**Covid-19 Group - Guide to Risk Assessment**

It is important to look identify, reduce and review risks if you have formed a group to help the community deal with Covid-19. You should consider doing a simple risk assessment and writing a simple risk plan in order to minimise risk both to volunteers and the people you are helping.

Ask your group to identify someone who feels confident in writing the risk assessment and the risk plan and who has some experience.

Your group must keep people safe. This means taking a ‘reasonable’ approach and ***not to impose*** ***unrealistic demands*** on volunteers or the group. A risk assessment involves:

1. Identify the potential risks or hazards
2. Putting in place measures for reducing the risks
3. Share and talk about the risks and the measures you want to take.
4. Review and make changes to your risk plan with the whole group.

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**THE RISK PLAN**

1. LOOK AT THE RISKS: Anything which could cause harm to someone. Consider what people are doing - what *actually* happens, not what ought to happen, ask them how they actually go about their work.
2. REDUCE THE RISK: Note what you have in place and what you can do to reduce each risk – what can you reasonably do? Focus on the most serious risks and those vulnerable individuals most at risk and those actions which you can do.
3. SHARE THE RESULTS: Share the risk plan. Make sure everyone knows what to do and if they have any concerns. These concerns can be shared and added to the risk plan. Have a simple ‘Do’s and Don’ts List’ and share it on social media.
4. REVIEW THE PLAN: The more people involved the better. Review it every week or when something goes wrong or you identify a new risk.

A template is given below and examples. Your group will have to carry out their own risk assessment and write down your risk plan.

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| **RISK PLAN TEMPLATE WITH EXAMPLES** | | | |
| **Name of group**: XXXXXX Community Group | | | |
| **Name of person doing the assessment:**  Jennifer Jones | | **Date:** 25 March 2020 | |
| **Risk** | **What we will do about it** | **Who will do it?** | **When?** |
| Spreading the Covid-19 virus | * Publish updated Public Health Wales guidance on social media * Wash hands regularly and often * Avoid touching any materials to be posted through letterboxes * Volunteers to self-isolate as soon as they feel ill | Jenny F | 26/3/20 |
| Money is stolen or lost | * Avoid handling cards or money where possible * Only group coordinators or people working in pairs will receive cards / money and only up to £30.00 * Keep a record and photograph of all receipts | Fred J | 26/3/20 |
| People are not kept safe (volunteers and the people we help) | * Identify a safeguarding lead to raise awareness, put in place and promote safeguarding procedures and to report concerns. * Check the identity and address of volunteers (can your local Councillor check the electoral roll?) or seek references for people you do not know * Set-up a buddy system and work in pairs * Get ID for volunteers * Keep a record of what each volunteer is doing – when and where they are on duty and which houses they are visiting * Check who has a DBS * Get help to have volunteers DBS checked, especially those handling money or helping people who might be more vulnerable * Do not share any personal details on social media * Keep a list of all the people you are helping and keep the list safe * Develop a list of support services to refer people to who we are worried about. | Alice T | 26/3/20 |
| We do not know some of our volunteers | * Check volunteers’ identification or seek references for people we do not know * Volunteers are supported by someone with an up-to-date DBS * Keep the contact details of each volunteer on file and keep this information safe * Ask volunteers to work in pairs in a buddy system and to report in and out each day * Keep a secure list of people who have been visited and their contact details * Agree and share a simple process to address any concerns about anyone in the group. For example, people can ask a coordinator or safeguarding lead to check any concerns about a volunteer and get advice if there is a problem | Jenny F | 27/3/20 |
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| **This Plan will be reviewed once a week by group coordinators and shared with the wider group.** | | | |

1. **Support from Voluntary Action Merthyr Tydfil**

**Contact Voluntary Action Merthyr Tydfil on 01685 353900/email** [**enquiries@vamt.net**](mailto:enquiries@vamt.net) **To advertise volunteer roles, register your group on Volunteering Wales Website** [**https://volunteering-wales.net/vk/volunteers/search.htm**](https://volunteering-wales.net/vk/volunteers/search.htm)

**2 Safeguarding: Cwm Taf Morgannwg Safeguarding Hub**Search on-line for Cwm Taf Safeguarding Hub or visit:

<https://www.cwmtafmorgannwgsafeguardingboard.co.uk/En/Professionals/MultiAgencySafeguardingHub/MultiAgencySafeguardingHub.aspx>