

# Risk assessment

**Company name:** Uppertunity, Unit 47, The Circle, 4-6 Staffa Place, Dundee, DD23SX

**Date of risk assessment (reviewed):** 15/08/2021

**Date of next review:** 01/10/2021

This risk assessment is solely for Covid-19 risks at Uppertunity. A separate risk assessment has been done for food hygiene and cooking, and art/craft/gardening activities. A separate risk assessment for Covid-19 risks at Serendipities café can be found here: <https://serendipities.co.uk/covid-19-response-1>  
A separate risk assessment has been completed by The Circle as well. A video format can be found here: <https://www.youtube.com/watch?v=BK8HmuZSbsM&feature=youtu.be&fbclid=IwAR2T6zRiJkSDK5wfk6mBm21EWCvx0VAhGHSHy15Oailp3eNg1sEWOYYUn8>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Social distancing/spread of Covid19 due to proximity	All (staff, clients and visitors)	<ul style="list-style-type: none"> <li>- Uppertunity follows Government guidelines on the opening and closure of services: <a href="https://www.gov.scot/coronavirus-covid-19/">https://www.gov.scot/coronavirus-covid-19/</a></li> <li>- Reduced persons in rooms at any one time. In the main arts and crafts room, a maximum of 12 individuals are allowed including external staff and Uppertunity staff. In the kitchen, a maximum of 6 individuals, with 2 remaining at the separate table.</li> <li>- Clients and external staff will be spread across the room with as much distance as possible. Uppertunity staff may need to work in closer proximity when sharper/hot tools are being used.</li> <li>- Clients and their carers will remain seated in the arts and crafts room. Uppertunity staff will collect any items needed.</li> <li>- There is a hand sanitising station when entering the art room, as well as hand sanitiser in the kitchen. There are also hand sanitizing stations throughout The Circle building. Clients, carers and staff will be asked to use hand sanitizer immediately when coming in and frequently thereafter.</li> <li>- All clients, carers and staff will be asked at the start of any session if they have a high temperature, a new or continuous cough, and a loss or change to sense of smell or taste in the last 24 hours. If so, that individual will be asked to leave the premises immediately. A thermometer will be available to check temperatures using disposable protectors.</li> <li>- Any staff who are displaying symptoms will be required take a Covid-19 test immediately, and self-isolate until their test result is confirmed. If positive, they will self-isolate for the required number of days as suggested by NHS. Staff are encouraged to do rapid lateral flow tests weekly.</li> <li>- Masks will be worn by Uppertunity staff and volunteers when working within close proximity of clients, unless exempt. Masks are not mandatory for clients. External staff/organisations are to follow their own guidelines.</li> <li>- All doors will remain open for ventilation, if not in violation of fire safety. Windows will also remain open for ventilation.</li> <li>- Record of staff rota and client attendance will be kept for track and trace. The staff team at Uppertunity will be kept small and not all volunteers will return immediately.</li> <li>- Staff will work from home wherever possible.</li> </ul>	<p>Regular reminder to staff, clients and visitors to wash hands regularly.</p> <p>Manager to check in with staff regularly to ensure these steps are being enforced.</p> <p>Manager to check weekly updates from the First Minister in regards to any changes or requirements.</p>	Manager and staff

Spread of Covid-19 due to touching of loose objects	All (staff and customers)	<ul style="list-style-type: none"> <li>- Tables will be wiped with disinfectant after each use.</li> <li>- Regular touchpoints will be regularly disinfected and cleaned during the day.</li> <li>- Staff, clients and carers will be asked to disinfect hands regularly.</li> <li>- All surfaces and items will be sprayed with food safe disinfectant at the end of the day.</li> <li>- Doors will be kept open to avoid touching of handles, if not in violation with fire safety.</li> <li>- A card machine is available for contactless payments.</li> <li>- Dew Room Dry Mister is used at the start of the day and at the end of the day to sanitise room (<a href="https://www.dewproducts.co.uk/">https://www.dewproducts.co.uk/</a>)</li> </ul>	Manager to check in with staff regularly to ensure these steps are being enforced.	Manager and staff
High risk individuals contracting Covid-19	Staff and clients	<ul style="list-style-type: none"> <li>- Individuals who suffer with anxiety can have the option of sitting at a separate table</li> <li>- A discussion will be held with all members returning or joining to assess their needs, including if they require staff to not wear masks for anxiety and communication needs.</li> <li>- Anyone falling into the clinically vulnerable category (<a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a>) should make themselves known to management so that individual assessments and needs can be discussed.</li> </ul>	Manager and staff are to have continuous discussions with clients to ensure their needs are met and they are being kept safe, physically and mentally.	Manager

Reviewed by Manager of Uppertunity CIC  
Danielle Gaffney du Plooy