

# **Quidhampton Volunteer Group Health & Safety Policy for the Covid-19 Response**

**Date of this Issue:** 19<sup>th</sup> of March 2020 Updated 7th June 2020 re safeguarding

## **Introduction**

This Health and Safety Risk Assessment covers the activities of the Covid-19 volunteer group in the village of Quidhampton. This document explains the procedures used for evaluating risk and actions required to mitigate against the identified risks.

## **Aim of this Assessment**

This document contains risk assessment sheets for the Quidhampton Covid-19 volunteer group to understand the importance of a thorough and reliable health and safety policy. This document shows the procedure that all the volunteers must follow to maintain Health and Safety when undertaking the support task to the vulnerable or the self-isolating residents within the Parish of Quidhampton.

This risk assessment only covers activities delegated by the coordinators within the Quidhampton Covid-19 Steering Group.

## **Documentation**

On behalf of the Parish of Quidhampton Mr Ian Day carried out this risk assessment.

On behalf of the Parish of Quidhampton Mr Howard Rowley carried out a technical review and owns this risk assessment on behalf of the Parish.

## **Limitations**

This document provides an assessment of risks relating to activities undertaken by the Quidhampton Covid-19 volunteers whilst the British government stipulates limited movements and activities.

This document only covers activities arising from the request arising from the Covid-19 steering group and does not cover any informal support to residents within Quidhampton Parish.

## **Procedures**

These procedures must be followed in order to maintain Health and Safety standards in Quidhampton. They are:

1. It is implicit that all volunteers supporting the Quidhampton Covid-19 steering group will be aware of Health and Safety issues relevant to their support within Quidhampton
2. All safety instructions supplied by the British government must be followed rigorously.
3. All accident/incidents/occurrences should be recorded in the incident logbook held by Ian Day.
4. Incidents classified 5, 4, or 3 in the severity rates indicated must be reported to the Local Authority Environmental Health Department using form F2508. Guidance can be obtained through Ian Day.

## **Responsibilities**

It is the responsibility of the volunteers to follow the Health and Safety guidelines in this document.

## **RISK ASSESSMENT CHECKLIST**

### **1. Hazards Identified.**

- a. Contact with a Coronavirus emitter
- b. Carrying out activities which support a coronavirus victim

### **2. Severity Rate Scales**

Severity ratings are rated from 1 (Nil) to 5 (High Risk). Severity ratings are pertinent to the hazards identified.

#### **5 VERY HIGH**

Causing multiple deaths and widespread medical casualties within the village. Such a risk would be the widespread spread of the virus at both local and national level.

#### **4 HIGH**

Causing death or serious injury/illness to an individual. Death or serious injury that must be reported to the authorities.

#### **3 MODERATE**

Causing injury or disease to the volunteer whilst in the course of volunteering which is capable of keeping an individual off work for seven days or more

#### **2 SLIGHT**

Causing a minor injury to the volunteer that would allow the individual to continue work after First Aid Treatment or at a local surgery. The duration of the stoppage/treatment is such that normal activities are not seriously interrupted.

#### **1 NIL**

No risk or injury or disease.

### **3. Probability Rate Scales**

#### **5 VERY LIKELY**

When there is almost a 100% certainty that an accident will happen, (e.g. not following government Covid-19 guidelines, intimate contact with a Covid-19 casualty, performing volunteer activities whilst carrying the virus).

#### **4 LIKELY**

Not following the guidance provided by the Quidhampton Steering Group on permitted activities and engagement guidance whilst attending a village house. Not following government guidelines whilst out on a task, people already identified as being at risk being out on a task.

#### **3 QUITE POSSIBLE**

The accident may happen if additional factors precipitate it, but is unlikely to happen without them. Examples are handling shopping/medicines that were recently touched by a virus carrier, standing too close to a virus carrier, carrying heavy shopping bags

## 2 POSSIBLE

If other factors were present, this incident or illness might occur, but the probability is low and the risk minimal, (e.g. storing heavy items above shoulder level, cracked or chipped electrical plug or frayed cable, cracked glass window, worn steps).

## 1 UNLIKELY

The volunteers strictly adhere to the guidance provided by the British Government and Quidhampton Steering Group.

### Risks Assessed

This risk assessment uses a 5 x 5 risk assessment matrix of Probability x Severity = Risk

All the mitigating actions in this document were considered and scored for probability and severity. The table below provides all calculated risk values.

Probability	Severity
5 = Very likely	5 = Fatal
4 = Likely	4 = Severe/life changing
3 = Quite possible	3 = Moderate
2 = Possible	2 = Slight
1 = Unlikely	1 = Negligible

Probability	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Severity				

### Risk Levels

Using the table above it can be deduced that:

<b>16 - 25 = High Risk</b>	Stop, implement controls
<b>9 - 15 = Medium Risk</b>	Ensure adequate controls in place to mitigate risks
<b>0 - 8 = Low Risk</b>	No action needed, agreed controls in place

### Severity Assessment

#### Severity of contact with a Coronavirus emitter

- Cross contamination – transfer of virus from surface to person was assessed as a quite possible probability (3) with a moderate Severity (3) = (Risk 9) **Medium Risk**
- Spread by a person who has the Coronavirus such as coughing or sneezing was assessed as quite possible (3) and fatal (5) = (Risk 15) **Medium Risk**

#### Severity of carrying out activities that support a coronavirus victim

- Cross contamination – transfer of virus from surface to person was assessed as a quite possible probability (3) with a moderate Severity (3) (Risk 9) **Medium Risk**
- Spread by a person who has the Coronavirus such as coughing or sneezing was assessed as quite possible (3) and fatal (5) = (Risk 15) **Medium Risk**

### **Actions to reduce the Risk**

Following all the British Government guidance whilst the country is under emergency measures.

Following the guidance from the Quidhampton Covid-19 steering group to the named volunteers on register of volunteers kept and maintained by the steering group.

By using the White Horse Inn for shopping so that there is a reduced contact hazard.

By not entering any house but your own.

### **Outcomes**

Using this Risk assessment, it has been estimated that:

- a. Cross contamination could be reduced to a **Low Risk**.
- b. The spread of the virus from or to the volunteers can be reduced to a **Low Risk**

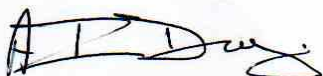
### **Reviews**

This document will be constantly reviewed whilst the British Government guidance is in place.

### **Safeguarding**

Quidhampton village has several vulnerable adults, all volunteers have been trained and understand that the persons that they are helping will be treated with courtesy and respect. If a volunteer thinks there is a problem with a person, they need to report it to John Carter.

### **Signature of Author**



**Ian Day**

**Date signed: 2 April 2020**

### **Signature of Reviewer**

Approved updated  
9th June 2020

**Howard Rowley**

**Date Signed**