

**Uffington Parish Council Risk Assessment for Uffington, Baulking and Woolstone Coronavirus (COVID-19) Support Group
(UBW SG)**

Assessment Completed by	Mr S Jenkins and Mr M Oldnall
Location	Uffington, Baulking and Woolstone
Date	April 2020
Accepted by UBW SG on	13 April 2020
Adopted by Uffington Parish Council on	14 April 2020
Date for Review	April 2021, or earlier if required

Record of Review, Amendment and Additions

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date

KEY:

LIKELIHOOD (L) = Frequent (5), Probable (4), Occasional (3), Improbable (2), Remote (1)

SEVERITY (S) = Catastrophic (5), Major (4), Reportable (3), Serious (2), Minor (1)

DEGREE OF RISK (DR) = LIKELIHOOD x SEVERITY

RESIDUAL RISK * is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable. This risk assessment covers General matters; separate risk assessments will be carried out as required for events.

INSURANCE: The level of employee and public liability insurance cover to be reviewed by the Council at renewal each year.

NOTES:

- Purpose.** The purpose of this risk assessment is to list the principal risks likely to be experienced by volunteers of Uffington Parish Council, known (for the purposes of the Coronavirus (COVID-19) pandemic in the UK) as the UBW SG, in supporting those at risk, and to identify the necessary measures and precautions to mitigate those risks. It is important to acknowledge that infection is possible from a wide variety of sources, only some of which may be attributable to UBW SG activities.
- Definitions:** Uffington Parish Council: 'the Council'. For the purposes of this pandemic, the Council has formed a joint support group with Baulking and Woolstone Parish Meetings (the 'PMs')
- Nominated persons for the Council:** Chairman and Vice Chairman (Simon Jenkins and Mike Oldnall as at April 2020) or others as nominated at a later date.
- Insurance.** The Council's insurers will provide cover under the Employers' and Public Liability sections of the policy should death, bodily injury, disease or damage to third party property arise and the claimant can prove the Council is legally liable for the incident. If aged over 16 and under 90 the volunteers are also covered by the Personal Accident section where there is a sum of £100,000 payable in the event of an accident causing death, loss

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of limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent the individual from pursuing their usual occupation.

5. **Volunteer tasks.** Tasks suitable for volunteers to undertake are:

- Posting letters
- Picking up supplies, including newspapers
- A chat on the phone
- Dog walking,
- Collecting prescriptions – ask Uffington Viral Kindness to take this on (Tel: 01367 820878)
- Pastoral/spiritual help – pass to Revd J Goulston (Tel: 01367 821143 or jgoulston@btinternet.com)

6. If a volunteer is asked to carry out tasks not included in the above list, the request should be referred to one of the nominated persons.

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ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
			L	S	DR		L	S	DR
Section 1	Physical								
Volunteers delivering support to at risk families / persons in isolation	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	3	2	6	<ul style="list-style-type: none"> • Volunteers to observe the advised degree of social distancing and all other Government requirements, including: <ul style="list-style-type: none"> ○ Do not physically touch the people you are helping ○ Food or paper items should be stored within clean, sealable bags or folders, and not left out in the open ○ Boxes, bags, parcels etc should be left on the doorstep ○ Wash your hands thoroughly before and after handling food or supplies for distribution ○ Do not distribute items in groups larger than pairs unless you live in the same household, and try to maintain at least 2m distance between yourselves ○ Do not knock on doors unnecessarily, or stay at the front door should someone open it; maintain as much distance as possible ○ If you are at all unwell, STOP what you are doing and return home, even if your symptoms are mild • Government guidance available here: https://www.gov.uk/coronavirus • Volunteers included on Council insurance policy 	1	2	2

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Who may volunteer?	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	3	2	6	<ul style="list-style-type: none"> One of the permitted purposes for which a person may leave home is for any medical need, including to donate blood, avoid or escape risk of injury or harm or to provide care or help to a vulnerable person. 	1	2	2
Who should NOT be volunteering ?	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	3	2	6	<ul style="list-style-type: none"> Government guidance says volunteer support can only be provided to people who are in isolation, if the volunteer fulfils ALL of the following conditions: <ul style="list-style-type: none"> You are well and have no symptoms like a cough or high temperature and nobody in your household does You are under 70 years old You are not pregnant You do not have any long-term health conditions that make you vulnerable to coronavirus. If any of the above symptoms apply to a volunteer, he / she should make contact with a nominated person for the Council and immediately cease supporting anybody in isolation. 	1	2	2

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Identifying volunteers at risk	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	4	2	8	<ul style="list-style-type: none"> Volunteers are to contact a nominated person for the Council if they develop symptoms of a continuous cough or high fever and go into self-isolation in accordance with Government regulations. The Council is to establish and maintain a log of these volunteers, including the date they became ill and whether they need to self-isolate for 7 or 14 days The Council is to replace the volunteer. The nominated person within the Council is to check and ensure that no volunteer should be asked to give support that involves them leaving the house until their time of self-isolation is finished. 	1	2	2
Volunteers may be asked to assist with tasks beyond their remit	Volunteers and those in isolation	Infection passing between volunteer and those supported (in either direction)	4	2	8	<ul style="list-style-type: none"> See the Notes above for suitable tasks. If asked to assist with other tasks, refer the matter to one of the nominated persons. If the request is for support of a medical nature, ask the person or the family to get in contact with NHS 111 on line: https://111.nhs.uk/ Or, to call 111 	1	2	2
Risk of damage to third party individuals or property	Volunteers and those in isolation	Loss, damage or injury, as a result of the UBW SG providing support	2	3	6	<ul style="list-style-type: none"> Parish Council insurance policy provides public liability cover of £10M Volunteers to stick to prescribed tasks Volunteers to adhere to Government guidelines 	2	1	2
Risks to volunteers	Public / volunteers	Accident or injury on Council business	2	3	6	<ul style="list-style-type: none"> Volunteer names and activities to be understood and agreed by the Council with insurers Annual review of public liability insurance level (£10M) 	1	2	2

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Use of volunteers' own cars	Volunteers / public	Accident or injury on Council business.	2	3	6	Note that the Council insurance policy does not include cover for any motor risks. So: <ul style="list-style-type: none"> • If using their own cars solely for the purpose of meeting the needs of those they are supporting, volunteers should contact their own insurers. • If combining the needs of those they are supporting with their own / family needs, it is understood that most motor policies will continue to provide the necessary cover. 	1	2	2

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Handling of information	The Parish Council, volunteers and those in isolation	Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	3	3	9	<ul style="list-style-type: none"> • The Government and ICO have agreed an exemption for the time being – currently until September 2020 - of data protection legislation where it relates to the processing of confidential information of people affected by COVID-19, including: 'identifying and understanding information about patients or potential patients with or at risk of Covid-19, information about incidents of patient exposure to Covid-19 and the management of patients with or at risk of Covid-19 including: locating, contacting, screening, flagging and monitoring such patients and collecting information about and providing services in relation to testing, diagnosis, self-isolation, fitness to work, treatment, medical and social interventions and recovery from Covid-19' • This is relevant to a number of bodies including Local Authorities, and requires such bodies to share information as necessary to support efforts against coronavirus (COVID-19). • To fulfil the requirements to protect data, the following will apply to data processed in the above circumstances: <ul style="list-style-type: none"> ○ Only essential information will be made available to the UBW Support Group; it will be held securely on the Parish Council website, with access subject to a password. ○ Information provided to volunteers will be relevant to their personal role(s) only ○ All concerned are to destroy data when it is no longer required for the purposes detailed in this risk assessment. • The processing of data for the normal purposes of Parish Council business will be subject to the existing policies and privacy notices of the Parish Council. 	2	2	4