**Gyda’n gilydd tuag at ddyfodol mwy diogel:** Sir Gâr

**Together for a safer future:** Carmarthenshire

Moving Forward: Manager's Checklist

Service - xxxx

Date - xxxx

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**Introduction**

As restrictions are lifted, this checklist should be used by managers to inform their approach to how their service will be managed beyond the emergency phase of the pandemic. It should also be used to support your contingency plans in response to any future recurrence of COVID-19 to ensure business continuity.

**Considerations**

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| **Minimising Risk** You are no longer legally required to conduct a specific coronavirus risk assessment. You should consider the risks associated with coronavirus alongside other communicable diseases (for example flu and norovirus).  However, as coronavirus has not gone away, you can continue to conduct a specific coronavirus risk assessment if this works best for your circumstances - **see Appendix 2.** |
| **Summary Conclusions**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

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| **Community Impact Assessment** If your service impacts on the community, you will also need to complete a Community Impact Assessment.  There are four interlinked categories of impact on individuals and communities:   * Health and Welfare * Economic * Infrastructure and Environment * Communications and Community Liaison   Link to template here |
| **Summary Conclusions**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

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| **People** Do you have staff that will continue to work remotely?   * Have you discussed and agreed any hybrid working arrangements with staff that are in multi – located roles? * Are you teams clear about what is expected of them if working in a hybrid way? * Remind them to undertake a workstation assessment and discuss any outcomes with you. Further information can be found here [Workstation Assessment information](https://ourpeople.carmarthenshire.gov.wales/our-people/health-safety/workstation-assessment/)   Do you have staff in the workplace or returning for the first time?   * If so let them know that a one-to-one discussion will be held with them if they are returning for the first time - refer to Appendix 1 of this document * Have you discussed personal responsibility in relation to protective behaviours such as observing good hand hygiene etc. * Training – consider any new or updating of skills required for the team. * Fire safety – ensure your team is aware of and comply with your duties for fire safety management (refer to your PRP). * First aid on site – let your teams know about the arrangements on site. Refer to the [First Aid](https://ourpeople.carmarthenshire.gov.wales/media/659308/guidance-on-first-aid-provision-covid-19.pdf) guidance on our Intranet and ensure you have the appropriate number of qualified first aiders on site. * Have you undertaken individual risk assessments to determine if any reasonable adjustments are required to safeguard individuals whilst working, i.e. workers who are pregnant or extremely clinically vulnerable? * Are employee wellbeing measures being explored? e.g., supporting people as they return to work. * Have you reviewed any reasonable workplace adjustments that are already in place and discussed with employees and workers whether these need to be updated as part of any new working arrangements?   When making decisions and delivering services, we must have due regard to:   * Eliminating discrimination, harassment, victimisation and any other conduct that is prohibited under the Act * Advancing equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it * Fostering good relations between persons who share a relevant protected characteristic and persons who do not share it.   Please ensure that you consider the following in context of the Protected Groups (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation):   * The impact of your decisions on the Protected Groups e.g. look at the profile of service users and who could be affected by changes * Ensuring your plan does not unlawfully discriminate e.g. accessibility of the service and information * Identify any adverse impacts on people with protected characteristics * Consider how we can better advance equality of opportunity * Consider if our decisions will affect relations between people with different characteristics * Involve employees in decision making processes in a way that takes into account their protected characteristics, such as communicating to employees on maternity leave or communicating in accessible ways to disabled employees. |
| **Summary Conclusions**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

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| **Legal**  * Are you clear about your legal responsibilities? * Have you considered what documentation you may need to retain or what information you may need to capture if there were legal challenges in the future? * Are there any insurance implications arising from your proposals? |
| **Summary Conclusions**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

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| **Financial**  * Have you considered the financial implications of what you are proposing? * Will your proposals allow you to make savings or increase income? |
| **Summary Conclusions**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

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| **ICT, Property and Physical Resources**  The Property Division will have carried out the following checks ahead of any re-opening of sites. You therefore do not need to be concerned about any of the points listed:   * Fire alarm testing. * Legionella Checks. * Workplace cleaning. * Plant and machinery servicing and safety checks. * Building opening and closing hours:   Also please note that, building opening and closing hours will revert to pre-pandemic times 7am to 7pm Monday to Friday.   * If you have staff returning to the workplace, have you ensured it is ready for their return? * Is the power and wifi functioning as it should? * Do you have sufficient ICT equipment such as docking stations and monitors? * Have you considered what to do if you have allowed staff to remove ICT equipment from the workplace?   Any additional ICT equipment required over and above what is supplied to staff will need to be purchased by the service.  Furniture:   * Do you have sufficient furniture to cater for your teams’ needs?   Any additional furniture that’s required over and above what is supplied to staff will need to be purchased by the service. |
| **Summary Conclusions**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

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| **Involvement / Consultation**   * Who do you need to involve in your decision-making process? * How will you involve them? * Employees - Ensure they are consulted throughout (if you have not done this throughout, please ensure they are brought up to date, and that arrangements are in place for line managers to provide regular updates). * Public - will your proposals require consultation with service users? The Marketing and Media team would require this to be considered as part of the communications plan. * Trade Unions - Share your proposals for information. * Do your proposals impact on other services e.g., will it increase demand on other services? * Partners - Do your proposals impact on partner organisations e.g. Police, NHS, Regional Partnerships? * Stakeholders - Do your proposals impact on other key stakeholders e.g. internal services, Elected Members, Town and Community Councils? |
| **Summary Conclusions**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

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| **Communicating the Plan**  * Who do you need to communicate your plans to and how will get that communication out? * Have you consulted the [Marketing and Media Team](http://intranet/our-people/marketing-media/)? * How will you communicate your plan? * Who will you need to reach? * When will you communicate? * What resource will this require? |
| **Summary Conclusion**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

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| **Contingency Planning**  * Looking ahead – consider contingency plans for any future recurrence of COVID-19 or a similar crisis, taking learnings from the current COVID-19 experience (a Covid Urgent scenario) |
| **Summary Conclusion**  Please summarise your considerations and conclusions here. The content of this section will form the basis of your Control Plan. If not applicable, please state N/A |

## **Appendix 1: One-to-One Discussion - Checklist**

This checklist is to be used by managers to support a gradual return to the workplace as and when required. It is designed to structure the conversation managers need to have with their individual team members as well as record the outcome of the discussion and any agreed measures required to ensure a safe return to work. This will support you to identify any risks associated with individuals and how those risks are managed.

Note: This record should be retained by the manager and reviewed regularly during one-to-one discussions and appraisals.

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| **Checklist of measures to put in place for individual team members** | | |
| Areas for discussion | Employee’s Comments | Measures Agreed  (if applicable) |
| 1. Discuss any hybrid working arrangements and how these will be implemented. |  |  |
| 1. How do they feel about returning to the workplace? Where appropriate signpost them to the [Looking After Your Wellbeing](https://ourpeople.carmarthenshire.gov.wales/our-people/coronavirus-guidance/looking-after-your-well-being/) page on our Intranet. |  |  |
| 1. If you have an employee that is concerned about risks to their health, you should explain the risk assessment. Further medical advice can be sought via an occupational health referral if required. |  |  |
| 1. If the employee is pregnant ensure that the [**Pregnancy Risk Assessment**](https://carmarthenshire.sharepoint.com/:w:/r/sites/SP_CFPO_PeopleMan/Open%20Drive/Coronavirus%20(March%202022)/FINAL%20RA%20-%20Expectant%20Mothers%20at%20Work%20(COVID-19)%20V8_.docx?d=w07f7bc74a54743a6bf5b214bf9d5ce3f&csf=1&web=1&e=z1W6Qu) is completed. |  |  |
| 1. Where appropriate explore any reasonable adjustments on health grounds and complete the [reasonable adjustment template](https://ourpeople.carmarthenshire.gov.wales/our-people/hr/equality-diversity/disability-reasonable-adjustments/) which can be found on our intranet. |  |  |
| 1. Discuss any individual essential or refresher training requirements. |  |  |

## **Appendix 2: Risk Assessment Template**

You are no longer legally required to conduct a specific coronavirus risk assessment. You should consider the risks associated with coronavirus alongside other communicable diseases (for example flu and norovirus).

However, as coronavirus has not gone away, you can continue to conduct a specific coronavirus risk assessment if this works best for your circumstances - [**Risk Assessment Template (April 22)**](https://carmarthenshire.sharepoint.com/:w:/r/sites/SP_CFPO_PeopleMan/Open%20Drive/Coronavirus%20(March%202022)/FINAL%20RA%20-%20General%20Workplace%20Arrangements%20(COVID-19)%20V3.docx?d=w9a89dc31db8e4a0aba84266c0f8c3230&csf=1&web=1&e=SZmyFZ)