



## RISK ASSESSMENT

### DARLEY and MENWITH PARISH COUNCIL

#### Darley & Menwith Parish Council involvement with local Community Support during the Coronavirus epidemic.

Note: Low risk is determined to represent the lowest practicable risk achievable - if no controls are required then the risk will be low.

SUBJECT	IDENTIFIED RISK	LEVEL OF RISK	CONTROLS & ACTION REQUIRED
<b>HEALTH</b>	Volunteer fitness to work	Medium  Apply controls to reduce this to Low	Follow NHS/Government guidelines Temperature & Symptoms check  DO NOT CONTINUE VOLUNTARY WORK if any of the symptoms are present  Notify others by <i>WhatsApp</i> Group message and contact the Co-ordination Team
<b>HEALTH</b>	Member(s) of Volunteer's household exhibits symptoms	Medium  Apply controls to reduce this to Low	Follow NHS/Government guidelines Temperature & Symptoms check  DO NOT CONTINUE VOLUNTARY WORK if any of the household is exhibiting symptoms  Notify others by <i>WhatsApp</i> Group message and contact the Co-ordination Team

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<b>HEALTH</b>	Volunteer or member of the same household contacted by the Track and Trace system and told to isolate	Medium  Apply controls to reduce this to Low	DO NOT CONTINUE VOLUNTARY WORK  Follow NHS/Government guidelines  Notify the Co-ordination Team
<b>HEALTH</b>	Interaction with Self Isolated Person(s) (IP) IP should inform volunteer if isolation is because of an infected person in the household	High  Apply controls to reduce this to Low	The expectation is that the IP will remain indoors at all times and no person to person contact will be necessary. It is essential that the IP understands and abides by this requirement. Contact the IP by phone shortly before arrival to ensure they are aware of your presence. Maintain a distance of at least 2 meters (6+ feet) from IP at all times Do not enter IP's premises – remain outdoors. Extra care should be taken if the infection is in the house – not touching doorbells, handles etc  Follow NHS/Government guidelines Under no circumstances, not even in an emergency, should a volunteer put themselves at risk at any time.
<b>HEALTH</b>	Volunteer interaction with others. E.g.: Darley Shop	Medium  Apply controls to reduce this to Low	Follow NHS/Government guidelines  Maintain a distance of at least 2 meters (6+ feet) from others as far as is practicable. Do not remain in a closed environment for any longer than is necessary.

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<b>HEALTH</b>	Volunteer returns home	Medium  Apply controls to reduce this to Low	Before entering own premises correctly remove and dispose of any PPE. Follow NHS/Government guidelines and take all recommended personal hygiene advice.
<b>HEALTH (Specific to Darley Lunch Club delivery)</b>	Interaction with Self Isolated Person within their homes during meal delivery.	High  Apply controls to reduce this to Medium	A limited number of IP's require meals to be delivered into their home.  Only volunteers experienced with this type of task will undertake these deliveries. Ensure social distancing is maintained during delivery. In addition to NHS/Government guidelines, each volunteer will use hand sanitiser between each drop. Care to be taken when using PPE so as not to contaminate between drops (ie: change gloves). Also consider using face covering as recommended by the government. Used food trays to be placed in a separate container to avoid contamination.
<b>HEALTH</b>	Dog walking by volunteer for COVID positive or Self-Isolating households	Medium  Apply controls to reduce this to Low	Follow the advice detailed in the following links:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-people-with-animals#dogs">https://www.gov.uk/guidance/coronavirus-covid-19-advice-for-people-with-animals#dogs</a>  <a href="http://www.cfsg.org.uk/coronavirus/SiteAssets/SitePages/Home/Dog%20Walking%20and%20COVID%2019.pdf">http://www.cfsg.org.uk/coronavirus/SiteAssets/SitePages/Home/Dog%20Walking%20and%20COVID%2019.pdf</a>

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<b>SECURITY</b>	Unscrupulous person(s) interacts with Isolated Person.	Medium  Apply controls to reduce this to Low	Each DPC approved volunteer is issued with a uniquely numbered ID badge. This information is held on a database under the stewardship of trusted members of the community. The Isolated Person should be encouraged to check the volunteer's ID if there is any doubt as to the identity of any person offering help/services. A list of all volunteers and their ID is maintained by the Co-ordination Team.
<b>SECURITY</b>	Breach of Isolated Person's personal information	Medium  Apply controls to reduce this to Low	Maintain contact details to the minimum. Only the name, address, telephone/mobile number or email address is necessary. If this information is held on a mobile phone then ensure that the phone can be locked. Keep written data in a safe place and do not circulate. All computer records containing personal details must be password protected. If it is necessary to transmit sensitive data then ensure that passwords are sent via a different media.  When the Community Support for Coronavirus is terminated then permanently delete/destroy all contact details and notify the Co-ordination Team that you have done so.
<b>SECURITY</b>	Isolated Person(s) personal financial or banking details are passed to a Volunteer  Includes: Account/Card numbers, passwords, PINs, date of birth	Medium  Apply controls to reduce this to Low	Under no circumstances will any financial or banking details be exchanged between IP and a Volunteer. Debit/Credit cards are never to be used for any transactions between IP and volunteer.  Volunteer to clearly explain this requirement to IP
<b>SECURITY</b>	Volunteer interaction with	Medium	Refer to Government Guidance: <i>Safeguarding Factsheet – Community volunteers during COVID19 outbreak</i> (attached) Volunteers are assigned to their own area of the village and therefore should be known to the IP.

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	vulnerable persons who are self- isolating	Apply controls to reduce this to Low	Established volunteers continuing their work under this scheme and who interact with vulnerable persons are already DBS checked. Volunteer details are maintained by the co-ordinators. Periodic reviews (monthly) will be undertaken of both this Risk Assessment and the Volunteer Guidelines.
<b>SECURITY (Specific to Darley Lunch Club delivery)</b>	Interaction with Self Isolated Person within their homes during meal delivery.	Medium  Apply controls to reduce this to Low	Limited number of IP's require meals to be delivered into their home.  Only volunteers who are DBS checked will undertake these deliveries. The meal deliveries are co-ordinated and monitored by the Community Support Co-ordination Team
<b>FINANCIAL</b>	Receipt and Record keeping	Medium  Apply controls to reduce this to Low	Volunteer to obtain a receipt for all goods purchased. Important: maintain a copy for your own records. Maintain an accurate record of all expenditure.
<b>FINANCIAL</b>	Uncontrolled release of Darley and Menwith Parish Council Funds	Medium  Apply controls to	All release of funds is to follow Darley and Menwith Parish Council procedures.  Account for all expenditure to organisations granting funds.  Maintain records of all financial activities

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	Incorrect use of funds from other organisations	reduce this to Low	
<b>FINANCIAL</b>	Volunteer 'out of pocket'. <i>This only applies to any outlay the volunteer has made during the act of assisting residents or purchasing items for the betterment of the scheme. It does not include financial hardship of any person due to employment issues, which is outside the scope of this assessment.</i>	Medium  Apply controls to reduce this to Low	The IP is making payment for goods (primarily food) which are delivered. This Scheme is not a charity. The community support is to deliver food shopping to those persons who cannot leave their home. Obtain a receipt for all goods purchased and maintain accurate records. If any volunteer encounters difficulties then they should obtain advice and help from a Parish Councillor or indeed HBC.
<b>REPUTATION</b>	Risk of reputational harm to Darley & Menwith Parish Council for reasons such as: unreasonable	Medium  Apply controls to reduce	Only volunteers whose details are held by the co-ordinators are to be involved with the community support associated with the Parish Council. Any activities undertaken by a volunteer outside the guidelines are their own responsibility.

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	reliance on volunteers for activities outside the agreed remit; misunderstanding between any individuals; breach of integrity.	this to Low	
<b>GENERAL</b>	Failure to follow government advice or volunteer guidelines leading to problems.	Medium  Apply controls to reduce this to Low	All Volunteers have been told to follow guidelines and act according to this Risk Assessment at all times. This includes following NHS/Government guidelines or regulations Guidelines will be regularly updated
<b>GENERAL</b>	Failure to check or track volunteers adequately	Medium  Apply controls to reduce this to Low	All volunteers are subject to appropriate checking (including DBS or reference checks as appropriate) and are then listed in a database. The list is maintained and updated regularly by the co-ordinators.
<b>GENERAL (Specific to Darley Lunch)</b>	Specified volunteers will use their own	Medium	These specified volunteers to check that their vehicle insurance covers them during meal collection and delivery.

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<b>Club delivery)</b>	vehicles to collect and distribute the meals	Apply controls to reduce this to Low	