OpenDoors

OPEN DOORS COVID-19 RISK MANGEMENT SUMMARY

During the Covid-19 pandemic we put measures in place for our staff and supporters according to government guidelines and we do everything we can to ensure that our staff are well cared for, prepared and communicated with, according to our ministry values.

Below is a summary of our risk management process which takes an agile approach.

Risk	Objective	Controls in place
Contracting CovId-19	All staff should work from home, unless they cannot work from home due to being in roles critical for business and operational continuity, staff wellbeing, safe facility management, or regulatory requirements and which cannot be performed remotely	As set out below
Accidents, security and other incidents in Telfer House	To prioritise safety during incidents	• Ensure that there are sufficient and appropriate staff available to carry out emergency procedures and that they have received Covid-relevant training.
Building hygiene	To keep the workplace clean and prevent transmission by touching contaminated surfaces	• Daily cleaning of high touch areas. • Staff cleaning workspaces and removing waste at end of the day • Cleaners come in at least once a week. • Cleaners know how to clean the building in the event of a positive case.
Common areas	To protect all who enter the building	• We work collaboratively with our tenants across common areas. • Manage occupancy levels to ensure safety.
Communication	To make sure all staff are kept up to date with how safety measures are being implemented or updated	• Keep in touch with all staff on a regular basis, through a dedicated Covid communications channel.
Delivery of goods	To maintain social distancing and avoid surface transmission when goods enter and leave the site.	• Revising pick-up and drop-off collection points, procedures, signage and markings. • Minimising unnecessary contact. • Enabling drivers to access welfare facilities when required, consistent with other guidance.
Meetings	To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	• Meetings take place virtually unless deemed essential to be face to face. • Meetings in building booked in advance. • Meeting guidelines circulated to all, including meetings with parties who are not staff, e.g. Church Relationship Managers, Volunteer Speakers and Speakers.
Mental health	Promote mental health & wellbeing awareness to staff during the Coronavirus outbreak	• Awareness and focus on the importance of mental health at times of uncertainty. • Inviting all staff to give feedback to their line managers and via questionnaires on their mental, physical and personal welfare. • Offering support for staff who need help. • Regular communication on mental health information and an open-door policy for those who need additional support.
Personal hygiene	To help everyone keep good hygiene throughout the working day	• Use of signs and posters to build awareness and give guidance. • Provide easily accessible, appropriate cleaning products and cleaning stations in multiple locations throughout the building.

		• Provide enhanced daily cleaning for busy areas.
PPE	PPE protects the user against health or safety risks at work.	• PPE in the form of gloves, masks and visors are available at Reception and throughout the building for anyone in the building.
Proximity	To maintain 2m social distancing wherever possible, including while arriving at and departing from work and while in work	• Use back-to-back or side-to-side working. • Use fixed teams or bubbles. • Use signage and introduce one-way flow systems. • Staggering arrival and departure times • We have installed a new fresh air system to help prevent spread of virus by droplets.
Returning to work in the building	To make sure all staff understand COVID-19 related safety procedures when returning to work in the building	• Provide clear consistent and regular communication and training for staff to ensure understanding and consistency of ways of working.
Covid Symptoms	Provide guidelines to staff so that they know what to do if they present with symptoms or have been in contact with someone who has symptoms	• Staff working in the building should inform their line manager and Covid Management Team (CMT) immediately and leave the building and follow government guidelines. • CMT to implement CMT plan for building. • Staff working from home to inform line manager and CMT and follow government guidelines.
Covid positive	Provide guidelines to enable staff so that they know what to do if they test positive.	• Anyone testing positive must let their line manager and the CMT know and follow government guidelines. • CMT to implement CMT plan
Covid – return to work after contracting Covid	To ensure staff are healthy when they return to work Limit spread of virus after contraction of Covid	• Return to work interview undertaken by line manager and a plan put into place to ensure staff member manages return to work well. • Follow the same guidelines you did before contracting the virus.
Travel	Travelling to work To prioritise safety	• The use of public transport is not allowed. • Car-sharing guidelines circulated • Follow ODI and Government guidelines on essential travel. Essential travel is defined as travel for purposes that are urgent, require face to face contact or are related to time sensitive issues.
Vaccinations	To ensure staff and their colleagues to stay healthy after having their vaccination	• Follow the same guidelines you did before your vaccination. • Keep up to date on government guidelines for updates on when vaccinations change behaviour.
Visitors and contractors	Manage these contacts to reduce threat of contamination	• Wherever possible, do remotely. • Where site visits are required, site guidance on social distancing and hygiene are explained to visitors on or before arrival. • Limit the number of visitors at any one time.
Workplaces and workstations	To maintain social distancing between individuals	• Provide equipment for people to work at home safely and effectively. • Workstations are assigned to an individual and not shared. • Workstation assessments done regularly, including those working from home.