

What are the hazards?	Who Might Be Harmed?	Additional Controls	Actions by who?	Action By when?	Done (✓)
Spread of Covid-19 Coronavirus	* Volunteers *Vulnerable groups – those with existing underlying health conditions *Service-users *Anyone else who physically comes in contact with you in relation to your charity	<u>Hand Washing</u> or use of anti-bacterial gel See hand washing guidance. https://www.nhs.uk/livewell/healthy-body/best-way-to-wash-your-hands/ Volunteers to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow ‘Catch it, Bin it, Kill it’ and to avoid touching your face, eyes, nose or mouth with unclean hands. Volunteers to be reminded to use anti-bacterial hand gel after each interaction.	Trustees Volunteers Participants	Ongoing	✓
Spread of Covid-19 Coronavirus	As above	<u>Cleaning Frequently</u> Cleaning and disinfecting bikes & helmets after every use. Bikes will be thoroughly disinfected after use.	Volunteers	Ongoing	✓
Spread of Covid-19 Coronavirus	As Above	<u>Social Distancing</u> Outdoor Environment. 2-metre (6.5 foot) gap recommended by the Public Health Agency to be observed at all times. Care-givers to assist with safe seating and fitting of harnesses/helmets under guidance of volunteers. Care-givers to accompany clients on side by side trike.	Volunteers Participants	Ongoing	✓

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Spread of Covid-19 Coronavirus	As Above	<u>Wearing of Gloves</u> An adequate supply of gloves will be provided. Volunteers will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	Volunteers Participants	Ongoing	✓
Spread of Covid-19 Coronavirus	As Above	<u>Wearing of Masks</u> All volunteers will be required to wear a mask.	Volunteers	Ongoing	✓
Spread of Covid-19 Coronavirus	As Above	<u>Symptoms of Covid-19</u> If anyone (client/volunteer) becomes unwell with a new continuous cough or a high temperature they will be advised to follow the stay at home guidance.	Volunteers Participants	Ongoing	✓
Spread of Covid 19	AsAbove	<u>No Outdoor Games will be provided</u>	Vol/Part	Ongoing	✓
Spread of Covid-19 Coronavirus	As Above	<u>Handling of Paperwork</u> A volunteer will complete the necessary paperwork limiting the need for handling.	Volunteers Participants	Ongoing	✓