### **RISK ASSESSMENT – Covid 19 – Tamfourhill Community Hub**

### **Response to supporting local neighbours and the local community**

###  **Date: 02 APRIL 2020**

### This risk assessment is based on the community response role which is to support individuals in the community affected by social isolation or quarantine due to COVID-19

### This risk assessment is used to update a safety checklist for volunteers.

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| **Volunteer Task** | **What are the hazards?** | **Who might be harmed and how?** | **Do you need to do anything to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| Shopping | Potential fraud | People accepting offers of help from volunteers who they do not know and those that are vulnerable could be taken advantage of. Money could be handed over to volunteers and no shopping received. | Recruit volunteers and do DBS checkDo background checks on volunteers through character referencesUse volunteers that are known to existing groups or referred to by friends that are known individualsMake individuals receiving support aware that the Emergency Response Group are not liable if fraud does take placeEnsure individuals check their shopping against the shopping receipt so that the correct change is provided.When dropping of shopping the goods must be left on the doorstep, the volunteer is then required to step back at least two meters and wait to ensure the goods are received Any donations of food must be wiped down before redistribution  | Lead volunteers Lynne Boslem/Shona Craig | 02 April 2020 |  |
| Collecting prescriptions | Potential mis-use of medicine? | People accepting offers of help from volunteers who they do not know could mean medicines are not delivered to them and vulnerable people taken advantage of.Deterioration in health to the individual that is self-isolating as medicines are not received | Recruit volunteers and do DBS checkDo, background checks on volunteers through character referencesUse volunteers that are known to existing groups or referred to by friends that are known individualsMake individuals receiving support aware that the Emergency Response Group are not liable if medicines go missing or the full amount of medicines are not receivedEnsure individuals check their prescriptions once received to ensure they have not been opened/tampered with. | Lead volunteers Lynne Boslem/Shona Craig | 02 April 2020 |  |
| Dog Walking | Dog bites | Volunteers may be taking dogs out to walk who they do not know and dogs may react badly to volunteers or other dogs/individuals in the communityTheft of dog | Telephone the dog’s owner to find out about the dog and how it behaves in public and to new situationsPut a dog mask on the dog if there any potential high risks of the dog biting volunteers or other people | Lead volunteers Lynne Boslem/Shona Craig | 02 April 2020 |  |
| Gardening | Flying stones/grassMachinery | To protect eyes wear eye protection.Be aware of moving cars at all timesSign to be put up for speed of cars to be lowered when driving down the drive.Wear hard boots when grass cutting | To protect eyes wear eye protectionWear hard boots when grass cuttingWear protective glovesTake own gardening equipmentAccess to electricity supplier could be through an extension lead that is kept outside so no human contact made with individuals affected by Coronavirus | Lead volunteers Lynne Boslem/Shona Craig | 02 April 2020 |  |
| Sharing resources -books, DVD’s, games between neighbours | Potential sharing of germs  | Volunteers and individuals accepting resources from different neighbours could mean the spread of germs if individuals have not been washing their hands correctly and often | Ensure books/DVDs/games are wiped down and cleaned before sharing with individualsEncourage individuals receiving books/DVDs/games to also clean received resources | Lead volunteers Lynne Boslem/Shona Craig | 02 April 2020 |  |
| Co-ordinating group What’s App Group for group chats | Sharing of personal contact numbers | Individuals may not want their contact number shared between neighbours | Ask neighbours for consent and agreement to be added to the What’s App Group before adding them to any groups set up | Lead volunteers Lynne Boslem/Shona Craig | 02 April 2020 |  |
| Putting bins out | Bad posture/pulling items that are too heavy | Volunteers pulling muscles or affecting own health due to moving heavy bins | Inform volunteers of basic manual guidelines:<https://www.hse.gov.uk/msd/manual-handling/index.htm>Encourage volunteers that have been trained in manual handling to move bins Ensure volunteers that are not physical able to not to carry out this task if there is a risk of injury | Lead volunteers Lynne Boslem/Shona Craig | 02 April 2020 |  |
| Co-ordinating the food donations in the hub | Potential of sharing germs | Volunteers and individuals working in same area in hub and receiving of goods to hub could mean the spread of germs | Brief all volunteers on the two-meter rule at all times. Washing of hands and wearing of protective gloves. Wipe down of all items received and bought. Before distribution. Any clothes that have been worn whilst in hub should be put in the washing straight away. Donation drop off will be coordinated so that safe guarding rules are in place, a box or table will be left in the front door of hub on certain days and times for items to be left. CCTV is in operation | Lead volunteers Lynne Boslem/Shona Craig | 02 April 2020 |  |

**Risk Assessment completed by:**

Lead volunteers

Lynne Boslem and Shona Craig

This risk assessment will be reviewed every two months or more frequently if changes to response arrangements mean that an intermediate review is necessary. **Next review due: 02/06/2020**