

# Risk assessment

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

**Date of risk assessment (reviewed):** 22/09/2020

**Date of next review:** 01/10/2020

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>- Reduced persons in rooms at any one time. In the main arts and crafts room, a max of 8 individuals are allowed including external staff and Uppertunity staff. In the kitchen, a max of 4 individuals, with 2 remaining at the separate table,</li> <li>- Clients and external staff will be placed 2 meters apart from each other. 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 is 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 to take a Covid-19 test.</li> <li>- Masks will be worn by Uppertunity staff and volunteers when working indoors with clients. Masks are not mandatory outdoors. Masks may be removed if requested by the client beforehand due to anxiety and communication needs. See last point.</li> <li>- All doors will 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. Current staff team at Uppertunity base: 6.</li> <li>- The number of weekly groups will be reduced. More groups will be reintroduced when safe to do so, i.e. following government guidelines and reduction of infections.</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> <p>Update from gov.scot on 24<sup>th</sup> August 2020: "People must by law wear a face covering in shops, on public transport and public transport premises such as railway and bus stations and airports, and in certain other indoor public places."</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 disinfectant at the end of the day.</li> <li>- Doors will be kept open to avoid touching of handles.</li> <li>- A card machine is available for contactless payments.</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
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Reviewed by Manager of Uppertunity CIC  
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