This publication was withdrawn on 5 April 2022

This page has been withdrawn because it's no longer current. Read more about infection prevention and control in adult social care: COVID-19 supplement.

Keeping your workers safe

An Easy Read version of: COVID-19: Adult Social Care Risk Reduction Framework: Assessing and reducing the risk to your workforce
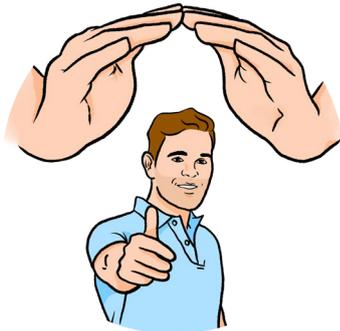
easy read

Contents

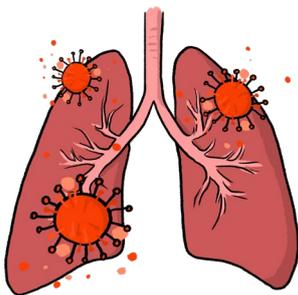# Introduction

Department of Health & Social Care

This information comes from the UK Government Department of Health and Social Care.
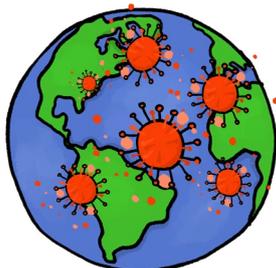
It explains how to keep your care workers safe during the **Coronavirus outbreak**.

If you have people working for you, you must make sure they are healthy and safe at work.

Coronavirus is a new illness. It affects your lungs and breathing.

Outbreak means it is spreading around the world.

Risk assessment

A **risk assessment** is a way to make sure that everything is as safe as possible:

- in your workplace

- for your workers

- for the people who use your services.
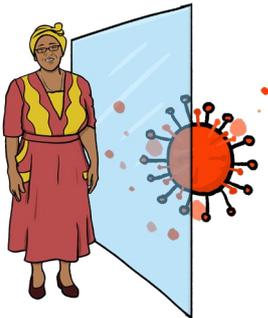
You will need to make sure that people are as safe as possible from Coronavirus.

A **risk** means it is possible that something bad will happen.

An **assessment** is when you look at all the information about something before you make a decision.

You should speak to each worker about the risk of something happening.
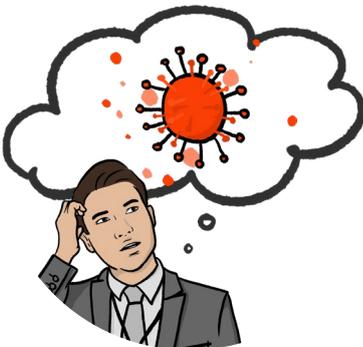
You can ask someone else to speak to them for you.

Talking to your workers about risk should have 2 stages:

- **Stage 1: Working out the risk of your worker catching Coronavirus at work**

- **Stage 2: Working out what you can do to do keep everyone safe**

Stage 1: Working out the risk of your worker catching Coronavirus at work

Your workers are responsible for keeping themselves safe at work.

As the boss, you should listen to what your workers say.

You should do what you can to make their place of work safe for them.

You should talk to your workers and ask them:

- what things at work might mean they could catch Coronavirus?

- what things about travelling to work might mean that they could catch Coronavirus?

- how serious could it be for them if they catch Coronavirus?

How serious it might be for each worker

Certain people are more likely to become seriously ill if they catch Coronavirus.

Older people, over age 70, are more likely to be seriously ill.

People from black and minority ethnic backgrounds are more likely to be seriously ill with Coronavirus.

If they are under age 65, men are more likely than women to be seriously ill with Coronavirus.

People who have certain illnesses are more likely to be seriously ill if they catch Coronavirus.

You should help any of your workers who are pregnant to follow the guidance.

Asking people how Coronavirus would affect them

You should ask your workers how they think Coronavirus will affect them.

You need to be sensitive when you are asking about people's personal health information.

If you write down people's personal information, you need to make sure that it is kept private and safe.

When you speak with your workers you should:

- make sure it is in a private place

- leave enough time to discuss everything properly

- give them a chance to say what they think

- write things down and keep it safe and private.

They may want to have someone with them when they speak with you.

You should also talk with any groups of certain workers. For example:

- your workers who are black or from minority ethnic backgrounds may have a group to support each other

- your workers who are disabled may have formed a group.

You should also talk with any **Trade Unions** that are linked to your workers.

A **Trade Union** is an organisation that speaks up for and helps your workers.

Stage 2: Working out what you can do to keep everyone safe

You should look at the latest guidance from the Government.

You can search for information if you go to: **www.gov.uk/coronavirus**

There is a lot of information available for different situations.

It's a good idea to:

- involve your workers in thinking about how to make things safer

- give your workers a chance tell you about their worries

- encourage people to wash their hands and keep everything clean

- check that your workers are not getting too tired

- encourage your workers to take regular breaks and drink water

- give information to your workers about **PPE**.

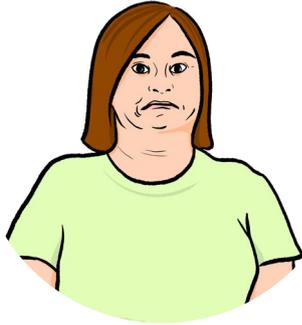**PPE** stands for Personal Protective Equipment.

It is the special clothing that health and care workers wear to keep themselves safe from Coronavirus.

For example, face masks and gloves.

If one of your workers catches Coronavirus, they should stay at home.

## Making it safer for certain workers

Workers who are likely to be seriously ill if they catch Coronavirus will be more nervous about coming to work.
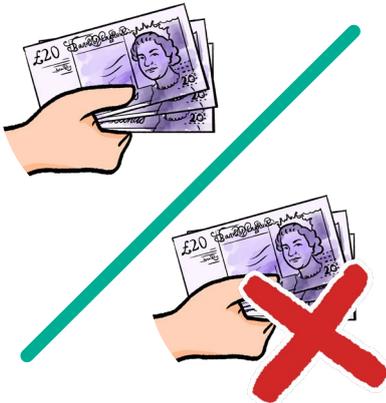
You could help them by:

- offering them a different, safer job

- changing the way they work so it is safer. Maybe they can do some of their work from home or work from a different place

- making some changes to your service so that it is safer for workers.
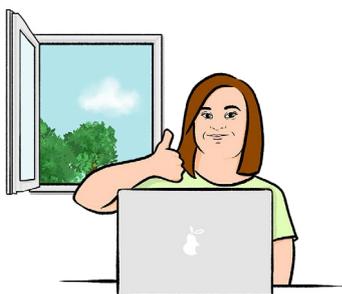
If there is no way to make it safe for your worker you could ask them to stay at home until it is safe to come to work.

You could offer to pay them in the meantime, or you could say it is unpaid leave.

Safe work

You need to set up a way for everyone to be safe at work.

You need to make sure everyone knows how to be safe at work.

Places to get more advice and support

CARE

You and your workers can get more advice and support from:

- The **CARE App**.

  CARE is part of the Government. It supports people working in Social Care.

  You can download the app by going to:

  www.workforce.adultsocialcare.uk/join

An **app** is a computer programme that you have on your phone or tablet to help you do something.

The **CARE** app gives information and advice to workers in Social Care.

- The Government webpage about the health and wellbeing of social care workers:

DHSC Guidance: Guidance Coronavirus (COVID-19): health and wellbeing of the adult social care workforce

- **The Samaritan**s has a telephone line that workers can phone if they feel stressed or anxious:

0300 131 7000

The Samaritans will listen to anyone who is having problems that are too much for them.

- **Hospice UK** has a telephone number that care workers can phone if they are low because someone has died, or something has happened:

0300 3034434

Hospice UK provide care for people who are at the end of their lives.

More information

For more information you can click on the links below:

- **The UK Government**

You can search for lots of different information on the Government website:
www.gov.uk/coronavirus

- **The Social Care Institute of Excellence (SCIE)**

SCIE shares the best information about what works in Social Care:
www.scie.org.uk/care-providers/coronavirus-covid-19

- **ACAS**

ACAS stands for the Advisory, Conciliation and Arbitration Service. They work to help bosses and workers work well together:
www.acas.org.uk/coronavirus

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