

## COVID-19 Risk Assessment BBO Project Redditch/Bromsgrove

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

To keep up to date with [HSE](#), [NHS](#) and [Government](#) advice to workplaces in this fast changing situation visit.

**All actions identified must also comply to the YMCA Worcestershire Covid 19 Risk Assessment document (14/5/2020)**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<b>Delivery</b> <b>100%</b>	Job Coaches Participants Network partners General public	<ul style="list-style-type: none"> <li>Currently all BBO job coaches are working at 100% delivery, across the whole BBO project.</li> <li>All job coaches are working from home and not conducting face to face appointments. All delivery being supported from home, virtually.</li> <li>Return to face to face appointments</li> <li>Job coaches to remain completing admin duties at home</li> </ul>		All	Current	Done
				All	YMCA policy (Covid19-Risk Ass), government guidelines, social distancing and cross infection unable to safely conduct face to face meetings. Will be ongoing review.	Current
				All	Follow gov guidance/pending risk assessments-continue to review -See action below	Pending
				All	Working from GAH will pose a problem in terms of Social Distancing. So, we will plan for, by	Pending

		<ul style="list-style-type: none"> <li>• Job coaches working in GAH (when appropriate)</li> <li>• Reduce non-essential trips to GAH</li> <li>• Working in GAH, ensure the office and entrance/exit is cleaned, as per guidelines and YMCA procedures</li> <li>• Bromsgrove delivery- pending risk assessments from BDHT, 'the pod'.</li> <li>•</li> <li>•</li> <li>• Job coaches to wash their hands/use alcohol gel before and after all appointments. attending GAH, before travel</li> <li>• JC to not share transport, to drive in own cars.</li> </ul>	<p>JC</p> <p>All</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p> <p>JC</p>	<p>1 Sept 2020, each Job Coach attending the office one day a week, on a rota basis. If risk continues to be reduced this will increase to 2 days by Dec 2020.</p> <p>JC would require one desk each in GAH, not facing anyone, to prevent the risk of infection following YMCA Policy for cleaning at start and end of the day.(Sept 2020)</p> <p>JC will only attend the office if essential.</p> <p>YMCA Policies and procedures</p> <p>Following gov guidelines and BDHT guidelines</p> <p>CK to also work in GAH due to restrictions</p> <p>Follow government guidelines and YMCA policy</p> <p>Follow YMCA policys</p>	<p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Pending</p> <p>Current</p>
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<b>Participant engagement</b>	<i>Job Coaches</i> <i>Participants</i> <i>Network partners</i> <i>General public</i>	<ul style="list-style-type: none"> <li>Engagement with participants to remain virtual remote</li> </ul>	JC	Continue as above	Current
		<ul style="list-style-type: none"> <li>Continue with various action plan activity, evidence on Yeti</li> </ul>	JC	N/A	Current
		<ul style="list-style-type: none"> <li>Employability packs made available to post to participants to support with current delivery.</li> </ul>	JC	N/A-available on next cloud	Current
		<ul style="list-style-type: none"> <li>On line training provided from external training providers</li> </ul>	JC	Supporting action plan activity	Current
		<ul style="list-style-type: none"> <li>All engagement remote/virtual</li> </ul>	Participants	N/A	Pending
		<ul style="list-style-type: none"> <li>Participants attending face to face appointments</li> </ul>	Participants	NO DATE AS YET	Pending
		<p>Participants claimant commitment increase by JCP</p>	JC	<p>-Risk of using public transport (to be reviewed when gov guidance develops)</p> <p>-Participants to inform JC if they are unwell prior to leaving for appointment or if showing any symptoms.</p> <p>Participants to wash their hands before and after appointment</p>	<p>JC to support remotely with job search</p> <p>Increase activity- essential need to internet access- pending</p>

		<ul style="list-style-type: none"> <li>New referrals</li> <li>JC to record all appointments on Yeti</li> </ul>	<p>JC Networks</p> <p>JC</p>	<p>JCP/Library risk assessments.</p> <p>Referral volumes have decreased, however new referrals to be signed up remotely, following Vestia guidelines. Eligibility approval will be approved pending sight of documentation.</p> <p>JC to continue talks with referral partners</p> <p>To be able to track any route of infection-identify if they are face to face.</p>	<p>Current</p>
<p><b>Resources</b></p>	<p><i>Job coaches</i></p> <p><i>Project lead</i></p> <p><i>Vestia (Prime)</i></p>	<ul style="list-style-type: none"> <li>Job coaches already had laptops and mobiles, Vestia (Prime) have provided printer/paper/stamps/envelopes</li> <li>Accessing the shared officer printer</li> <li>Equipment during appointments</li> </ul>	<p>JC</p> <p>JC/project lead</p> <p>JC/Vestia</p>	<p>N/A</p> <p>Follow YMCA policy and procedures</p> <p>-JC to ensure that they have separate pens for themselves and participants, with the ability to clean them between appointments.</p> <p>-JC to ensure the areas of face to face are appropriate (see guidance above)</p> <p>JC to ensure social distancing can be applied</p>	<p>Current</p> <p>Pending</p> <p>Pending</p>

<b>Vestia (Prime)</b>	<i>Job coaches</i> <i>Project lead</i> <i>Performance managers</i>	<ul style="list-style-type: none"> <li>All job coaches across the BBO project in Worcestershire are working towards the same guidelines and continue to work at 100%</li> <li>Vestia guidelines are to continue supporting current and new participants remotely</li> <li>YMCA BBO job coaches will seek support from Vestia with guidelines to supporting participants are guidelines move forward</li> <li>BBO KPI's/contract requirements have not changed</li> </ul>	JC  JC  JC/Vestia  JC/Project lead	N/A  N/A  As the guidelines develop Vestia will communicate changes as required. - JC to speak with Vestia (JC support officer) on support for JC and participants with social distancing, attending face to face appointments, guidelines for participants attending meetings.  Due to Covid 19 the action plan activity and referrals have changed/reduced for BBO, impacting KPI performance. -To be reviewed every quarter moving forward -Project lead to discuss implications with Vestia (prime) and lottery expectations -To be reviewed every month with JC in caseload reviews -JC to be discussed in one to one with line manager	Current  Current  On going  Current/monthly/quarterly
<b>Networks</b>	<i>Job coaches</i> <i>Networks</i>	<ul style="list-style-type: none"> <li>Library</li> </ul>	JC/library manager	Library is currently closed until further notice. JC to keep in contact with library manager for further	Pending

		<ul style="list-style-type: none"> <li>• JCP</li> </ul>	JC/JCP manager and work coaches	<p>updates</p> <p>JCP is currently closed to all face to face appointments. JC to keep in contact with JCP managers and work coaches for further updates</p>	Pending
		<ul style="list-style-type: none"> <li>• Training providers</li> </ul>	JC	<p>Many training providers are offering online learning for participants. Supporting action plan activity and potential outcomes for participants.</p>	Pending

