



COVID - 19 STATEMENT

It is our priority that the health and wellbeing of our service users and staff are at the forefront of the services that are on offer at this moment in time. White Lodge have taken the following precautions to protect the White Lodge community.

- See separate list of service offer
- Rigorous protocols in place for cleaning, social distancing, PPE and infection control on site
- Volunteers are limited
- This is a fluid changing situation, this is constantly being reviewed

Further reading:

- Policy Covid-19 Adults
- Policy Covid 19 Nursery
- Policy Covid 19 Short Breaks
- Policy Covid 19 Therapy
- Policy Covid 19 Corporate Volunteers

White Lodge COVID 19 Risk Assessment

5th January 2021, 1st April 2021, reviewed 17th May 21, updated 21st July 21, updated 5th September 21



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.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Volunteers Visitors to our premises Contractors Drivers Vulnerable groups –Pregnant workers All our service users Anyone else who physically comes in contact with White Lodge premises 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	JW	On-going	On-going
			<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>https://www.publichealth.hscni.net/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p>	JW	May 20	Yes



		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Check list and guidance for staff of when they are finishing working in an office</p> <p>Room ventilation Opening of windows and doors to ensure that rooms have a circulation of external air</p> <p>Social Distancing From 19th July 2021 the government have stated that social distancing is no longer a requirement but continue to advise that close contact should be limited and that pre-cautions such as face coverings are used where the risk of the spread of Coronavirus is higher, for example in crowded enclosed spaces.</p> <p>White Lodge will continue to advise all those accessing its buildings to respect the additional controls set out in this assessment.</p>	<p>Rigorous checks will be carried out by Facilities Coordinator to ensure that the necessary procedures are being followed.</p> <p>Hard to clean toys removed from family room</p> <p>Stations with cleaning materials for staff to wipe down offices after use. Allocated staff numbers on individual office doors</p> <p>Perspex screens in Pathways and Rendezvous reception areas to remain in place</p> <p>Floor markers reminding the need to socially distance to remain in place</p> <p>Staff and service users to limit movement between buildings, this is only advised for service access or service delivery purposes</p> <p>Nursery drop off and collection of children to continue to follow a one way system through Pathways with separate entrance & exit</p>	<p>JW</p> <p>JW</p> <p>JW</p> <p>All staff</p> <p>JW</p> <p>JW</p> <p>All</p> <p>MZ</p>	<p>On-going</p> <p>May 20</p> <p>May 20</p> <p>On-going</p> <p>May 20</p> <p>May 20</p> <p>On-going</p> <p>On-going</p>	<p>On-going</p> <p>Yes</p> <p>Yes</p> <p>On-going</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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			Only one person/family at reception use family room	ALL	On-going	On-going
			Access to buildings for non-staff or volunteers to remain restricted and based on an assessment of the respective risk at the present. For example undertaking tours of White Lodge for potential funders to be done at quiet times or volunteer groups of significant size only to be allowed to work externally or in internal areas if access to that area by other people not required	ALL	On-going	On-going
			Line managers to allow working from home and or split start finish times where this does not impact service delivery	ALL	On-going	On-going
			Continued use of remote meeting technology rather than face to face meetings where this is suitable and does not impact service delivery	ALL	On-going	On-going
			Rooms to continue to have recommended maximum numbers detailed on their doors	JW	May 20	Yes
		<p>Face coverings</p> <p>Face coverings to be a requirement in all main public areas such as corridors and communal areas with exception for:</p> <ul style="list-style-type: none"> - medical exemption - service user led reduction in use, for example Treetops, Twinks 	Masks available for all staff and volunteers if required.	JW	On-going	On-going



		<p><u>PPE</u> All staff to follow government guidance when working with our service users and colleagues.</p>	Ensure enough stock in place including masks, face shields, gloves and aprons and hand sanitizers in key areas e.g. entrance and exit	JW	On-going	On-going
		<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a Covid-19 symptoms (as advised by latest government guidance) they will be sent home and will follow government guidelines.</p>	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.	SMT / Co-ordinators	On-going	On-going
			Regular testing of all staff and volunteers	ALL	On-going	On-going
			Vaccine take up to be encouraged	ALL	On-going	On-going
		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference – https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	Regular communication of mental health information and open door policy for those who need additional support.	SMT / JW	On-going	On-going



		<u>White Lodges use of other Settings</u>	WL's risk assessment off site will reflect and incorporate the risk assessment of the other setting and adhere to their policy..	ALL	On-going	On-going
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