

## COVID-19 Risk Assessment **BBO Project Redditch/Bromsgrove (updated 5/11/20)**

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. (4/11/2020)**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<b>Delivery 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> </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	As from 2 <sup>nd</sup> December2020, lockdown restrictions could allow for job coaches to work in the office at GAH (using booking system). JC are not encouraged to work together, to reduce risk. To be agreed with SMT. Currently job coaches are still working from home.	Pending

		<ul style="list-style-type: none"> <li>• Job coaches to remain completing admin duties at home</li> </ul>	All	Vestia supporting with tools and resources delivered to JC home address.	On going
		<ul style="list-style-type: none"> <li>• Job coaches working in GAH (when appropriate)</li> </ul>	JC	JC would require to use booking system, not facing anyone, to prevent the risk of infection following YMCA Policy for cleaning at start and end of the day.	On going
		<ul style="list-style-type: none"> <li>• Reduce non-essential trips to GAH</li> </ul>	All	JC will only attend the office if essential.	Done
		<ul style="list-style-type: none"> <li>• Working in GAH, ensure to enter and exit as guidelines</li> </ul>	JC	YMCA Policies and procedures	Current
		<ul style="list-style-type: none"> <li>• Bromsgrove delivery- pending risk assessments from BDHT, 'the pod'. Currently closed to public</li> </ul>	JC	Following gov guidelines and BDHT guidelines	On going Pending
		<ul style="list-style-type: none"> <li>• Job coaches to wash their hands/use alcohol gel before and after all appointments. attending GAH, before travel</li> </ul>	JC	Follow government guidelines and YMCA policy. Currently JC are not conducting Face2face meetings	On going



		<ul style="list-style-type: none"> <li>JC to not share transport, to drive in own cars.</li> </ul>	JC	Follow YMCA policys	DOne
<b>Participant engagement</b>	<i>Job Coaches Participants Network partners General public</i>	<ul style="list-style-type: none"> <li>Engagement with participants to remain virtual remote</li> <li>Continue with various action plan activity, evidence on Yeti</li> <li>Employability packs made available to post to participants to support with current delivery.</li> <li>On line training provided from external training providers</li> <li>All engagement remote/virtual</li> <li>Participants attending face to face appointments</li> </ul>	JC	Continue as above	Current
			JC	N/A	Current
			JC	N/A-available on next cloud	Current
			JC	Supporting action plan activity	Current
			Participa nts	N/A	On going
			Participa nts	NO DATE AS YET -Risk of using public transport (to be reviewed when gov guidance develops) -Participants to inform JC if they are unwell prior to leaving for appointment or if showing any symptoms. Participants to wash their hands before and after appointment JC to support remotely with job search	Pending        Current

		<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>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>On going</p>
<b>Resources</b>	<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- CURRENTLY NO FACE TO FACE ACTIVITY SO NOT ESSENTIAL RISK</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</p>	<p>Current</p> <p>On going</p> <p>Pending</p>

				be applied	
<b>Vestia (Prime)</b>	<i>Job coaches Project lead 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	N/A	Current
			JC	N/A	Current
			JC/Vestia	As the guidelines develop Vestia will communicate changes as required.	On going
			JC/Project lead	<p>-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.</p> <p>Due to Covid 19 the action plan activity and referrals have changed/reduced for BBO, impacting KPI performance.</p> <p>-To be reviewed every quarter moving forward</p> <p>-Project lead to discuss implications with Vestia (prime) and lottery expectations</p> <p>-To be reviewed every month with JC in caseload reviews</p> <p>-JC to be discussed in one to one with line manager</p>	Current/monthly/quarterly

<b>Networks</b>	<i>Job coaches Networks</i>	<ul style="list-style-type: none"> <li>• Library</li> <li>• JCP</li> <li>• Training providers</li> </ul>	JC/library manager	Closed to public	On going
			JC/JCP manager and work coaches	Closed to public unless vulnerable- JC to speak with work coaches at JCP if required.	On going
			JC	Many training providers are offering online learning for participants. Supporting action plan activity and potential outcomes for participants.	On going