

# Risk Assessment

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

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



Task/ Activity Area	Hazard	Who is at Risk?	Current controls	Current Risk (Likelihood x Impact)	Further controls required  <i>Always if Risk is Medium or High</i>	Target Risk (Likelihood x Impact)	Who to Action	Completion Date
Foodbank/ Community Kitchen	C-19 infection Transferring C- 19 to service users/volunteers	Staff Service users Volunteers	<ul style="list-style-type: none"> <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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Health concerns	Protection of those most vulnerable children and young people (e.g. underlying health conditions)	Children and Young people	<p>Follow government guidance and doctors' advice for each individual case and work with families to agree what is best for the child.</p> <p>Update individual care plans and filter this down to the team and agree with parents</p>	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	<p>Follow government guidance on social distancing</p> <p>Explaining to children where possible why and what social distancing is.</p> <p>Younger children and staff will be responsible for applying measures where possible</p> <p>Incorporate stories and planning into activities where children develop understanding</p> <p>Activities set up in order to minimise contact</p> <p>Where possible floor markings to support social distancing. Signage will be displayed</p> <p>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</p> <p>Tablets and electronic devices to be cleaned regularly especially contact points.</p>	2	Continue reviewing government guidance And review where necessary.	1	All youth project staff	20 <sup>th</sup> July 2020

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Catering and dietary requirements	Catering and meeting dietary requirements - Supply of food Lunchbox safety Staffing shortage	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 cleanliness. – wiping down etc.	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

		LIKELIHOOD				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
IMPACT	5 Catastrophic	5	10	15	20	25
	4 Major	4	8	12	16	20
	3 Moderate	3	6	9	12	15
	2 Minor	2	4	6	8	10
	1 Negligible	1	2	3	4	5

1 - 3	Low risk
4 - 6	Moderate risk
8 - 12	High risk
15 - 25	Very High risk