

# Covid 19

<b>Report Date</b>	07 May 2020
<b>Comparison Date</b>	In the past 2 Month(s)
<b>Risk Level</b>	



## Covid 19

Risk Ref	Risk Title	Risk Owner	Description & Consequence	Inherent Risk Priority	Risk Control	Residual Risk Priority	Action Required	Target Risk Priority
Covid 15	Transition back to full time school based education not well managed	Cate Duffy	<p><b>Description</b> Risks that 1. not enough account of challenges of social distancing 2. Parents and staff fear of spread –3. Children not ready to start new academic year – particularly R &amp; Year7</p> <p><b>Consequence</b> low attendance</p>	15	Liaison with DfE REACT teams re nationally co-ordinated approach, phase groups to consider local solution	12	<p>Raise through DfE REACT teams</p> <p><b>Person Responsible:</b> Cate Duffy</p> <p><b>To be implemented by:</b> 30 Nov 2020</p>	9
Covid 13	Vulnerable children and those of key workers do not have access to school provision	Cate Duffy	<p><b>Description</b> Risk that children do not have access to school provision – schools unable to open through staffing shortages</p> <p><b>Consequence</b> Reputational damage to Council</p>	12	All schools open where places required, back up provision agreed	9	<p>Weekly Covid Education meetings with HT- monitor all risks</p> <p><b>Person Responsible:</b> Cate Duffy</p> <p><b>To be implemented by:</b> 30 Apr 2021</p>	9
Covid 17	Safeguarding risks to vulnerable children increase through period of Covid lockdown and school closure	Cate Duffy	<p><b>Description</b> Early Help Hub and SCST reduced ability to conduct BAU due to staff advised remote working, families self isolating, staff absence</p> <p><b>Consequence</b> Children less visible to partners esp schools Lockdown increasing familial risk esp DA</p>	15	<p>SCST RAG priority rating all cases, EHH cases of most concern identified</p> <p>Use of PPE to support visits where appropriate</p> <p>Use of virtual visits – phone, Video call, and doorstep</p> <p>work progressed as normal where possible</p>	12	<p>Weekly visit monitoring</p> <p><b>Person Responsible:</b> Cate Duffy</p> <p><b>To be implemented by:</b> 31 Dec 2020</p> <p>Weekly Covid CSC Task groups meetings</p> <p><b>Person Responsible:</b> Cate Duffy</p> <p><b>To be implemented by:</b> 31 Dec 2020</p> <p>Weekly review of RAG/ cases most concern</p> <p><b>Person Responsible:</b> Cate Duffy</p> <p><b>To be implemented by:</b> 31 Dec 2020</p> <p>QA/Audit of cases to ensure risks being appropriately managed</p> <p><b>Person Responsible:</b> Cate Duffy</p> <p><b>To be implemented by:</b> 31 Dec 2020</p> <p>Sufficient PPE provided</p> <p><b>Person Responsible:</b> Cate Duffy</p> <p><b>To be implemented by:</b> 31 Dec 2020</p>	9

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Covid 18	Increase in demand for stat children's social care post Covid- with higher needs due to later referral	Cate Duffy	<b>Description</b> Risk of reduction in professional "eyes" on children leads to reduced referrals Safeguarding need is bottled up and increasing – risk of surge post Covid  <b>Consequence</b>	18 =	Clear messages re ongoing need to refer safeguarding concerns	15 =	Weekly monitoring Covid CSC group <b>Person Responsible:</b> Cate Duffy <b>To be implemented by:</b> 31 Dec 2020	12 =
					Partnership wok with schools to ensure attendance of children with social worker where appropriate		SLG oversight partnership issues <b>Person Responsible:</b> Cate Duffy <b>To be implemented by:</b> 31 Dec 2020	
					Provision map of Covid – family support		Link Educ and CSC groups re vulnerable children <b>Person Responsible:</b> Cate Duffy <b>To be implemented by:</b> 31 Dec 2020	
					Work all partners to co-ordinate support. Visits/calls to vulnerable children		DSL network support to continue <b>Person Responsible:</b> Cate Duffy <b>To be implemented by:</b> 31 Dec 2020	
							Develop and share provision map <b>Person Responsible:</b> Cate Duffy <b>To be implemented by:</b> 31 Dec 2020	
Covid 16	Standards and progress decline post Covid, achievement gaps widen	Cate Duffy	<b>Description</b> Gap from full time school based education impact on outcomes in 2021 and beyond, particularly for disadvantaged children  <b>Consequence</b>	15 =	All above during Covid – focus of partnership work on return	12 =	<b>Person Responsible:</b>	=
							<b>To be implemented by:</b>	




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Covid 8	Children do not have access to Education	Cate Duffy	<p><b>Description</b> Risk that Children do not have access to education through online resources. Risk of Emergency closures of schools through staffing shortages</p> <p><b>Consequence</b> The Good Law Project have warned that there is a risk that councils could face legal action if they fail to provide education, and that the widespread reliance on online learning during the lockdown is illegally disadvantaging state school pupils who lack access to tablets, laptops or adequate broadband.</p> <p>Risks around legal action from those not satisfied with the GCSE and A-Level grades they..</p>	12	Schools are grouping together to manage closures	9	<p><b>Person Responsible:</b></p> <p><b>To be implemented by:</b></p>	 
					Schools providing assurances that access to education is being provided.			
Covid 14	Quality and access to remote learning not consistent	Cate Duffy	<p><b>Description</b> Risk that not all children have access to on-line learning and or that quality of provision may vary- achievement gaps widen</p> <p><b>Consequence</b> achievement gaps widen</p>	12	<p>3 phase curriculum groups established &amp; co-ordinated by LA- share practice, identify issues</p> <p>Participate in lap top scheme</p>	9	<p>Daily school attendance returns</p> <p><b>Person Responsible:</b> Cate Duffy</p> <p><b>To be implemented by:</b> 30 Nov 2020</p>	9

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ASC Covid 5	Cremation service ability to cope with increased demand due to COVID-19	Ginny De Haan	<p><b>Description</b> Crematorium &amp; Cemetery service manages 7-10 cremations per day as BAU. The increase in COVID-19 cases places additional stress on the service and requires increased capacity to keep track with demand. To respond to this additional staff have been identified and redeployed to service but the challenge is that the service will still be operating at maximum capacity weeks after other services have..</p> <p><b>Consequence</b> Inability of SBC to provide burial and crematorium services in a timely manner.</p> <p>High crematorium demand increases demand on repairs and increased maintenance due to breakdown on equipment</p> <p>High demand on burial spaces and potential delay to planned cemetery extension</p>	15	Additional Crematorium Technician recruited through an Agency	9	Move to 2 x 6 hour shifts to build crem capacity and maintain staff resilience	6
					Cemetery extension remains a GOLD project with monthly updates		<b>Person Responsible:</b> Ginny De Haan <b>To be implemented by:</b> 30 Apr 2020	
					Cremators and computerised operations systems fully serviced in March 2020		Dig 10 graves in advance to cope with any surge	
					Maintenance contractor has remote access to adjust systems		<b>Person Responsible:</b> Ginny De Haan <b>To be implemented by:</b> 30 May 2020	
					Management monitoring capacity and planning additional cremation and burial slots.		Redeployed staff to the team. Train more crem operators	
					SLA with service provider in place for call outs		<b>Person Responsible:</b> Ginny De Haan <b>To be implemented by:</b> 30 May 2020	
					Staffing and PPE monitoring on a daily basis reporting to SL.		Monitoring and reporting through to SL and Silver Plans for additional resources in action with HR	
					Training plan in place for additional staff seconded to the service. Seconded staff may need to stay with the service after normality has resumed elsewhere in SBC.		<b>Person Responsible:</b> Ginny De Haan <b>To be implemented by:</b> 30 Sep 2020	
Covid 9	Unable to Broadcast and effectively run Council meetings	Joe Carter	<p><b>Description</b> Unable to broadcast Council meetings when they resume</p> <p><b>Consequence</b></p>	16			Working with suppliers to beta test solution using Civico and/or BlueJeans	9
						<b>Person Responsible:</b> Joe Carter <b>To be implemented by:</b> 30 Jun 2020		

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ASC Covid 19	Risks around vulnerable adults	Martin Elliott	<p><b>Description</b> Safeguarding duties (triaging contacts and undertaking Safeguarding Enquiries ) are not subject to easements in the Coronavirus Act 2020. A reduction in staff capacity within ASC Social Work Teams and within partner agencies and limited access to residents due to social distancing/isolation or PPE availability may adversely affect ASC's ability to conduct enquiries effectively. The council would..</p> <p><b>Consequence</b> Safeguarding issues may not be identified and reported because they are behind closed doors and less community visits, both private and professional are being undertaken. Social Work access to service users who at risk of abuse or experiencing abuse may be declined using Covid -19 restrictions (isolation etc) as a reason. Potential perpetrators will be under more stress or using more alcohol..</p>	12 	<p>Commissioning Team are in contact with care providers regarding their response to service users who are at higher risk with Covid 19. Current Service users have been RAG rated via IAS.</p> <p>Information about contacting SBC ASC when a Safeguarding is identified has been placed on the SBC Coronavirus Webpage</p> <p>Safeguarding Concerns continue to be received and triaged within 24 hours. Safe contact is made with the service user taking into account the risk and Covid -19 guidance on social distancing, isolation and shielding</p> <p>Safeguarding enquiries continue to be undertaken in line with policy.</p> <p>Safeguarding Leads for all partners are liaising and sharing information about capacity.</p> <p>Safeguarding Manager attends Partnership Meetings regarding Domestic Abuse and Safeguarding.</p> <p>Voluntary agencies have received information on how to report Safeguarding Concerns</p> <p>Where risk assessment indicates a visit is required safe visiting arrangements including PPE are out in place</p>	6 	<p>Teams will continue to liaise with agencies and service users to reduce risk.</p> <p><b>Person Responsible:</b> Martin Elliott <b>To be implemented by:</b> 30 May 2020</p> <p>Continue to monitor Safeguarding Concerns raised by key partners and manage any changes in reporting levels.</p> <p><b>Person Responsible:</b> Martin Elliott <b>To be implemented by:</b> 30 May 2020</p> <p>Safeguarding Manager, Locality Teams and Commissioning to monitor Organisational Safeguarding Concerns and communicate via Care Governance.</p> <p><b>Person Responsible:</b> Martin Elliott <b>To be implemented by:</b> 30 May 2020</p> <p>Monitor care home availability and need for places of safety</p> <p><b>Person Responsible:</b> Martin Elliott <b>To be implemented by:</b> 30 May 2020</p> <p>Teams to review care and support plans to ensure these needs are addressed and where necessary and proportionate increased support to be put in place.</p> <p><b>Person Responsible:</b> Martin Elliott <b>To be implemented by:</b> 30 May 2020</p> <p>Continue to liaise with Safeguarding Partners regarding the Safeguarding environment and capacity</p> <p><b>Person Responsible:</b> Martin Elliott <b>To be implemented by:</b> 30 May 2020</p>	3 

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							Continue to send out messages to the community that ASC is available to conduct Safeguarding Work. <b>Person Responsible:</b> Martin Elliott <b>To be implemented by:</b> 30 May 2020	
Covid 7	Financial impact	Neil Wilcox	<p><b>Description</b></p> <p>Close down of companies during lockdown affecting income</p> <p>Inability of tenants, creditors and leaseholders to pay rates, rents and fees</p> <p>Risk that funding for accommodating the homeless runs out after May but restrictions are still in place</p> <p>Fraud- The threat of fraud is greater during emergency situations than at other times, with relaxed procurement rules, and all public bodies..</p> <p><b>Consequence</b></p> <p>Cash flow and liquidity reduced and projected income reduced affecting ability to provide services</p> <p>Reliance on additional borrowing to provide services</p> <p>Increase in overall debt and reliance on reserves and borrowing</p>	16 	<p>Councils are responsible for administering the Small Business Grants Fund (SBGF) and Retail, Hospitality and Leisure Grant Fund (RHLGF). Ensuring that we have sufficient resources in place to process applications effectively may help support local businesses. As well as publicising the support available to raise awareness.</p> <p>Outsourcing of some work elements to reduce exposure</p> <p>Review service provision and realign and/or delay some service provision</p> <p>The Communications team have published information for the public on how to avoid scams.</p>	12 	<p><b>Person Responsible:</b></p> <p><b>To be implemented by:</b></p>	

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Risk Ref	Risk Title	Risk Owner	Description & Consequence	Inherent Risk Priority	Risk Control	Residual Risk Priority	Action Required	Target Risk Priority
Covid 10	Waste Collections	Richard West	<b>Description</b> Reduction in waste collection services leads to Residents disposing of waste in unsafe ways  <b>Consequence</b> Increased burden on the emergency services responding to out of control bonfires  Increased flytipping	12 =	Business Continuity Plan	9 =	<b>Person Responsible:</b>  <b>To be implemented by:</b>	=
					Maintain waste collection services - The Government have produced guidance that councils should maintain waste collections as much as possible at this time.			
Covid 6	Supply chain and contracts affected by pandemic	Stephen Gibson	<b>Description</b> Contracts and Supply chain disruption  <b>Consequence</b> Essential services supplies disrupted producing shortages  Contracts providing services seek damages and claims for delays	16 =	Close down and "mothball " buildings till "lockdown" is over Staff relocated to other buildings	12 =	Re-engage supply chain and service contracts at end of "lockdown" to resume business as usual service  <b>Person Responsible:</b> Stephen Gibson <b>To be implemented by:</b> 30 Oct 2020	2 =
					IT kit and mobile phones required and ordered ahead, essential services have been prioritised, before provision of kit to non-essential services.			
					Review contract terms and condition identifying clauses for claims			
					Review essential services e.g. statutory compliances and maintain social distancing.			
Covid 4	Super surge in local COVID 19 cases affecting front line staff and/or volunteers	Surjit Nagra	<b>Description</b> Serious impact on the ability of SBC to provide services vulnerable people due to shortfall in staff/volunteers that provides critical services  <b>Consequence</b> Inability to provide critical services and/or provide services to shielding clients.	20 =	Business Continuity Plan	20 =	Ongoing review till surge reduces. Keeping staff and/or volunteers exposure is reduced  <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 Oct 2020	12 =
					Operate staff redeployment from non-critical areas to supplement and support staff in critical and priority			
					Place fewer burdens on existing volunteers.			
					Work collaboratively with NHS, Faith Groups, CVS and others organisations to promote local volunteering opportunities.			



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Covid 1	Business Continuity – outbreak of COVID 19 amongst SBC staff	Surjit Nagra	<p><b>Description</b> The potential for crisis management and/or business as usual being severely affected by an outbreak of COVID-19 within SMP, Hawker House, Observatory House or other SBC places of work.</p> <p><b>Consequence</b> Disruption of service due to staff being isolated Increase in complaints due to inability to provide full service Serious ill health /Death of vulnerable staff resulting in increase of fear amongst staff Mental health issues increased due to staff being isolated</p>	12	Assess whether there is sufficiency of expertise available, in risk management, supply chain risk management, subject matter and communications	6	Introduce Comms plan to keep staff updated using various platforms <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 Apr 2020	4
					Business Continuity Plan		Increase supply of IT to promote home working <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 Apr 2020	
					Ensure good hygiene practice and appropriate personal protective equipment where necessary		Establish list of critical and priority staff and allocate IT to ensure that these services can operate remotely <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 May 2020	
					Establish list of staff members that are at higher risk because of pre-existing health conditions and take action accordingly		Additional training in crisis management for relevant staff and seek support in risk management, supply chain risk management. <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 31 Jul 2020	
					Facilitate working from home where possible			
					Follow government health and travel advice			

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Covid 2	Legal action due to failure to provide guidance to staff and volunteers on safe working procedures	Surjit Nagra	<p><b>Description</b> Lack of action and guidance to staff resulting in increased exposure of staff leading to serious ill-health or death of an employee/volunteer and/or member of their family.</p> <p><b>Consequence</b> Under the Corporate Manslaughter &amp; Corporate Homicide Act 2007 only the Council, not directors, may be prosecuted and the outcome would be a fine. Under that Act an individual cannot be found guilty of aiding or abetting, counselling or procuring the offence. It is possible for a Director to be prosecuted at common law for gross negligence manslaughter but convictions are very rare and only in..</p>	16 	PPE prioritised	8 	Continually reinforce message to staff regarding safe working procedures. <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 Oct 2020	4 
					Regular guidance in various formats regarding hygiene and social distancing issued		Review working practises to reduce reoccurrence of exposure. <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 Oct 2020	
					Staff provided with PPE and training/instructions for proper use of PPE.		Seek to work via procurement networks to maintain supply <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 Oct 2020	
							Stress test various and different operational scenarios <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 Oct 2020	
							Ensure that a supply of appropriate PPE is continually available to staff <b>Person Responsible:</b> Surjit Nagra <b>To be implemented by:</b> 30 Oct 2020	
Covid 12	Staff working from Home for extended Periods	Surjit Nagra	<p><b>Description</b> Staff developing musculoskeletal problems during extended use of DSE equipment that cannot be adapted to individuals needs</p> <p><b>Consequence</b> Material increase the number of staff members reporting back and neck injuries leading to a short and long-term increase in absence from work</p>	8 	Issue guidance to staff on appropriate working practices, allow staff with particular problems to take kit home and/or buy new kit and allow other staff experiencing problems to collect kit from the office and take it home.	6 	<b>Person Responsible:</b>	
							<b>To be implemented by:</b>	

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ASC Covid 15	Workforce resilience	Surjit Nagra	<p><b>Description</b> Long term exposure to stresses could have impact to staff physical and mental wellbeing thus affecting ability to work</p> <p><b>Consequence</b> Sharp increase in staff absences post pandemic affecting recovery stage and business as usual</p>	9 =	Provide adequate remuneration for staff working additional hours	4 =	Provide on going screening and counselling services	2 =
					Provide sufficient rest days		<b>Person Responsible:</b> Surjit Nagra	
					Redeployments to increase staff pool		<b>To be implemented by:</b> 31 May 2021	
Covid 3	Staff and/or volunteer fatigue	Surjit Nagra	<p><b>Description</b> Potential for staff and/or volunteers to 'burn out' as a consequence of exposure to pandemic</p> <p><b>Consequence</b> Inability to operate critical services and/or provide support to shielded/vulnerable people.</p>	9 =	Operate staff redeployment from non-critical areas to supplement and support staff in critical and priority areas.	4 =	Ongoing review and discussion with staff and volunteers to mitigate fatigue.	2 =
					Place fewer burdens on existing volunteers.		<b>Person Responsible:</b> Surjit Nagra	
					Review of skills audit to ensure the right people are considered for redeployment		<b>To be implemented by:</b> 30 Nov 2020	
					Work collaboratively with NHS, Faith Groups, CVS and others organisations to promote local volunteering opportunities.			
Covid 5	Potential for non-DBS checked staff/volunteers providing emergency Services	Surjit Nagra	<p><b>Description</b> Potential for unsuitable individuals to be allowed to provide services to vulnerable people.</p> <p><b>Consequence</b> Vulnerable persons subject to abuse and mistreatment</p>	9 =	DBS checks in place and all non DBS staff to be supervised closer taking into account distance guidelines	6 =	Non DBS staff utilised in areas that do not include vulnerable people	3 =
							<b>Person Responsible:</b> Surjit Nagra	
							<b>To be implemented by:</b> 30 Jun 2020	