

Risk assessment

Activity under consideration: Outdoor Meetings



Assessment carried out by: Carole Whittle Date assessment was carried out: 15 Sept 2020 Date of next review: 13 October 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Risk to staff and volunteers of contracting COVID-19	Staff members and volunteers may contract the virus	<p>Organiser to choose an appropriate location where social distancing of 1 metre plus can safely be maintained. 1m is an absolute minimum, 2m should be used as a minimum where possible. Where possible this should not require the staff member to enter via a home. If the only option is to enter via a home social distancing should be maintained and staff member should not touch any surfaces in line with government guidance</p> <p>Organiser to speak to Carer prior to meeting to check that they or anyone in their household have not got symptoms or been advised to isolate by a contact tracer.</p> <p>No more than 6 people to attend and everyone present</p>	Meetings are currently restricted to a maximum of 6 people. Even though we recognise that support groups and charitable activity is exempt we have made the decision not to exceed 6 at this time. We will keep this under review. Disposable face coverings will	Every member of staff or volunteer planning an outdoor meeting	Prior to each meeting

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		<p>must be able to adhere to social distancing guidance. Consider if appropriate if members of the family under 5 and or with additional needs will be present if they will have sufficient understanding to maintain social distancing.</p> <p>Participants should wash their hands thoroughly for 20 seconds on leaving home and or the office and returning home or to the office, or after coughing or sneezing, in line with government guidance.</p> <p>Staff should not use public transport to get to the meeting.</p> <p>Consideration should be given to appropriate seating for the meeting – please consider participants taking their own chair which they should clean before and after use. Shared chairs must not have upholstered surfaces that cannot be cleaned by wiping.</p> <p>Staff must neither give out nor accept refreshments each person should take their own refreshments if any are needed</p> <p>Only essential personal belongings should be taken to the meeting and these should be kept away from others.</p>	<p>be available for staff, please request from the Hertford office and they will be posted to you.</p> <p>Hand sanitiser should be used where hand washing isn't possible, this can be obtained from the office or this can be claimed on expenses on provision of receipts.</p> <p>Wipes for hard surfaces will also be provided or can be claimed via expenses.</p> <p>Nobody at the meeting should take pets with them and each person should</p>		

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		<p>Meetings should be planned so that participants do not need to use bathroom facilities wherever possible. If they do use facilities, they must clean them thoroughly in line with government guidance. Staff or volunteers should not undertake this task for others. If the meeting is not in the garden of someone's house then the person arranging the meeting should advise participants of the nearest facilities.</p>	<p>attend alone. This means that children, other than young carers and, the person with care needs should not be brought.</p> <p>Consideration should be given to weather forecasts and a plan for inclement weather communicated to participants prior to the meeting.</p>		
Carer being exposed to COVID-19	Carer and their family some of whom may be vulnerable	<p>See above about choice of venue, sharing equipment and refreshments. Carer to be advised that support can take place virtually if they prefer or if social distancing cannot be maintained.</p> <p>If the agreed venue is the garden only accessible through the home, check if any household members are extremely clinically vulnerable, and if so are they able to be in a separate room as you pass through? If either another space isn't available or they may not stay away then look for</p>	<p>Meetings are currently restricted to a maximum of 6 people. Prepare every meeting in line with risk assessment. Record on Darwin that this has been completed prior to</p>	Staff and Carers	Prior to each meeting

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		<p>an alternative venue. Ask carers to put any free roaming pets into a closed room whilst you pass through the house or sit in the garden.</p> <p>The venue should be accessible to the participants without requiring the use of public transport.</p> <p>Carers and their family need to provide or clean their own chair and provide or purchase their own refreshments even if meeting in a park or other public place.</p> <p>Staff and volunteers have access to face coverings for themselves and will wear them if requested to do so by the family. (Note government guidance does not currently require this for outdoor socially distanced meetings, this is an additional precaution.) Carers and family may also choose to wear face coverings if they would like to.</p> <p>Organisers will cancel face to face meetings if they or any close contacts have any symptoms of COVID-19 or have been asked to self-isolate by NHS track and trace.</p> <p>If the carer prefers to walk whilst talking then a route will be chosen where it is possible to walk 2 metres apart and still avoid others and maintain confidentiality.</p>	<p>meeting.</p> <p>Consideration should be given to weather forecasts and a plan for inclement weather communicated to participants prior to the meeting.</p> <p>Participants should be encouraged to stagger the time they leave in order to maintain social distancing.</p>		
Breaches of	Carer and	Electronic communication should be used wherever	Ensure the	Staff	Prior to each

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<p>confidentiality due to outdoor location</p>	<p>their family. Reputational damage to Carers in Hertfordshire</p>	<p>possible to exchange information, where hard copies of documents are required, they should if possible be posted in advance. If this is not possible, they should be exchanged in plastic covers that are wiped prior to exchange and hands sanitised after each and every exchange.</p> <p>Ensure choice of location offers a level of privacy and ensure that this risk is discussed and recorded with family prior to agreeing location.</p> <p>Ensure, where possible, information about health conditions and other high sensitivity data is collected prior to the meeting so these do not need to be disclosed in the meeting. The organiser should be aware of other people around them including in neighbouring gardens and stop the meeting to rearrange if confidentiality cannot be maintained.</p> <p>Organiser to ensure all paperwork is securely stored in a way that protects them from wind, rain and maintains confidentiality. In public settings, where clear document wallets are used ensure that a blank sheet of paper conceals contents.</p>	<p>organiser has a supply of plastic wallets and wipes to clean if papers are to be left with participants Ensure that meetings are planned well in advance.</p> <p>Provision of wipes for hard surfaces</p>	<p>supported by the Admin team</p>	<p>visit</p>