least environmentally friendly option. Ideally use hand sanitiser and hand washing, but gloves will be available should they be requested.

**(4) Cumbria Family Support – Risk Assessment for; Covid 19- risk of air or surface transmission
Contact Centre Specific**

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES WHAT ARE YOU DOING ALREADY?	IS THE RISK ADEQUATELY CONTROLLED OR NOT?	If not controlled – ACTION TO BE TAK000EN	Resources Required
Entry to / exit from any building used for Contact Centre	Any staff member, volunteers, families	Adhering to 2021 RA	No	<ol style="list-style-type: none"> (1) All staff to use hand sanitiser or wear gloves⁵(single use) when handling door handles and keypads. Wipe handles /keypads with antibacterial wipes when using (2) Observe social distancing if anyone in vicinity of doorways/communal areas (3) Once in, signed in and in centre dispose of gloves/re-apply sanitiser (4) Once left the building, dispose of gloves/re-apply sanitiser 	<p>Hand Sanitisers</p> <p>Disposable Gloves</p>
Contact Sessions; use of building	Any staff member, volunteers, families	Adhering to 2021 RA	No	<ol style="list-style-type: none"> (1) Contact Centres to utilise rooms made available to them by building owner and ensure any measures above and beyond this risk assessment required by building owner are adhered to (2) Ensure for those not from the same household (other than the visiting parent), there is 2m and ventilation or 1m, mask and ventilation in any shared office or close room environment (3) Maintain good ventilation at all times with windows open and where possible (respecting confidentiality) doors slightly ajar for ventilation. (4) When in communal areas wear masks 	Provision of masks, wipes and hand sanitiser
Contact Sessions- declarations by families and volunteers	Any staff member, volunteers, families	Adhering to 2021 RA	No	<ol style="list-style-type: none"> (1) Families and volunteers will receive a telephone call on the day of contact, or be expected to sign a form/agree via email before arrival stating <ul style="list-style-type: none"> - They have not tested positive for Covid in the last 7 days - They have not got symptoms of Covid. - They have not been in contact with someone who has tested positive for Covid-19 or who has experienced symptoms of Covid-19 within the last 7 days. • If any of the above cannot be confirmed, evidence of a negative PCR test must be provided before they are their children can participate in contact (2) Appendix 1 to this assessment will be used to ensure volunteers and families are kept informed of expectations 	

⁵ Gloves are only effective if disposed of as soon as used. Additionally, they are the least environmentally friendly option. Ideally use hand sanitiser and hand washing, but gloves will be available should they be requested.

**(5) Cumbria Family Support – Risk Assessment for: Covid19- risk of air or surface transmission
New Volunteers**

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES WHAT ARE YOU DOING ALREADY?	IS THE RISK ADEQUATELY CONTROLLED OR NOT?	If not controlled – ACTION TO BE TAK000EN	Resources Required	ACTION COMPLETED
Accepting new referrals for Volunteers	Staff, Volunteers,	Not in respect of Cvd-19	no	(1) New referrals to have phone/video introductions- for Staff member to start to build a relationship and gauge response about adhering to our expectations (2) Initial meetings with volunteer can be home visits, provided the steps outlined in section 1 and 2 of section 3 can be applied in the volunteer’s home. If not conduct meetings in the office and adhere to guidance in section 1. (3) DBS- can be done remotely since Covid-19 crisis began (n.b. physical sight of documents required once practical), See: Updated Covid safe DBS guidance	Hand Sanitiser Disposable facemasks	

**(6) Cumbria Family Support – Risk Assessment for: Covid 19- risk of air or surface transmission
Transporting colleagues or families/service users**

WHAT ARE THE HAZARDS?	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES WHAT ARE YOU DOING ALREADY?	IS THE RISK ADEQUATELY CONTROLLED OR NOT?	If not controlled – ACTION TO BE TAKEN	Resources Required	ACTION COMPLETED
Sharing vehicles with colleagues or service users	Staff, Volunteers, Service users	Not in respect of Cvd-19	no	<ol style="list-style-type: none"> (1) Follow CFS risk assessment for Driving AND (2) Sharing vehicles to be avoided wherever possible. No single journey over 30 mins will be agreed. (3) Staff to discuss with Chief Officer (or Coordinator for volunteers) before undertaking any sharing of vehicles for work (either themselves or on behalf of volunteer doing the driving). Contact note evidencing this to be completed (4) Ensure all drivers and passengers wear face masks throughout the journey and windows opened for ventilation (5) All parties to apply hand sanitiser, particularly the passenger(s) so as to reduce transmission risks touching handles/seatbelts etc (6) Vehicle owner to wipe down any surfaces touched by passenger once transport completed <p>Follow Government Guidance in this respect on attached link, especially “Private Vehicles” Section https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles</p>	<p>Hand Sanitiser</p> <p>Disposable facemasks</p> <p>Wipes</p>	

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