



Company Registration No. 10940809

<b>IMPACTFUL GOVERNANCE COVID-SECURE WORKPLACE RISK ASSESSMENT</b>			<b>Aug 2020</b>
<p>Our office base is mainly 70 Oxhey Avenue, Watford although we hold meetings in The Old Free School and make Home, Office and Public Space Visits to our clients and partners. Impactful Governance’s office risk assessment is updated with pandemic concerns regularly, most recently on 14/08/20. The organisation’s Business Continuity Plan and Safeguarding Policy also hold some risk assessment functions and instructions including “Working in Other People’s Homes”, along with this risk assessment and our return to work information for staff and visitors; these should be read in conjunction with this document.</p> <p>Staff are invited to contribute ideas via email and team meetings.</p> <p>The Home Visit measures have been discussed at Director’s meeting on July 15<sup>th</sup> 2020 and this document outlines the Return to Work in the office.</p> <p>The Government's Covid19-safe certificate is on our website <a href="http://www.ig-cic.org.uk">www.ig-cic.org.uk</a> .</p>		A “RAG” rating is used to illustrate the current position as:	<p><b>Red</b> – High</p> <p>Amber – Medium</p> <p><b>Green</b> - Low</p>
<b>Risk Assessment</b>	<b>Key Issues/Options to Consider</b>	<b>Person responsible</b>	<b>RAG coding and notes</b>
<b>1. Define Who is at Risk from COVID</b>			
The people at risk are:	<ul style="list-style-type: none"> <li>employees, other workers, contractors, visitors, clients, volunteers, carers, members of the public.</li> <li>those whose diagnosed health condition might make them especially vulnerable.</li> <li>those who live with someone whose health makes them especially vulnerable.</li> </ul>		All are at risk for duration of the pandemic

<b>2. Reduce Overall Risk</b>			
We will minimise numbers at risk by:	<ul style="list-style-type: none"> <li>• HubSpot CRM Cloud technology is in place for everyone and enables secure access to work systems from home. PAYE Staff members have IG (Impactful Governance) mobile phones. IG laptops have been distributed to PAYE staff.</li> <li>• Staff have been divided into two offices although desks will be moved to a safe distance in the office on the 1<sup>st</sup> floor from September 2020.</li> <li>• Some staff are working in client's homes or in the community.</li> <li>• Directors will check up on their teams who are working from home or working off-site or shielding or self-isolating, helping them to remain connected to the rest of the workforce.</li> <li>• Meetings are held via Zoom video technology whenever possible.</li> <li>• Directors will maintain an office rota to ensure that the services continue.</li> <li>• Working from home (WFH) arrangements are in place for shielding staff and letters confirming WFH status from the NHS or GP must be shared with Directors.</li> <li>• At the time of writing, there are no known staff who live in the same household as someone who is shielding. Self-employed consultants x 1 at 14<sup>th</sup> August 2020.</li> <li>• New parents are to take parental leave.</li> <li>• No volunteers or clients are visiting the office, our activities will involve regular contact with them.</li> </ul>	Staff, Directors & Associates	Remote working is going as well as it can as we enter the 4 <sup>th</sup> month.
<b>3. Select Control Measures</b>			
We will support our staff by...	<ul style="list-style-type: none"> <li>• Advice on promoting good mental health and wellbeing is shared across the whole organization, including signposting to other organisations.</li> <li>• There is a staff Whatsapp group and staff social meetings available via Zoom.</li> <li>• WORKING FROM HOME self-assessments have been requested from all staff, including those who mainly work in the community.</li> </ul>	Directors	Supporting staff wellbeing will always be a work in progress

	<ul style="list-style-type: none"> <li>• Directors will check up on teams who are WORKING FROM HOME or working off-site or shielding or self-isolating, helping them to remain connected to the rest of the workforce.</li> <li>• Working from the office will be needs-based, with different staff able to conduct work on different days. Staff are encouraged to identify work activity that can be carried out away from the office or staggering arrival and departure times.</li> <li>• Our staff will work from home and offer remote support to clients where possible until the pandemic is eased – following Government Guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes</a></li> </ul>		
We will maintain social distancing at work by:	<ul style="list-style-type: none"> <li>• Current social distancing guidelines are 1mtr+ and maximum room numbers of one person at a time in kitchen and communal areas.</li> <li>• One way and circulation routes are not possible although give-way when others need to pass and maintaining a 2m distance whenever possible.</li> <li>• Desks are spaced facing opposite walls and windows are open for ventilation.</li> <li>• Face to face meetings have been reduced to the absolute minimum: where a 2m distance is not possible, screens and sanitizer is provided for external meetings.</li> <li>• Visitors are hand-sanitized on arrival and advised on handwashing and social distancing. Visual information for visitors is available.</li> </ul>	Staff are responsible for their own visitors	A small Sunday gathering took place where this procedure was implemented effectively.
We conduct extra cleaning/ sanitising, including office facilities on a weekly basis.	<ul style="list-style-type: none"> <li>• Sanitiser is available upon entry and in all shared areas as well as at the desks.</li> <li>• Individual masks have been distributed to team members.</li> <li>• We have increased the frequency of surface cleaning eg when staff leave their desk or meeting room so that it is clean for the next person.</li> <li>• We provide all desks with sanitizer, tissues, wet wipes &amp; clear waste bin.</li> <li>• Used tissues (for persona use) are disposed of in the toilet immediately and nose-blowing to take place in bathroom only.</li> </ul>	Staff	Personal hygiene is good.

<p>We organise work to minimise risks:</p>	<ul style="list-style-type: none"> <li>• Keep the activity time in the office as short as possible and stagger arrival and departure times.</li> <li>• Restrict numbers to 2 people per office, sitting diagonally or opposite if possible.</li> <li>• Use back-to-back or side-to-side working (rather than face-to-face) if sitting diagonally is not possible whilst working on a project or computer together.</li> <li>• Reduce the number of people each person has contact with using 'fixed teams or partnering' by giving teams allocated days at the office (so each person works with only a few others).</li> <li>• Staff are asked to sit at the same desk each time they come into the office.</li> <li>• Staff will meet and greet their own visitors to minimize the number of people they come into contact with.</li> </ul>	<p>Directors and staff</p>	<p>Untested as staff are just starting to return to the workplace</p>
<p>We will use screens and barriers where the 2m rule cannot be met:</p>	<ul style="list-style-type: none"> <li>• Screens and banners are available to separate people from each other.</li> <li>• PPE is available for staff and includes:  We will use disposable masks (not visors) if our own printed masks are not ready.  Staff will be issued with at least 3 masks.  Disposable shoe covers will be provided.  Thermal Temperature Guns will be used to check own and clients temperature before entering the house and information recorded on HubSpot.  Internal doors to remain open to avoid touching.  Windows to be left open to improve ventilation and potential spread.  Plastic bags (or other environmentally safe) bags to contain masks and gloves before disposing or washing at home.  Staff may use their own masks if I.G. printed 3-layer masks are not available.</li> <li>• We encourage visitors to wear a face covering</li> </ul>	<p>Staff</p>	<p>In place &amp; tested with Home Visits</p>
<p>We use these other measures:</p>	<ul style="list-style-type: none"> <li>• We have carried out a demographic risk assessment for all staff to check that no staff are disadvantaged by our return to work arrangements</li> <li>• Reasonable adjustments can be made for any protected characteristics with the use of a staff support plan.</li> </ul>	<p>Directors</p>	

We provide extra staff facilities:	<ul style="list-style-type: none"> <li>• Parking is currently free on the road although may become resident parking. If this is the case, vouchers may be provided to visiting clients and staff.</li> <li>• Walking routes have been established for some staff to reduce the use of public transport.</li> <li>• Changing room facilities are within the bathroom to avoid clothes contamination.</li> <li>• Cycles can be stored in the garden with rear access via locked gates.</li> </ul>	Staff	
We communicate:	<ul style="list-style-type: none"> <li>• Return to workplace guidance for staff and visitors are available.</li> <li>• Social distancing and hygiene signs are up throughout the office building.</li> <li>• Risk assessment and visitor information will go on our website.</li> </ul>	Directors	
Where the above won't work, we:	<ul style="list-style-type: none"> <li>• Assess the situation and circumstances immediately and decide whether the activity can go ahead safely.</li> <li>• We acknowledge that no one is obliged to work in an unsafe work environment.</li> <li>• Ask staff to report concerns and breaches to their manager at the earliest opportunity, which can then be addressed by the appropriate member of the Management team, depending on the nature of the concern or breach.</li> <li>• Directors are logging all COVID concerns, near misses, and cases on a shared document.</li> <li>• Reportable incidents will be overseen by CEO, including any decision to close the office to everyone after an outbreak where a 14 day isolation follows.</li> <li>• Impactful Governance will follow any contact tracing and self-isolating requirements as a result of reporting an outbreak.</li> <li>• Cleaning and sanitizing the office will be organized by Directors, ready for reopening after 14 days, in line with government guidance.</li> </ul>	CEO, Directors or staff member on site	Untested
<b>4. Checking Implementation</b>			
Effective implementation of our measures:	<ul style="list-style-type: none"> <li>• Review with the Directors in one month and adjust as necessary.</li> <li>• Amend guidance for Impactful Governance staff and visitors as government guidance changes.</li> </ul>	Directors	Untested

<p>We review this assessment to make sure it stays up to date. This assessment will next be reviewed on 20<sup>th</sup> Aug</p>	<ul style="list-style-type: none"> <li>• 20/08/20, at Directors virtual meeting</li> </ul>	<p>Directors</p>	<p>Not due yet</p>
<p><b>5. Sharing Your Assessment</b></p>			
<p>We share our findings by:</p>	<p>Emailing this document to the team and the Government's Five steps certificate is on our website.</p>	<p>Directors and Team.</p>	