

02/07/2020



COVID-19 Coronavirus – Risk Reduction Framework

This guidance covers:

COVID - 19

These should be in place and consider the significant risks that your

employees face whilst at work. In addition managers should now be

considering the impact of COVID-19 and what control measures need to

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vulnerability of the employees for which they are responsible for.

Take into consideration the ability to maintain

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Age - those aged over 70 are particularly

particularly vulnerable

Hierarchy of control

Eliminate the risk or reduce it to as low as reasonably practicable

Use the hierarchy of control to identify and control risks

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weeks or have underlying health conditions

Disabilities identified which may be the subject of

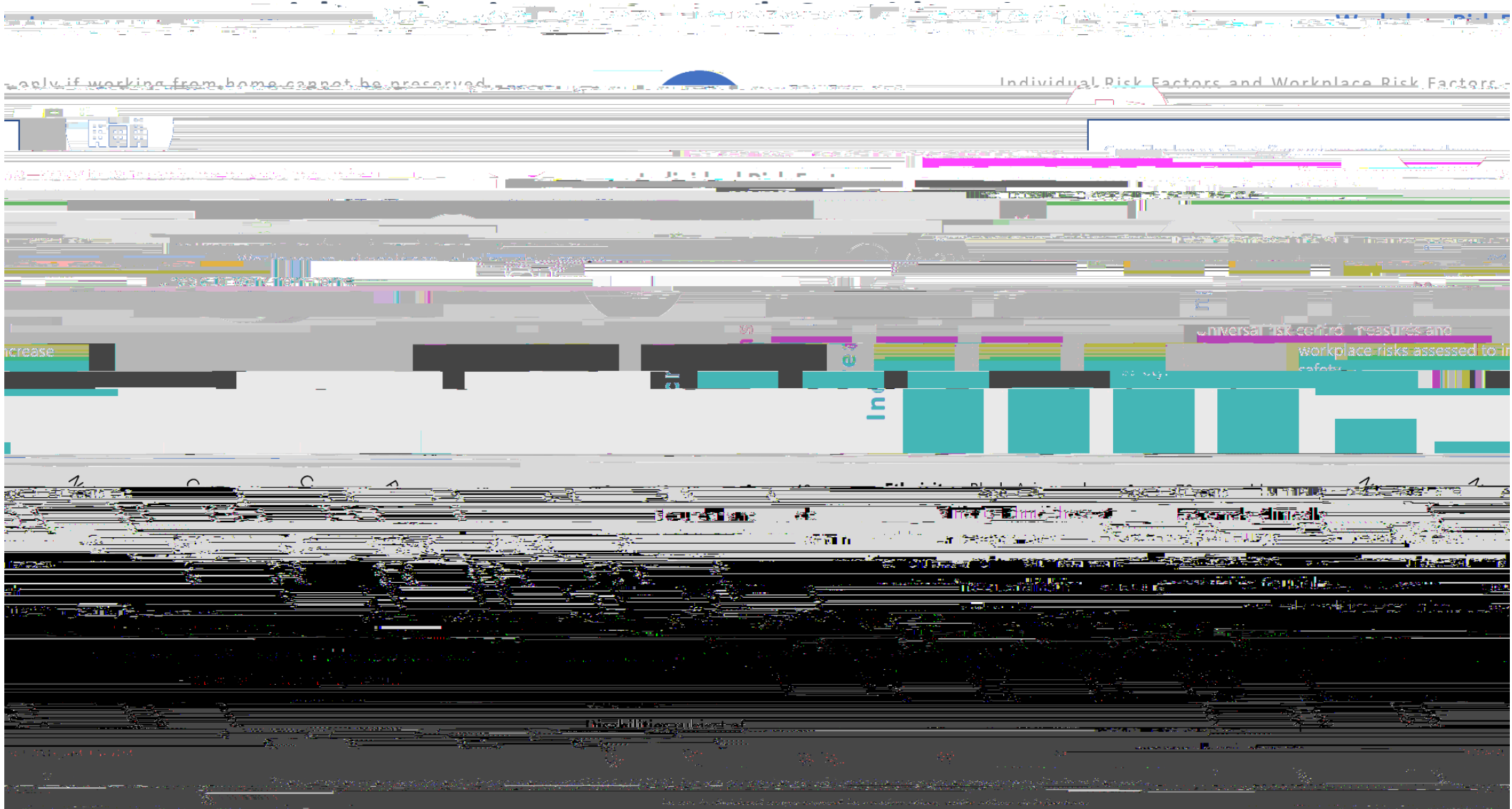
Ethnicity - Black, Asian and Minority Ethnic, those at increased risks, particularly aged above 55 or have

Pregnancy, in particular those who are over 35

Safe systems of work

Occupational Health can also support this process

Use the manager's formal authority



Service Risk Assessment



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Further guidance on extremely clinically vulnerable (shielded) people

the 'shielded group'

2. Notifying coworkers

[guidance](#) should not self-isolate [Government](#)

Since 18th May, everyone in England who is showing coronavirus symptoms is eligible to book a swab test to find out if they have the virus.

Essential workers are prioritised for testing

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4. What can managers do to help?



5. What can all staff do to help?

6. Advice for carers

When your shift finishes

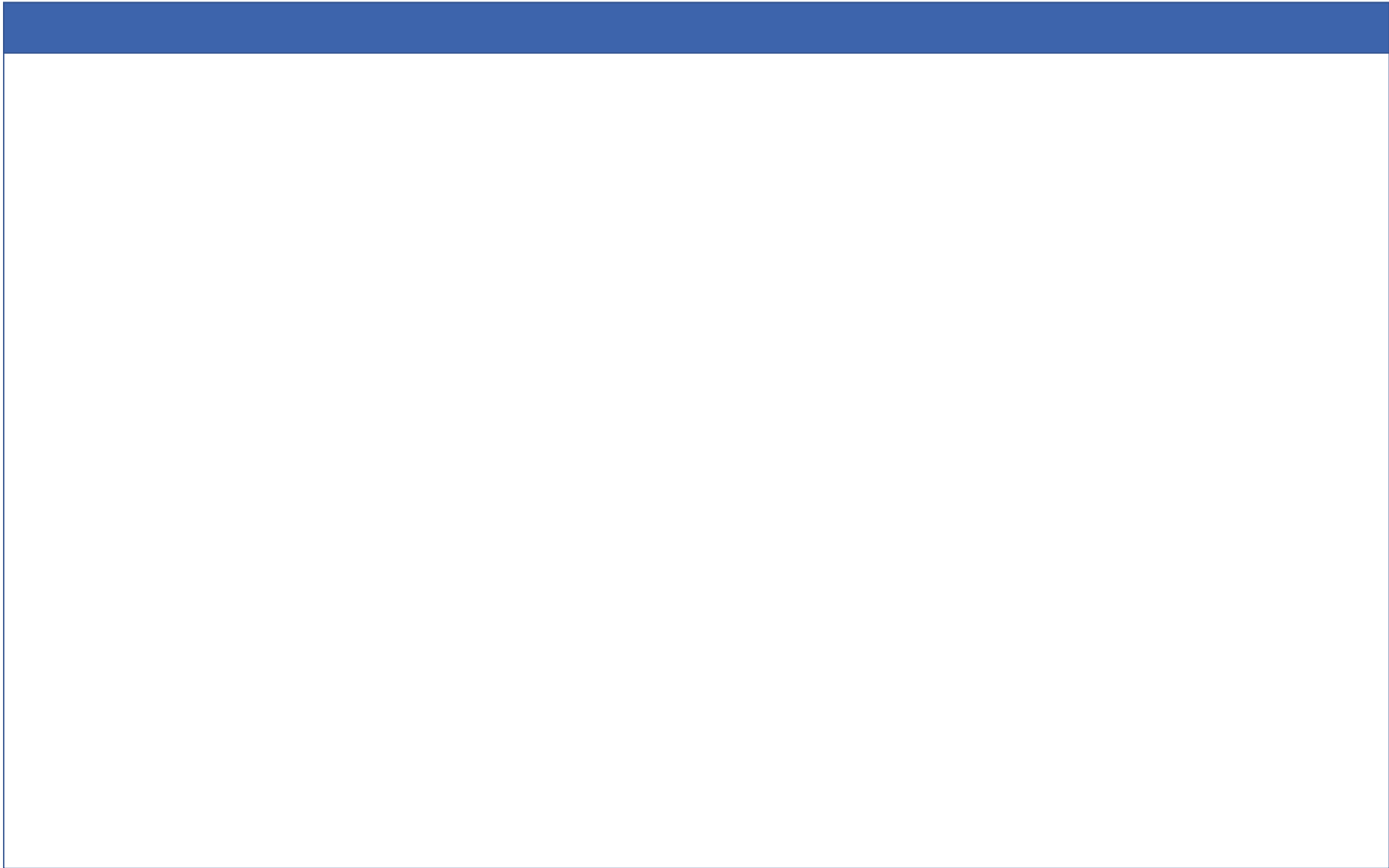
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8. Process maps for reporting absence



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COVID-19 Coronavirus – Staff Guidance on Working from Home

This guidance covers:

1. Working from home

all staff should be temporarily working from home

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3. Top 5 tips for managing remote workers

Tip 1: Establish new ground rules for communication

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Tip 5: Embrace the opportunity that home working brings

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4. Social media

5. Health and safety guidance for temporary working at home

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Temporary Working from Home

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COVID-19 Coronavirus - Staff Guidance on Wellbeing

This guidance covers:

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2. Employee Health and Wellbeing Support

For more wellbeing help and support see the links below:

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- ---
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3. 10 Tips to Manage your Health & Wellbeing

- Consider how to connect with others:

- Help and support others:

- Talk about your worries:

- Look after your physical wellbeing:

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- Look after your sleep:

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Telephone: 0300 123 3393, (9am-5pm Monday to Friday)

Email: info@mind.org.uk

Telephone: 116 123 (Free 24 hours a day)

Email: jo@samaritans.org

[Health and Safety Executive](#)

Carers Support

6. Domestic Abuse

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Regional/National Helplines

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- Coercive control

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COVID-

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managers and staff must recognise
the wellbeing benefits of time away from work

Quarantine on returning to or entering the UK from abroad

people should not travel
abroad other than for essential purposes.

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4. Staff Data Protection



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What you need to do

Be clear, open and honest with staff about their data -

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Treat people fairly -

Keep personal information secure -

Sample generic staff visit risk assessment

What are Hazards?	Who might be harmed and how?	What are you already doing to control risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
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5.3. COVID-19 home visit (non clinical) risk assessment tool

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Step 1.



Step 2.

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COVID-19 Coronavirus - Staff Guidance on HR & Payroll

This guidance covers:

1. Payroll

2. Working additional hours



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6. Processing a leaver

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Human Resources	
Digital & Customer Services	
Finance	
Legal	

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COVID-19 Coronavirus - Staff Guidance on Learning & Development

This guidance covers:

1. Appraisals

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COVID-19 Coronavirus - Staff Guidance on Deployment & Volunteering

This guidance covers:

1. Volunteering with other services

2. Volunteering to support the NHS

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COVID-19 Coronavirus – External Re

Key resources

NHS

Coronavirus (COVID-19): providing unpaid care
COVID-19: guidance for health professionals
COVID-19 health, care and volunteer workers parking pass and concessions
COVID-19: interim guidance on DBS and other recruitment checks
Coronavirus (COVID-19): admission and care of people in care homes
COVID-19 personal protective equipment (PPE)
Adult social care ethical framework
Coronavirus (COVID-19): changes to the Care Act 2014
Guidance for care of the deceased with suspected or confirmed coronavirus (COVID-19)
Education and Skills
Coronavirus (COVID-19): Closure of educational settings: information for parents and carers
Coronavirus (COVID-19): school closures
Coronavirus (COVID-19): financial support for schools
Coronavirus (COVID-19): apprenticeship programme response
GCSEs, AS and A level awarding: summer 2020
Guidance for further education providers
Coronavirus (COVID-19): free school meals guidance for schools
Guidance for schools and other educational settings
Guidance on vulnerable children and young people
Isolation guidance for residential educational settings
Implementing social distancing in education and childcare settings
Guidance on early years settings and childcare closures
Coronavirus (COVID-19): induction for newly qualified teachers
Housing/Neighbourhoods
Neighbourhood planning

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