

RISK ASSESSMENT

Covid 19 prevention at DDCA				Location: Lawton Road, Dundee			Assessor: Elliot Sawers, Manager Date: September 22					
Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Make what you have more effective Control at source Take advantage of technology Protect all.	Target date	Responsibility	Completion Date	New Residual Risk Score
	Young	Volunteer	Staff member		Probability	Severity	Rating (prob. x sev.)					
Covid – 19 being introduced to DDCA & remaining on surfaces	x	x	x	<ul style="list-style-type: none"> DDCA was thoroughly cleaned immediately following the first “lockdown”. Aside from DDCA’s manager, cleaners, and part-time staff, no-one entered our building since “lockdown” began. We were confident, therefore, that no covid-19 virus was present on any surfaces in DDCA. High alcohol content hand sanitiser is available throughout DDCA (more dispensers were added before “lockdown”), including outside our front door. Clear handwashing/sanitising reminders are displayed from our front door onwards. We use a fogging machine and a humidifier. The machines use a natural, chemical-free, hypochlorous acid-based disinfectant, which is “more effective” than bleach disinfectants, and has been approved by EPA as effective against covid-19 along with many other viruses and bacteria on surfaces and in the air. https://www.dewproducts.co.uk/fogging The humidifier runs in our welcoming area continuously, effectively creating a disinfected “zone” that everyone passes through. The building is “fogged” in between groups and at the end of the day, disinfecting every room from floor to ceiling (including all hard-to-reach areas). Clear written guidelines for cleaners on daily disinfection of all frequently touched surfaces and high traffic areas (door- handles; worktops; tables; seating; toilet flush, etc.) are displayed in our utility room. 	3	3	9					

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				<ul style="list-style-type: none"> Reduced number of toys and equipment available to limit possible surface contamination. Staff completed "Covid 19 good practice" training course online. Everyone entering our building will be directed to sanitise or wash their hands and encouraged to do so regularly. Contactless "Pedal" bin located in our welcoming area. 								
Scottish Government Guidance				We are following the Scottish Government's Guidance for face-to-face support groups.	3	3	9					

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Masks	x	x	x	<ul style="list-style-type: none"> The guidance around mask wearing changed in September 2023: staff [and volunteers] providing direct care do not need to routinely wear a face mask at all times during their shift staff in non-direct care roles (e.g. catering, domestic or office staff) do not need to routinely wear a face covering in communal areas visitors to adult care homes do not need to wear a mask or face covering including in communal areas staff [and volunteers] and visitors may choose to wear a mask, and this should be supported while receiving care and support, individuals (or their representatives where relevant) may wish a member of staff to wear a mask. If so, this should be supported by staff and be recorded in care or support plans 	4	3	12					
Evening group personal care	x	x	x	<ul style="list-style-type: none"> Appropriate PPE well stocked and worn by staff. If people choose to wear masks, we have masks with clear panels, so young people and families can see us smiling! 	4	3	12					

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Difficulty controlling the numbers attending DDCA activities.	x	x	x	<ul style="list-style-type: none"> We waited until restrictions on numbers from different households meeting at one time were relaxed sufficiently before re-starting our groups in August 2021, following Scottish Government Guidelines pertaining to "Support Groups". Families informed that groups may have to be cancelled because of staff absences (covid related or otherwise). Outdoor play encouraged. We initially asked parents & carers not to enter the building when dropping off/collecting young people for evening groups. However, we realise that part of our work as a support group is to support these parents and to provide a "listening ear" when required. Given the spacious, ventilated nature of our premises, and by following the government guidelines detailed above, parents and carers are welcome to enter our building. 	3	3	9			ES		

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Staff anxieties regarding return to work	x	x	x	<ul style="list-style-type: none"> Staff were consulted to contribute to re-start plan and have been consulted regularly regarding all covid related planning. Staff asked regularly to share all and any concerns they have regarding activities, in order to work together to address these. 	3	3	9	No further action required				
Risk of covid 19 when preparing food and snacks	x	x	x	<ul style="list-style-type: none"> Snacks for young people will be allowed unless we are advised that this poses a risk of contamination. Staff will be allowed to eat at DDCA, given that our part-time staff often attend straight from their day-jobs. 	1	1	1	No further action required				
Minibus	x	x	x	<ul style="list-style-type: none"> If possible, social distancing will be encouraged when sitting on the minibus. Our minibus will be "fogged" between journeys using our portable fogging machine and safe, water-based disinfectant. 	1	1	1	No further action required				
Risk of introducing covid 19 when school group visits resume.	x	x	x	<ul style="list-style-type: none"> School visits resumed in August 2021, given that our premises are spacious, outdoor play will be encouraged, and the groups are generally small (around 10 children). Groups encouraged to use our garden and large summerhouse. 	3	3	9	No further action required				

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Participants attending with symptoms	x	x	x	<ul style="list-style-type: none"> We ask that anyone with covid symptoms follow the appropriate government guidance, and also use common sense before deciding to attend our activities. 	3	3	9	No further action required				

Further actions approved by:	Signature: Elliot Sawers	Date: September 22
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Urgency of Action = (20+ *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

Severity = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

Probability = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely