**Risk Action Plan – Covid 19**

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| **No.** | **Risk** | **Specific Risk Areas** | **Initial Questions/Actions** | **Guidance** |  |
| 1 | That returning the organisation/space to operational status results in the spread of Covid-19 | **Working within government guidance, can we answer the following questions?** |  | The following is the government link for all Covid-19 Guidance, including a significant section on child care provision<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>The following is the link for guidance for community learning and development organisations, including the third sector<https://www.gov.scot/publications/coronavirus-covid-19-community-learning-and-development-sector/> |  |
| Can staff attend work and be protected from Corona Virus? | Can the office cope with social distancing by means of two metres and/or screens?Assess the practicality/necessity of providing face masks, gloves and/or visors | The following is the government guidance for accessing PPE for social care providers<https://www.gov.scot/publications/ppe-access-for-social-care-providers-and-unpaid-carers/> |  |
| Are activity and meeting areas big enough to allow for maintaining social distancing? | Calculate maximum people per room.Assess the practicality/necessity of providing face masks, gloves and/or visors |  |  |
| Can people enter and leave the building, and access meeting areas safely? | Are there multiple exits to the facility?Is there room for a one-way system?Assess the practicality/necessity of providing face masks, gloves and/or visors | The following is the government guidance for accessing PPE for social care providers<https://www.gov.scot/publications/ppe-access-for-social-care-providers-and-unpaid-carers/> |  |
| Can we safely allow anybody to attend events/meetings, or do we need to exclude people with underlying conditions, or people in certain age categories? | Take advice from medical/social care professionals, referrers and carersAssess the practicality/necessity of providing face masks, gloves and/or visors | The following is the government guidance for accessing PPE for social care providers<https://www.gov.scot/publications/ppe-access-for-social-care-providers-and-unpaid-carers/> |  |
| Can our previous external provider activities be dealt with safely? | Negotiate with external providers to ascertain ability to fit with our own criteria. |  |  |
| Can the café be safely used? | Can the space cope with social distancing to protect both staff and customers?If so, how many customers can safely be served, and are they safe entering and exiting?Assess the practicality/necessity of providing face masks, gloves and/or visors | The following is the government guidance for accessing PPE for social care providers<https://www.gov.scot/publications/ppe-access-for-social-care-providers-and-unpaid-carers/> |  |
| People using the building are put at risk by lack of hygiene. | Deep clean the facilityInstall Hygiene stationsReview cleaning protocols (spaces should be cleaned after every use).Review use of toilets and how often they are cleaned (urinals in the male toilets are a particular issue for distancing)Assess the practicality/necessity of providing face masks, gloves and/or visors | The following is the guidance for operating toilets that are open to the public or customers<https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/> |  |
| People using building are put at risk by lack of information and instruction. | There needs to be clear signage, information and instruction |  |  |
| Staff are put at risk by their travel to work arrangements | Adhere to current government guidance re public transport and car use. |  |  |
|  |  | Staff and facility users are put at risk during the preparation and use of foodstuffs. | Prepare strict guidelines to cover use of the fridges, kettles, microwaves etc., in the light of the fact that Covid-19 can live in the fridge.Assess the risk in providing tea/coffee/biscuits for guests. | The following is the Food Standards Agency Guidance for food business operators<https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees> |  |

*This document has been written by North West Glasgow Voluntary Sector Network Members’ Policies & Procedures Working Group. This information have been gathered from the members of the working group based on their experiences and links to Government advice*

*NWGVSN Policies & Procedures Working Group August 2020*

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