OPAL Services

Risk Assessment for New Services

Name of Service: Activity Bag Preparation and Delivery

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| **General risks** | **Who/What might be harmed** | **Evaluation of risks**  **High/Medium/Low** | **Precautions in place** | **Actions** |
| People being exposed to Covid-19 while delivering the activity bags from social contact and/or contaminated surfaces | Volunteers, staff, members and others in their families and their circle of friends. | Medium | Guidelines are provided to staff and volunteers, covering covid-19 symptoms, latest social distancing guidelines, use of facemasks, hand washing routines, sanitising items which might be touched, and other do’s and don’ts of the deliveries.  Deliveries only to take place once the member and volunteer/staff confirm the day before, or on the day, that they have no symptoms associated with Covid -19 nor have they been in contact, in the last ten days, with anyone who has such symptoms. If they have then the delivery cannot go ahead for at least fourteen days.  The delivery person sanitizes their hands before and after each delivery. | Organiser to provide volunteers with written guidelines about the deliveries which they confirm that they have seen and will follow.  Staff instructed to follow the guidance.  Organisers to keep records of deliverer dates, the delivery people and who they delivered to. |
| People being exposed to Covid-19 while preparing the bags for delivery from social contact and/or contaminated surfaces | Volunteers and staff preparing the activity bags. | Low | Guidance about packing bags is given to all involved.  Materials to be used in the bags will be quarantined for 72 hours after purchasing or being given.  Only people who are Covid free and who have sanitised or washed their hands will pack the bags.  The number of people preparing the bags at the same location is kept to a minimum.  After preparation bags to be kept for 72 hours before delivery. | Organisers should keep records of who prepared the bags and where they were delivered. |
| Volunteers and / or members do not follow the Guidelines given to them | Volunteer, members | low | Volunteers are asked to agree that they understand and will follow the Guidelines. | Organisers to keep a record of the volunteer agreements. |

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| **General data processing risks** | **What changes/new methods of data handling are proposed?** | **Evaluation of impact on data privacy** | **Precautions** | **Actions** |
| Volunteers are given member home address and phone numbers | No changes to our current data protection procedures | low | Only approved and trained volunteers will be asked by the Organiser to delivery activity bags. Volunteers are briefed in confidentiality and data protection. |  |
| Consent to process and share data | OPAL data consent needs to be obtained | medium | New members must be made aware that their data is to be processed by OPAL and shared with OPAL volunteers | Source of consent is recorded if it is by email/verbal and not the standard OPAL form |
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