

# Covid Secure Activity/Service Delivery Risk Assessment V2.0



**CLARION**  
HOUSING GROUP

## Clarion Futures

Partner Organisation Name:	The Links centre 2030 CIC	
Brief description of activity or service being delivered:	Skills Development Project for Young Adults in Clarion Housing etc	
Who may be harmed:	Staff, volunteers, participants	
Assessment completed by:	<i>William A Donnelly</i>	
Date completed:	19.10.22	This assessment should be reviewed regularly and upon changes in Government advice

- This assessment relates specifically to managing the risks posed by the Coronavirus (COVID-19)
- In-home service delivery is not currently permitted
- Additional risk assessments should be in place to detail how other risks are managed (e.g. manual handling, lone working etc.)
- For more information on Covid-Secure requirements please see the latest Government information <https://www.gov.uk/coronavirus>

### Please complete all sections to demonstrate how the activity or service meets Covid-Secure requirements

1	Staff/volunteers delivering activities or services
2	Maximum numbers and Track & Trace requirements
3	Participants
4	Outdoor delivery
5	Indoor delivery – including use of Community Buildings
6	Food & drink provision

Section 1 - Staff/volunteers delivering activities or services	
Requirements	Detail what measures are in place to meet the listed requirements
<p>Staff/volunteers:</p> <ul style="list-style-type: none"> <li>• <i>Are free from Coronavirus Symptoms</i></li> <li>• <i>Have not tested positive for Covid-19 within the last 10 days</i></li> <li>• <i>Have not been told to self-isolate</i></li> <li>• <i>Do not have household members that have symptoms or tested positive within the last 10 days</i></li> </ul> <p>Staff/volunteers have a process to follow if they know, or believe that they, or a member of their household, has symptoms of Coronavirus. Please detail what action is then taken?</p>	<ol style="list-style-type: none"> <li>1. Clear written Briefing and regular verbal Review with all staff and volunteers</li> <li>2. Clear written instruction on the Reporting of any Covid symptoms or test positivity.</li> <li>3. Clear written indication of need for withdrawal from all of our activities pending clearance by two consecutive days of negative Lateral Flow test results</li> </ol>
<p>Staff/volunteers travel by the safest means considering:</p> <ul style="list-style-type: none"> <li>• <i>Whether public transport can be avoided</i></li> <li>• <i>Individual vehicles used rather than sharing</i></li> </ul>	<p>Travel will be limited to walking distance for Participant Trainees and staff and volunteers will be encouraged to travel by personal independent transport</p>
<p>Information on Covid-Secure activity/service delivery is communicated to staff/volunteers considering:</p> <ul style="list-style-type: none"> <li>• <i>Whether training is provided (face to face, online, written guidance)</i></li> <li>• <i>Whether Risk Assessments and/or Safe Systems of Work are issued and understanding is confirmed</i></li> <li>• <i>Whether information is provided in different languages or in an easy to understand format</i></li> </ul>	<p>Clear, easy to understand and signed for written English Language briefing on safe systems of work will be issued regarding all use of tools, materials and other activities etc including Covid infection practice and avoidance. Trainers will assess participants' understanding and monitor their practice.</p>
<p>Controls to prevent the spread of infection are in place within any central hub or store areas that staff/volunteers have access to considering:</p> <ul style="list-style-type: none"> <li>• <i>Access arrangements (limiting numbers)</i></li> <li>• <i>Maintaining social distancing</i></li> <li>• <i>Cleaning</i></li> <li>• <i>Shared use of toilet/kitchen facilities</i></li> </ul> <p>If you do not have a shared hub or store area please put N/A</p>	<p>When in a group setting, current Govt Guidelines for association in indoor and outdoor circumstances will be followed, under the responsibility of the trainer / mentor.</p> <p>All tools and equipment will be cleaned and handles wiped with cleaning agent, and hands cleaned at start and end of training sessions.</p> <p>Communal kitchen and toilet etc facilities will be cleaned daily before the start of training / work experience..</p>

<b>Section 2 – Maximum numbers and Track &amp; Trace requirements</b>	
<b>Requirements</b>	<b>Detail what measures are in place to meet the listed requirements</b>
<p>The maximum number of participants for the session has been assessed considering:</p> <ul style="list-style-type: none"> <li>• <i>Maximum numbers are required for both indoor and outdoor locations</i></li> <li>• <i>Maximum numbers should allow for 2m social distancing to be maintained for the majority of the activity/service delivery or 1m+ with suitable additional controls</i></li> <li>• <i>How you will ensure maximum numbers are not exceeded?</i></li> <li>• <i>Whether a pre-booking system is used with appointment times</i></li> <li>• <i>How arrivals or queues or people will be managed if not pre-booking or appointment times?</i></li> <li>• <i>In-home delivery should be limited to single households</i></li> </ul>	<p>The extant Govt Regulations regarding group activities inside and outside will be followed under the direction of the training/mentoring staff</p> <p>Trainees will be pre-allocated into small groups of no more than 6 persons per group plus trainer/mentor.</p> <p>All external activities and visits will be subject to separate risk assessments including Covid Risks.</p>
<p>Contact information from all participants is obtained considering:</p> <ul style="list-style-type: none"> <li>• <i>Reducing the need for shared 'sign in' books etc.</i></li> <li>• <i>Contact information must be held securely for 21 days</i></li> <li>• <i>Whether pre-booked appointments attended on the day</i></li> </ul>	<p>Attendance and behaviours ( including attention to safety ) will be recorded against plan on a daily basis by training/mentoring staff and held for 6 months for external inspection and review.</p>
<b>Section 3 – Participants</b>	
<b>Requirements</b>	<b>Detail what measures are in place to meet the listed requirements</b>
<p>All participants are checked that they:</p> <ul style="list-style-type: none"> <li>• <i>Are free from Coronavirus Symptoms</i></li> <li>• <i>Have not tested positive for Covid-19 within the last 10 days</i></li> <li>• <i>Have not been told to self-isolate</i></li> <li>• <i>Do not have household members that have symptoms or tested positive within the last 10 days</i></li> </ul>	<p>Such verbal checking will be a normal part of the daily start routines., in line with written instructions to the responsible trainer/mentor</p>
<p>All participants are informed of the Covid-Secure requirements and what they need to do considering:</p> <ul style="list-style-type: none"> <li>• <i>What controls they need to adhere to such as social distancing, hand hygiene, face coverings etc.</i></li> <li>• <i>If they need to bring anything with them e.g. sanitiser, drinks etc.</i></li> <li>• <i>The availability of toilet facilities and refreshments</i></li> <li>• <i>Supervision of those who may not understand social distancing requirements</i></li> </ul>	<p>As with Staff and Volunteers, all participants will have clear, easy to understand, signed for written briefings and will be monitored regularly by the responsible training staff.</p> <p>No personal items (phones drinks etc ) will be brought into the training situation.</p> <p>Kitchen and toilet facilities will be sanitised daily.</p>

Measures are in place to ensure that participants adhere to Covid-Secure requirements including: <ul style="list-style-type: none"> <li>• <i>Maintaining social distancing (consider age, understanding and capability)</i></li> <li>• <i>Staying within household groups</i></li> <li>• <i>Wearing face coverings (ages 3+ where required)</i></li> <li>• <i>Practicing good hand hygiene</i></li> </ul>	Records for staff, volunteers and participant trainees will be maintained for all training group arrangements and any absences for health reasons including Covid symptom or positive test results.  Govt Guidance of the day will be monitored and strictly adhered to, as a part of behaviour / disciplinary practice
How will you manage those that do not adhere to Covid Secure requirements? What action will you take?	The Disciplinary process will include temporary exclusion and if persistent issues arise, with exclusion from the training setting.
<b>Section 4 – Outdoor delivery</b>	
<b>Requirements</b>	<b>Detail what measures are in place to meet the listed requirements</b>
Ensure that attendees adhere to social distancing requirements	A basic part of the Trainer/Mentor responsibility to monitor and manage
Consideration must be given whether the activity/service delivery go ahead if the weather is bad? How will this be achieved ensuring Covid-Secure requirements are still fulfilled?	Trainers will be expected to arrange suitably distanced cover should weather be inclement.
Whether Covid-Secure toilet facilities available for staff, volunteers and/or participants considering: <ul style="list-style-type: none"> <li>• <i>Whether public toilet facilities are open</i></li> <li>• <i>The duration of the activity/service provision</i></li> </ul>	Toilet facilities will always be available at specific time intervals, or upon request, at either indoor or public utilities.
Maintaining hand hygiene considering: <ul style="list-style-type: none"> <li>• <i>Whether hand sanitiser should be provided</i></li> <li>• <i>If participants are encouraged/required to bring their own sanitiser</i></li> </ul>	Hand sanitisers and hand washing facilities will be available before and after all training/experience sessions and/or toilet/kitchen use.
<b>Section 5 – Indoor delivery (including use of Community Buildings)</b>	
<b>Requirements</b>	<b>Detail what measures are in place to meet the listed requirements</b>
Ensure that buildings meet Covid-Secure requirements including, but not limited to: <ul style="list-style-type: none"> <li>• <i>Enhanced cleaning regimes (frequent touch points, toilet and kitchen facilities and shared equipment)</i></li> <li>• <i>One-way transit routes wherever possible with particular attention paid to 'pinch points' such as stairwells, kitchen and toilet facilities</i></li> <li>• <i>Increased ventilation by having windows and internal doors open</i></li> </ul>	Indoor facilities will all be arranged to meet necessary HSE requirements, including for vulnerable or disabled participants.  Ventilation during the use of equipment or materials will be subject of the activity risk assessment plan and tutor briefings  Signage will be appropriate for the venue of the training/experience..

- *Handwashing and/or hand sanitiser facilities*
- *Clear signage advising of social distancing requirements, one-way routes where possible and hand washing and hygiene on display.*

**Section 6 – Food & drink provision**

Requirements	Detail what measures are in place to meet the listed requirements
<p>Participants should be encouraged to bring their own refreshments, however where food provision forms a key element of the activity or service delivery, the risk of virus transmission must be minimised such as by:</p> <ul style="list-style-type: none"> <li>• Providing pre-made/packageged food and drink available (e.g. bottled/can drinks and pre-packed sandwiches, biscuits etc.)</li> <li>• Using disposable plates, cutlery, cups and condiments</li> <li>• Increased cleaning of frequently touched surfaces Maintaining social distancing when collecting and eating food</li> </ul>	<p>Staff, Volunteers and Participants will be encouraged to supply their own food and drink refreshments.</p> <p>Cleanliness of relevant surfaces etc in Kitchens and Toilets will be maintained.</p>

For completion by Clarion Futures staff

Assessment reviewed by:		
Name	Job Title	Date
Detail any areas or measures that require additional consideration		
Confirm how these have been addressed		