

Prepared by: Jonny Richardson Glenn Date: 14th July 2020

Agenda no: 6c

Purpose of the paper

For Discussion and Approval

Background and context

HM's services have been reprovided through remote delivery, from late March 2020.

Reminder of previous discussion, decision

Where are we now?

Services have been continued during lockdown by remote working thanks to huge effort and commitment across the team. This has not been without difficulty, not least technical logistics and the isolation of staff dealing with often heavy emotional loads. As restrictions are being eased, we need to start the process of planning how and when we can safely reintroduce services.

I have consulted guidance from gov.uk with relevant links to H&S at Work Act and Management of H&S Regulations; NCVO guidance, including a legal checklist; and have sought views from the staff team.

Guidance relates to four stages:

- Holding off at present
- Thinking about it
- Actively preparing
- Already back up and running

I would say we are at the "thinking about it" stage. I feel a cautious approach is right, given our responsibility to staff wellbeing, and service users, many of whom will come under vulnerable groups. I do not feel that we need to rush ahead without full confidence that we can maintain people's safety.

What are the key issues?

The essence of guidance comes down to five areas:

1. Carry out a COVID-19 risk assessment

This should be a standalone RA for specific circumstances – i.e. we cannot simply adjust existing RAs. Peter has completed RAs for the office, Safespace, face to face activities and outdoor activities (e.g. walking group), and these give us an excellent basis on which to proceed. These are attached as appendices.

2. Develop cleaning, handwashing and hygiene procedures

RAs identify measures that will need to be in place. Before we are in a position to re-open premises or services, we will need to arrange cleaning and supply of suitable equipment. Note that PPE is not advised for our circumstances - equipment is more cleaning and hygiene products.

3. Help people to work from home

We have been doing this and the intention is for most people to continue working from home for the foreseeable future, pending further guidance. Staff wellbeing is a consideration here. There has been considerable cost in achieving this but I have been able to draw in resources to cover this, in the main.

4. Maintain 2m social distancing, where possible

Again, RAs cover this. We will need a way to manage staff presence so that numbers are kept low to maintain distance. This should not prove problematic.

5. Where people cannot be 2m apart, manage transmission risk

Not an issue for us in that we are not looking to return to face to face activities imminently. Visitors to premises will not be permitted until such times as this can be safely achieved.

What is asked of trustees?

In the light of key issues and government guidance, trustees are asked to consider the proposed plan of action:

2 weeks in advance (from 20th July):

- Christine (housekeeper) performs deep clean at King Street over 4 days, or longer if needed. We have been offered a free clinical fogging service but may not be necessary given premises have not been in use.
- Purchase additional sanitising supplies.
- Consult staff team re. return arrangements.

From 31st July (TBC):

- Safespace team offered return to premises. This is a “you are allowed to return” rather than “you are required to return” arrangement. Safespace shifts have two workers on duty and can maintain social distancing. Visitors not yet allowed.
- Checklist for cleaning down between shifts.

August:

- consider arrangement for other staff to return on staggered rota according to premises.
- Consider whether elements of face to face work (e.g. outside activities like walking groups) can be safely reintroduced

All of the above is, of course, dependent on lockdown restrictions and subject to review.

Finance

To be confirmed

Recommendation

The board is asked to approve the suggested actions.