## **Risk Assessment**

This is a live document and under constant review as national and local guidelines are published.

Risk Assessment title:	Reopening the Dalgarno Community Centre
Organisation Name:	Dalgarno Trust
Assessment date:	7 July 2020
Review Date:	7 September 2020, 25 September 2020, 6 November 2020
Carried out by:	Ann Goodger & Joy Brown

Task/ Activity Area	Hazard	Who is at Risk?	Current controls	Current Risk (Likelihood x Impact)	Further controls required <u>Always</u> if Risk is Medium or High	Target Risk (Likelihood x Impact)	Who to Action	Completion Date
Staff attendance at the centre	Covid-19 infection Transferring C- 19 to service users/volunteers	Staff/ services users/ volunteers	<ul> <li>PPE available</li> <li>Marshal social distancing – marked floors</li> <li>Ingress/egress marshalled – wayfaring in place</li> <li>C-19 awareness training</li> <li>Safeguarding protocols</li> <li>No physical contact with people</li> <li>All desks have antiseptic wipes and hand sanitizer</li> <li>Covid-19 Awareness Training</li> <li>Deep cleaning of the building</li> <li>Anti-viral spraying of centre</li> <li>Cleaning Stations on each floor</li> <li>Outdoor water pumps</li> <li>Protective screen on reception</li> <li>Desk dividers in place</li> <li>Encourage regular hand washing</li> <li>Staff to bring their own drinks and snacks</li> <li>Encourage access to test and trace</li> <li>Introduction of screen sign-in system to avoid cross- contamination with pens and papers and to keep track of those using the centre</li> <li>Staff are currently working from home in line with the National Government Guidelines. Exceptions are those involved in the foodbank and youth support groups</li> </ul>	2	Visual/verbal reminders Raising awareness of guidelines Covid-19 Safe Certificate Training and understanding of infection control and social distancing measures QR Posters throughout the centre It is mandatory for those attending the centre to wear a facemask Cleaner sanitising large and frequently touched surface areas.Sessional workers to wipe down space before and after use.	1	Chief Executive Executive Director Volunteer/Foodbank Manager HealthWorks Project Manager Senior Youth worker	20th July 2020 25 <sup>th</sup> September 2020 5 <sup>th</sup> November 2020

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Foodbank/ Community Kitchen	C-19 infection Transferring C- 19 to service users/volunteers	Staff Service users Volunteers	<ul> <li>Alert the community to our control measures –using social media/notices on the building</li> <li>PPE available</li> <li>Marshalling of social distancing – marked floors</li> <li>Ingress/egress marshalled</li> <li>C-19 awareness training</li> <li>Food Hygiene Level 2 training</li> <li>Food Allergen training</li> <li>Labelling of food indicating allergens</li> <li>Safeguarding protocols</li> <li>No physical contact with people</li> <li>Hand Sanitizer readily available</li> <li>Deep cleaning of the centre</li> <li>Anti-viral spraying</li> <li>Cleaning stations on each floor</li> <li>Outdoor water pumps</li> <li>Ensure regular hand washing</li> <li>Encourage access to test and trace</li> <li>Introduction of screen sign-in system to avoid cross contamination with pens and papers and to keep track of those using the centre</li> </ul>	3	Visual/verbal reminders Raising awareness of guidelines Covid-19 Safe Certificate Separate entrance for foodbank service users Que marshal's managing the line ensuring social distancing measurements are adhered to	1	Chief Executive Executive Director Volunteer/Foodbank Manager Volunteer/ Foodbank Manager/Executive Director	20th July 2020 25 <sup>th</sup> September 2020 5 <sup>th</sup> November 2020
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Small Groups/bubbles within guidelines	C-19 infection Transferring C- 19 to service users/volunteers	Staff Service users Volunteers	<ul> <li>Alert the community to our control measures –using social</li> <li>Marshall bubbles</li> <li>PPE available</li> <li>Marshalling of social distancing – marked floors</li> <li>Ingress/egress marshalled</li> <li>C-19 awareness training</li> <li>Safeguarding protocols</li> <li>No physical contact with people</li> <li>Hand Sanitizer readily available</li> <li>Deep cleaning of the centre</li> <li>Anti-viral spraying</li> <li>People to bring their own sports equipment eg boxing gloves</li> <li>Cleaning stations on each floor</li> <li>Outdoor water pumps</li> <li>Ensure regular handwashing</li> <li>Regular water breaks during sports activities</li> <li>Service users to bring own drinks/snacks</li> <li>Introduction of screen sign-in system to avoid cross contamination with pens and papers and to keep track of those using the centre</li> </ul>	3	Visual/verbal reminders Raising awareness of guidelines Covid-19 Safe Certificate Maximum bubble amount of 15 only permitted for the activity sessions, this includes the practitioner/coach	1	Chief Executive Executive Director Volunteer/Foodbank Manager HealthWorks Project Manager Senior Youth worker Chief Executive Executive Director Volunteer/ Foodbank Manager Project Manager Youth Workers	20th July 2020 25 <sup>th</sup> September 2020 5 <sup>th</sup> November 2020
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Social distancing with children/ young people and their understanding.	Activities and Play – needs adapting to reflect social distancing.	Children, young people and staff	<ul> <li>Refer to government advice</li> <li>Social distance policy and code of conduct shared</li> <li>Markers on entry and in areas where children are likely to gather where possible</li> <li>Staggered entry for parents – drop off and collection at door, parents not to enter building. Signage to be displayed in the collection area to remind parents of policy.</li> <li>Children grouped with sessional workers and staff remain in same rooms where possible</li> <li>Lunch time procedures – children spaced apart where possible.</li> <li>Procedures for staff returning from lunch break. Ensure hand washing is repeated</li> </ul>	4	Review procedures following government advice. Keep reinforcing rules and understanding Signs throughout the centre highlighting protective measures	1	Ruth and Moutaz	20 <sup>th</sup> July 2020 25 <sup>th</sup> September 2020 5 <sup>th</sup> November 2020
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Health concerns	Protection of those most vulnerable children and young people (e.g. underlying health conditions)	Children and Young people	Follow government guidance and doctors' advice for each individual case and work with families to agree what is best for the child. Update individual care plans and filter this down to the team and agree with parents	3	Continued monitoring of health conditions and of care plans	2	All youth project staff and management	20 <sup>th</sup> July 2020

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Children's wellbeing	unsettled, upset and confused need more comforting and means unable to social distance Children not understanding and adhering to social distancing	Children and young people	Follow government guidance on social distancing Explaining to children where possible why and what social distancing is. Younger children and staff will be responsible for applying measures where possible Incorporate stories and planning into activities where children develop understanding Activities set up in order to minimise contact Where possible floor markings to support social distancing. Signage will be displayed Outings from the setting into the local community should be restricted unless the setting has no or very limited outside space in which case outings to open spaces which do not include mixing with members of the general public could be considered Tablets and electronic devices to be cleaned regularly especially contact points.	2	Continue reviewing government guidance And review where necessary.	1	All youth project staff	20 <sup>th</sup> July 2020

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dietary meet requirements requi Supp	ting dietary irements - oly of food chbox safety fing	Service users, children, young people	Follow guidance from government on Ensure staff are trained with food hygiene procedures. Procedure in place for covering chef/cook if needed. Review of lunchbox procedures and	3	Keep up to date with government guidance and updates New staff trained and inducted on food hygiene procedures	1	Youth, healthworksproject team andmanagement	20 <sup>th</sup> July 2020 5 <sup>th</sup> November 2020

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			LIKELIHOOI		·	
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
	5 Catastrophic	5	10	15	20	25
IMPACT	4 Major	4	8	12	16	20
MP	3 Moderate	3	6	9	12	15
-	2 Minor	2	4	6	8	10
	1 Negligible	1	2	3	4	5
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1 - 3	Low risk
<mark>4 - 6</mark>	Moderate risk
8 - 12	High risk
15 - 25	Very High risk