

Risk assessment

Company name: **BURTON HOPE**

Assessment carried out by: **ANNE BRADSHAW**

Date of next review: **If Government Guidelines change**

Date assessment was carried out:

COVID 19 TIER – 4. / Lockdown

OUTREACH Hope2Street

To start 05 Jan 2021

05/01/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Staffordshire Covid Status has been escalated to TIER 4/Lockdown	Volunteers/Service Users/Visitors	Wearing Face Coverings. Adhering to 2 metres space. Washing Hands/Sanitizing Hands. PPE changed regularly	Informing Volunteers that the Guidelines must be followed. Being Vigilant that Service Users are following	Volunteers/ Crowd Control Steward	5/01/21	

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			Government Guidelines and Burton Hope's requirements .			
Covid 19 Covid 19 cont...	Volunteers/Service Users/Visitors	All Service Users to Hand Sanitize upon arrival at Outreach and keep 2mtrs distance.	Steward Volunteer to inform Service Users to Sanitize Hands.	Outreach Lead/Volunteer/Crown Control Volunteer	5/01/21	
To many Volunteers at Outreach Session	All personnel/Transmission of Virus.	Number of volunteers to be kept at a minimum but a safe level.	Inform Vulnerable Volunteers with Listed Vulnerability	Outreach Lead to advise when asking for volunteers to attend.	5/01/21	

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			that they are not able to volunteer at this time due to high risk. No volunteer to work at outreach if unwell. Outreach Lead must be notified			
Service users not adhering to Guidelines	Volunteers/Visitors/Other Service Users	Reminding Service Users throughout the session of what is required. Continue to Cordon off table	Volunteers to place food parcels etc on table for service user to collect from the	Runners/Lead	5/01/21	

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		area and access to alleyway. Continue to mark out 2 metre spaces.	table when it is ready. Think Cross Infection.			
Refreshments		Drinks etc not to be supplied until further notice			Ongoing	
Physical Contact.	Volunteers/Visitors/Service Users. CROSS INFECTION of Volunteers/Visitors/Service Users.	Adhering to Social Distance Measures/ No touching.	Monitor the compliance of everyone and remind. if problems occur, Inform Lead.	Everyone.	5/01/21	
Temperature Checks not taken	Everyone/Virus may be transmitted unknowingly.	Taking Temperature of Volunteers/Service	Take necessary steps if	Outreach Lead./designated volunteer.	5/01/21	

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		<p>e User/ Visitors. Volunteers may take temperature at home before attending Outreach. Report and do not attend with a temperature or other signs of illness.</p>	<p>anyone is found to have a high Temp. Temperatures will be taken at Outreach.</p>			
<p>Donations/Donations taken to Outreach</p>	<p>Cross contamination/Infection/Unpredictable behaviour from service users leading to confrontation</p>	<p>All Donations to continue to be quarantined as per Guidance. Donations point to be set up away from service user area. 1 or 2 volunteers as</p>	<p>Social Distance from Donators. Track and Trace records to be kept for 19 days as Gov</p>	<p>Volunteers/OutreachLead to allocate Role to Volunteers.</p>	<p>5/01/21</p>	

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		needed to man this area. Being vigilant to changes in atmosphere/moods of service users in order to defuse any situation.	Guidelines.			
Lack of Track and Trace	Everyone. Illness exposure to the Covid 19 may not be traced and infection will spread.	Taking Names and contact details of service users and visitors. Register of Volunteers kept.	Keep records for 19 days for each W/E session.	Volunteers/Leads on the night.	Ongoing	No Change
Unit1	Illness/Infection	One person in Unit 1 or 2 from the same family or in a relationship	All volunteers	Lead to allocate roles to volunteers.	No change.	

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			reminded at Briefing		ongoing	
Crowd Control	Volunteers/Service Users may be verbally/physically harmed if tensions arise from or between Service Users.	Social Distance Marking in place. As many stewards as deemed necessary for this task of crowd control. PPE to continue to be worn.	Inform Service Users of the need to follow Burton Hope Guidance in a calm but confident way. Follow Burton Hope Emergency Procedures if problems occur.	Volunteers taking on this task/. Outreach Leads. Monitor the workings of this task and report any problems to Safeguarding. Anne Bradshaw 07905750494 or John Anderson. / Outreach Leads. Fill in concerns sheet.	05/01/21	

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Safe guarding. Convicted Sex Offenders	Children/Service Users/Volunteers/Visitors may be harmed/targeted	Safeguarding of Vulnerable Adults and Child Protection Policies in place. Internal Concerns Forms, Volunteers informed every week at Outreach of procedures. And how to report incidents. Known Sexual predators are banned from Burton Hope	Be vigilant and report any concerns to designated persons John Anderson Anne Bradshaw Tel 07905750494 999 if needed Fill in concerns sheet and report any incident to Charity	Chairperson/Trustee/Designated person to report incident to the correct body.	05/01/21 and ongoing	

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			commission.			
<p>Minors/Volunteers 12yrs -18yrs Attending Burton Hope</p>	<p>Grooming/Abuse.</p>	<p>Must be accompanied by Parent/Responsible Adult at all times. This age group must NOT be left alone around the container area's and must not work around the service user area.</p> <p>All volunteers reminded of procedures at every Outreach Session.</p>	<p>Child Protection Policy and Procedures are in place. Safety Briefing in place and Volunteers informed at every Outreach Session. Child Protection Policy is sent out to every parent</p>	<p>All volunteers to be vigilant and report any concerns to Outreach Leads/Child Protection Designated person John Anderson.</p>	<p>05/01/21 ongoing</p>	

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			before the 12yrs to 18 yrs volunteers with Burton Hope.			
Risk Assessor	Anne Bradshaw	05/01/2021	Review Date 12 months or when guidelines change			