**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 carers  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 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 facility  Install Hygiene stations  Review 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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