**Covid-19 risk assessment for undertaking activities with volunteers in outside areas**

**Company Name:** Access Dorset **Assessment carried out by:**

**Date of next review:** 30/07/2020 **Initial Assessment carried out on:** 09/07/2020

| 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? | Done |
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| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * Team “bubbles”, to be set prior to any activity taking place to minimise the number of people coming into contact with each other and these to be maintained over time until 3 weekly reviews in line with government reviews
 | Management team with staff team and volunteers | 20/07/2020 then on 30/07/2020 and every 3 weeks after that |       |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * Number of participants limited to numbers allowed by current government guidelines that week
 | All staff and volunteers | 20/07/2020 and then on an ongoing weekly basis prior to activities taking place |       |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * Health questionnaires to be completed prior to attending the Bridge to undertake any activities
 | Activity session managers | 20/07/2020 and then prior to any activity session taking place |       |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * Temperature checks to be undertaken at a distance when people attend for an activity
 | Activity session managers | 20/07/2020 and then prior to any activity session taking place |       |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * People to bring own gloves, drinks, cups and glasses. Any food that needs to be consumed during attendance needs to be provided by participants themselves and waste disposed of in a safe manner
 | Entire staff team and volunteers | 20/07/2020 and then for every activity session that takes place |       |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * One-way system to be marked using removeable tape on the floor and 2 metre distances also marked from the entrance to the gardens
 | Management team  | completed |  |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * A bucket of warm soapy water to be provided at the end of each session for participants to deposit any Access Dorset tools used during the session and rubber washing up gloves labelled with the responsible person’s name provided to individuals undertaking washing of the tools
 | Activity session manager | 20/07/2020 and then for every activity session that takes place |  |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * Toilet facilities to remain closed during activates and activity sessions to be limited to no more than 2 hours
 | Management team | 20/07/2020 and then for every activity session that takes place until this is reviewed on 01/08/2020 |  |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * 2m distanced rest spaces to be provided
 | Management team and activity session managers | 20/07/2020 |  |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only with a trained first aider present | * First Aid kit to be provided with suitable PPE for treating minor injuries and a protocol developed for any possible major incidents (i.e. anaphylactic shock, heart attacks, diabetic coma etc)
* At least one of the session managers to be first aid trained
 | Management team and activity session managers | 20/07/2020 |       |
| **Transmission of Covid-19 whilst undertaking activities outside** | Staff and/or volunteers become infected with Covid-19 | Activities currently being undertaken by staff team only | * Participants to be fully briefed in all working practices prior to participation in any activities
 | Staff team and activity session managers | 20/07/2020 and then prior to every activity session |  |
| **Injury due to not having sufficient fluids of protection from the sun** | Staff and volunteers suffer from dehydration and/or sunburn | Activities currently being undertaken by staff team only | * Participants to be excluded from activities if they haven’t provided their own drinks, sunscreen and/or hats on hot days
 | Activity session managers, staff and volunteers | 20/07/2020 and then for every activity session |  |