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The National Voice of People
with Learning Disabilities in Wales

ALL WALES PEOPLE FIRST COVID 19 STRATEGY

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ABSTRACT

Strategy outlining the position of All Wales People First throughout the Coronavirus epidemic, in line with its responsibilities to its members and its employees.

The Strategy

This strategy has been developed from an All Wales People First, Covid sub-group board meeting, which took place via Zoom on Tuesday 14th July 2020. The Board recognises it has a legal duty to lay out a plan to protect the members of All Wales People First and the employees of the organisation. This plan will change as the individual circumstances of the members and staff change and will depend on the status of Covid 19 pandemic, as updated by Welsh Government. The strategy aims to outline what position the organisation will take based on the Welsh traffic light system, which is:

RED

- Schools enabled to manage increase in demand from more key workers and vulnerable pupils returning
- local travel, including for click-and-collect retail allowed
- people allowed to provide or receive care and support to/from one family member or friend from outside the household

AMBER

- Priority groups of pupils to return to school in a phased approach
- travel for leisure allowed together with meeting with small groups of family or friends for exercise
- people able to access non-essential retail and services
- more people travelling to work

GREEN

- All children and students able to access education
- Unrestricted travel subject to ongoing precautions
- All sports, leisure, and cultural activities, as well as socialising with friends permitted, with physical distancing

The Risks

The Members

All Wales People First engages a lot with its members. As a Pan Wales organisation this means sometimes meetings happen that will bring members together from across Wales. At the National Council, meetings happen four times a year in North West, North East, South West and South East Wales. Doing this means that All Wales People First are responsible for ensuring the safety of all those who attend the meeting.

Regional Councils mean that several counties may meet in one Region of Wales at once. All Wales People First needs to be aware about the safety of its members and support staff using public transport (different transport methods may have different risks), social distancing (AWPF would be responsible for insuring the members and support staff socially distance and that the meeting is set up in such a way) and would need to consider the personal circumstances of each person who attends (age, gender, ethnicity etc). All Wales People First needs to be aware of the potentially different status of each region of Wales regarding Covid 19. The recent lockdown in Leicester in England for instance, opens the possibility that each region of Wales may also have a different pandemic status in the future. We need to remain mindful and vigilant about this.

All Wales People First also needs to weigh the health benefits of protecting the members from Covid 19 pandemic and the positive effects on wellbeing on holding physical meetings. The National Council often presents a positive environment for self-advocates to share ideas, socialise, establish and maintain personal friendships and can be a major social event in our members calendars (residential meetings or stay overs).

All Wales People First also needs to consider the individual circumstances of our members. Some members may be more at risk due to (age, ethnicity, and Gender). If outward meetings do happen, we will not only have to do a Covid risk assessment, we may have to refuse access to some members if we feel they would be vulnerable. This may be uncomfortable for us as a member led organisation and possibly damaging to our relationships with some members. We also have to assess whether assessing each individual who comes to a meeting or event is practical and realistic.

Employees of the Organization

All Wales People First has a duty to protect the employees of its organisation. The Covid 19 pandemic has created very different circumstances for the employees of the organisation. The key variables that will impact on the staff are:

- No outward facing work and lack of contact with other staff members – causing feelings of isolation or being disconnected.
- Childcare responsibilities including making sure children are meeting their educational targets and whether they have adequate support from partners to share childcare duties.
- Other care responsibilities such as parents or partners who are vulnerable.
- Financial pressures (partners employment status – mortgage payments)
- Personal circumstances (age, gender, ethnicity)

This means that each employee may be affected differently at any given stage of the pandemic. We need to ensure that we make reasonable adjustments to their working situations, but also ensure that we are being fair to the other staff members. This may mean that the organisation may need to make special exceptions for certain staff members that may incur a reduced workload or a deviation from our usual policy position. It is important we communicate with the rest of the team the reasons why we have to do this (without compromising confidentiality) and ensure that we are equally as responsive to the needs of other staff, should their personal circumstances change.

The Organisation

All Wales People First needs to safeguard the organisation during the Covid 19 pandemic. As staff work from home and we do not own or lease a building this element is simpler for us than most organisations. However, there is still a chance of risk to the safety and well-being of the members and the staff and there is a potential impact on our relationship with our members and our ability to represent their views at a national level. We therefore must ensure that however we engage with our members, it remains useful to them and adequately and effectively represents their views into National forums.

All Wales People First will appoint a Covid safety officer. The Covid safety officer will advise the Chief Executive and the AWPf Board of Directors about its duties to staff and outward facing meetings. They will check that each event is risk assessed and that the staff are advised accordingly about their responsibilities and the organisations current position throughout the lifetime of the pandemic. They will also take the lead in reviewing this strategy, in line with developments on the pandemic in Wales.

All Wales People First are largely funded by Welsh Government and they have been very understanding and flexible with our grant and KPI's during this time. Our other funders, Big Lottery are also flexible. Both have approved our alternatives to the original KPIs submitted before the Coronavirus pandemic and both are happy with our new plans to fulfil the duties of our grants. This gives us great flexibility in protecting members, staff and the reputation of the organisation whilst also delivering on the promises made in our project grants.

All Wales People First currently offer the following modes of support to our staff during this time.

- Flexible working
- Unpaid leave
- Working weekends
- Extra supervisions if requested
- Wellbeing checks

- Fun/ social activities (games and quizzes)
- Regular team meetings
- AWPf coffee mornings
- Equipment to help aid staff (WiFi booster for instance)
- Online training and induction opportunities
- Extra leave (3 days pro rata) for each staff members

All Wales People First also has to consider its professional reputation. As an organisation largely funded by Welsh Government and as an organisation with a high profile in Wales, it needs to show that it is sympathetic to the current Covid crisis and aware of its duties and obligations to our members, staff and the general public. Our actions do not just impact on our members and employees but members of the public too.

All staff will be required to carry out a personal risk assessment. The outcome of the personal risk assessment will be taken into account when deciding if it is safe for a member of staff to attend a meeting. A copy of the personal risk assessment can be found in the appendix section of this strategy. Each member of staff will be identified as being in one of the following three categories:

- 1) Low Risk
- 2) High Risk
- 3) Very High Risk

All staff should talk to their line manager and discuss and agree the following:

- Improvements/ adaptations to working from home environments
- Discussing tasks that can be done differently (and how they can be done) if required to be done from home
- Support employees with any adjustments they need to make for home working
- Record and assess each employees personal circumstances (childcare arrangements, health needs, disability etc)
- Line manager to check that staff current workplan is realistic and achievable taking personal circumstances into consideration
- All staff need to be encouraged to take regular breaks
- Line manager to record the agreed adjustments for each employee of the organisation
- Each employee to fill in their own personal risk assessment
- Reduction of restrictions on annual leave to be taken before AdFest (30th Birthday event)

The Strategy

RED

All Wales People First will not engage in any face to face meetings with its members where the Covid traffic light system is Red. All National and Regional Council meetings will take place on Zoom or other video conferencing platform. All members of staff must work from home. Staff can only leave the house in AWPf time with permission from the Chief Executive and only if the journey is absolutely necessary (such as dropping off equipment to staff for instance). If staff are to deliver any items to staff they must leave it on the doorstep and keep at least 2m distance until the recipient takes the item in doors.

AMBER

Outward facing meetings must take place via zoom or other video conferencing platform where possible. Outside meetings may be attended by staff so long as:

1. There are no video conferencing alternatives
2. Meeting in person would have a significantly positive impact on the outcome of the meeting
3. The member of staff attending the meeting has a 'low risk' score on the All Wales Covid assessment
4. The member of staff does not have any additional needs which makes them vulnerable, not covered on the All Wales Covid assesment.
5. The member of staff fills in a risk assessment that is agreed and signed off by the Chief Executive
6. All outward facing activities are approved by the Chief Executive
7. If staff do attend an outward facing meeting, they must adhere to the appropriate travel and social distancing protocols in the strategy, which are:
 - Where possible staff use their own vehicles to travel
 - Where possible staff who do not drive, to share transport with staff who can drive (if both attending the meeting and all not showing symptoms) – face masks to be worn
 - Staff use face masks and wash hands regularly on public transport (to be provided by AWPf)
 - Staff make sure they social distance if accessing shops or other community buildings (whilst on AWPf business) and wear their masks at all times
 - Staff to be aware of different protocols if meeting in other parts of the UK (England and Scotland) for instance. Staff to follow Welsh Guidelines even when travelling to other parts of the UK as well as any additional requirements from other UK nations.
 - Staff attending outward events must score 'low' in accordance with the All Wales Covid 19 risk assessment tool

- Any member of staff who is living with someone who is shielding must not attend outside meetings.

No national council meetings will take place as long as Wales is on Amber. Regional Councils may take place, as long as members of the Regional Councils feel it is safe to do so, take responsibility for their own safety to get to and from the meeting and as long as the staff member attending the meeting is safe – in accordance with their own personal circumstances. This will be measured in a risk assessment which based on principles of

- 1) Activity
- 2) Location/ Environment
- 3) Individual Circumstances

If a Regional Council is to take place the following criteria must be followed:

- The members must decide that they would prefer a physical meeting to a virtual one.
- The Region the event is taking place in, must not be in forced lockdown (like Leicester in England)
- No one living in a region that has a forced lockdown in place can attend the Regional Council meeting in a nearby county.
- The meeting must be risk assessed in accordance with the AWPf Board approved Risk Assessment – in the appendix section of this strategy.
- The AWPf support staff must be safe to both attend and return from the meeting safely. This must incorporate their personal circumstances (age, health, ethnicity etc) as well as potential impact on those they have caring responsibilities for. This will be measured in a staff personal risk assessment form.
- Any member of staff who is living with someone who is shielding must not attend outside meetings.
- Risk assessment must consider provisions for employees travelling on public transport.
- Meetings need to take place in buildings large enough to allow participants to socially distance.
- AWPf staff must ensure they and the socially distance by 1 meter
- If AWPf staff doubt that the above can be achieved, then the event cannot take place
- Where possible staff use their own vehicles to travel
- Where possible staff who do not drive, to share transport with staff who can drive (if both attending the meeting and a members ll not showing symptoms) – face masks to be worn
- Staff use face masks and wash hands regularly on public transport (to be provided by AWPf)

- Staff make sure they social distance if accessing shops or other community buildings (whilst on AWPf business) and wear their masks at all times
- Staff to be aware of different protocols if meeting in other parts of the UK (England and Scotland) for instance. Staff to follow Welsh Guidelines even when travelling to other parts of the UK as well as any additional requirements from other UK nations.
- Staff attending must score 'low' in accordance with the All Wales Covid 19 risk assessment tool

GREEN

Where Welsh Government traffic light is Green all meetings with our members may take place with caution. Staff will be expected to observe Welsh Government guidelines on handwashing, facemasks and social distancing. Staff will also be asked if they feel safe and are willing to go to outward facing meetings.

Additional

This strategy will be reviewed in line with substantial changes to Welsh Government policy and advice from Public Health Wales.

All Wales COVID-19 Workforce Risk Assessment Tool

All Wales COVID-19 Workforce Risk Assessment Tool

Introduction

This Risk Assessment Tool has been developed to help people working in the NHS and Social Care in Wales to see if they are at higher risk of developing more serious symptoms if they come into contact with the Covid-19 virus.

We want to help you understand whether you may be at greater risk and to help you and your line manager to choose the right actions for you based on your level of risk.

Your employer has a duty of care to protect your health and safety at work and this includes understanding if you are at extra risk from COVID-19. This duty of care includes ensuring an equitable approach for all staff regardless of ethnicity or any other protected characteristics.

The next page sets out an overview of the risk assessment process. It has links to the latest guidance and information on the basic things that everyone can do to reduce their risk of COVID-19 infection, as well as the things that employers must do to support people who work for them.

Please use the resources as well as the Risk Assessment Tool to get the best results.

COVID-19 Understand your risk: Act to stay safe

What you need to do

Step 1 Check your risk – complete the Risk Assessment

Step 2 Understand your risk

A score of 0-3	Low risk
A score of 4-6	High risk
A score of 7 or more	Very High-Risk

Step 3 Identify the right actions for you

Your employer has a responsibility to put the actions in place with you

Step 4 Act now – Take the right actions

Observe
Social
distance

Practice
Good Hand
Hygiene

Rigorous
Infection
prevention
and control

**Deployment to a
different area**

Setting and
PPE review

**Workplace
adaptation
or
Role redesign**

Focus on your health and wellbeing

Control
existing health
conditions

Take Vitamin D
supplement

Manage your
weight

Boost your
wellbeing

All Wales COVID-19 Workforce Risk Assessment Tool

Who needs to use this tool?

There are already well established arrangements and guidance for people who are in a 'Shielding Group' who should be staying at home or who are considered 'Vulnerable' according to Public Health guidance and so should already be maintaining strict social distancing.

This tool does not apply to these individuals as following existing guidance already mitigates the risk they face.

Shielding groups (Very High Risk) and Vulnerable Groups (High risk)

Everyone who is considered to be extremely vulnerable to Covid-19 infection will have received a '[shielding ' letter from the Chief Medical Officer for Wales Dr Frank Atherton](#), setting out the steps you should take to protect your health. These are known as "shielding" measures and advise staying at home until a further announcement is made, so this risk assessment is not necessary.

Vulnerable groups (adults who would normally be offered a flu jab for health reasons) are at higher risk and are advised to maintain strict social distancing. Appropriate adjustments to their role, redeployment or medical suspension should already be in place for these individuals.

[Pregnant women may be particularly vulnerable](#) and must not work in direct patient-facing roles beyond 28 weeks.

Important note – if you are of a Black, Asian, Minority or Ethnic (BAME) background and under 28 weeks pregnant

New information about pregnant BAME women indicates that they are at considerably increased risk throughout their pregnancy and so should avoid face-to-face contact with COVID-19 cases. This means no front line work where there is sustained community transmission.

All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

How to use this Tool

The Tool asks a number of questions about you that are designed to identify whether you are at a higher risk from Covid-19. It asks some questions about your health, weight and ethnicity which may increase your risk of serious illness following an infection with Covid-19.

You may know the answers to the questions yourself, but if not you can discuss this with your line manager, workforce team, union representative, Occupational Health or advocate.

You may also want to consult your GP about the health conditions that are listed.

Please complete the questions and add up your score.

COVID-19 Understand your risk: Act to stay safe

We will continue to develop and improve the All Wales COVID-19 Workforce Risk Assessment Tool. If you have any comments or queries on the use or to improve the tool please email HSS.Covid19.WorkplaceAssessmentSubGroup@gov.wales

All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

Step 1

Check your risk

Consider each risk factor that applies to you and total your score

Risk factor	Score
Age – Covid-19 seems to have a bigger impact on people who are older	
• If you are aged between 50-59	1
• If you are aged between 60-69	2
Sex at birth – Covid-19 seems to have a bigger impact on males than females	
• Male	1
Ethnicity – Covid-19 seems to have a bigger impact on people from some ethnicities	
• Do you identify as one of the BAME or Mixed race groups as set out in this link	1
Existing Health conditions (Comorbidity) – Covid-19 seems to have a bigger impact if you already have other pre-existing health conditions. You may want to speak to your GP if you are not sure about these questions	
• Cardiovascular disease Are you on any treatment for Hypertension (high blood pressure), Atrial Fibrillation (Irregular heart rate), Heart Failure, Previous MI (had a heart attack), had a stroke, or Transient Ischemic Attack (mini stroke)	1
• Diabetes Mellitus Type 1 or 2	1
• Chronic lung disease (including asthma, COPD, interstitial lung disease)	1
• Chronic kidney disease (any stage 1-5)	1
• Sickle cell trait, Thalassaemia trait or other haemoglobinopathy	1
Obesity – Covid-19 seems to have a bigger impact if you are overweight	
This link will help you work out your BMI – if your BMI is more than 30 OR If your waist circumference is:	1
• South Asian Female more than 33 inches (84cm); Other BAME or white Female more than 34.5 inches (88cm) • South Asian Male more than 35 inches (89cm); Other BAME or white Male more than 40 inches (102cm)	
Family history – Covid-19 seems to have a family susceptibility for some people, especially twins	
• Has a member of your immediate family (parent under 70, sibling, child) been in ITU or died with Covid-19	1
Total score	

All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

Step 2 Understand your risk – what your score means in your workplace setting

Workplace setting	Score		
	Low Risk 0-3	High Risk 4-6	Very High Risk 7 or more
Community care	Continue with caution	Consider modified duties and PPE Review*	Work from home or non patient facing
Primary care	Continue with caution	Consider modified duties and PPE Review*	Work from home or non patient facing
Secondary care Non AGP	Continue with caution	Consider modified duties and PPE Review*	Work from home or non patient facing
Secondary care with AGP	PPE Review*	PPE review* and/or Modified duties	Work from home or non patient facing

***PPE Review** – This should consider the work setting, review all Transmission Based Precautions and ensure the selection and correct use of PPE including training and fit testing.

Now arrange a time to discuss with your line manager to agree a plan and ensure you are appropriately protected. This may include a discussion with Occupational Health.

All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

Step 3 Identify the right actions for you

Now you have completed your COVID-19 Risk Assessment score please discuss with your line manager, occupational health, workforce team, union representative or advocate to ensure you are appropriately protected.

Things I can do myself

Do the important things to maintain your safety in the workplace

- Observe good hand hygiene, with frequent use of soap and water or alcohol-containing gel.
- Maintaining a distance of 2 metres is an important aspect of the measures we must all take to minimise the risks of the spread of COVID 19. It is something we should aim to do in all aspects of our daily lives and anywhere in work where this is possible.
- Use appropriate personal protective equipment identified for your role and know how to use it properly.
- Observe isolation requirements for known or suspected COVID-19 cases.
- Ensure your infection control training is up to date.

Things my employer can help with

- Your line manager or union rep will help you use the tools and identify the right actions for you.
- Making adjustments
 - Can some or all of your duties be undertaken or completed in a different way
 - Can adjustments be made to enable you to work safely,
 - Can face-to-face contact with the public and home visits be limited or avoided
 - Ensure appropriate physical distancing within the workplace
- Will adjustments allow you to work from home
- If no adjustments can be made to mitigate your risk then temporary Medical Exclusion may be considered.

All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

Step 4 Act now – take the right actions

Following your discussions with your line manager record the agreed plan and ensure you set a time for review.

What reasonable adjustments have been identified and taken to mitigate your identified risks?

.....

Date adjustments were introduced*

.....

Date for review

.....

This may be time based or instigated by an event that impacts on your circumstances

* This should be signed and dated by both employee and line manager

All Wales COVID-19 Workforce Risk Assessment Tool – confidential once completed

Welsh Government are committed to ensuring that we learn quickly so that we can best protect you from harm due to COVID-19.

Your help and support in consenting to us gathering the evidence from your risk assessment is vital to inform further analysis so that we can better understand the disproportionate impact that COVID-19 is having on some individuals. This information will be used for this sole purpose in relation to COVID-19 and to continue to improve our risk assessment. It will only ever be your anonymised information that will be shared.

Information provided in confidence will only be used for the purposes advised and consented to by yourself

COVID-19 Understand your risk: Act to stay safe

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