OPAL Services

Risk Assessment for New Services

Name of Service: Clubs, Branching Out – Garden/Doorstep Visits

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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 through this service, from social contact and/or contaminated surfaces  | Volunteers, members and others in their families and their circle of friends.  | Medium | Full guidelines are provided to 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 visits. Visits only to take place once the member and volunteer 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 seven days, with anyone who has such symptoms. If they have then the visit cannot go ahead for at least fourteen days.Volunteers do not accept drinks/ food and should not enter the member’s house and should not use bathroom facilities. | Organiser to ensure volunteers have the guidelines and have signed their acceptance of them.Organiser to provide members with written guidelines about the volunteer visits which they confirm in writing that they have seen and will follow  |
| Falls/slips | Volunteer, member  | Medium | Organiser to assess whether the garden area is deemed safe enough for a visit to take place. The member must be able to get to and from their house and to a seat provided in the garden for them without assistance from the volunteer, though this may be provided by a member of their family. Seating to be provided for the volunteer either by the member or by the volunteer to be at least 2 metres away from the member.  | Volunteer to report to Organiser any accidents/incidents.  |
| Weather conditions- very hot /sunny/cold weather, rain, strong winds, storms | Volunteer, member  | Medium to high | Volunteers and members each asked separately to provide their own refreshment [water etc.] and to wear appropriate clothing for the weather, e.g. sun hats, and sun cream. Visits always need to be confirmed by telephone/ email on the day by the volunteer. Volunteers and members asked to cancel visits if the weather is not suitable.Volunteers are asked to ensure the member does not become dehydrated or too cold during the visit.  |  |
| Volunteers and / or members do not follow the Guidelines given to them | Volunteer, members  | low | Volunteers and members are asked to sign that they understand and will follow the Guidelines.  |  |

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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 known to the member will be asked by the Organiser.to visit. 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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