

Ashtead Good Neighbours

Operating during Covid-19 pandemic Risk Assessment 2 - Effective from 17/05/2021

Ashtead Good Neighbours (AGN) is a “Not for Profit Organisation” that provides help for vulnerable adults in Ashtead.

This risk assessment deals with AGN’s primary offer of providing transport for those needing to get to medically related appointments in the current Covid-19 pandemic.

Background:

Covid-19 is a highly infectious respiratory virus.

The virus is spread through the exhaled breath of an infected person.

This can be inhaled directly by another person.

Further, droplets of condensed breath can also form on surfaces around the infected person, which if touched by another person, can be transferred into their body through touching of eyes, nose and lips.

People with the virus can also be asymptomatic, that is they are carrying the virus and capable of spreading it but are displaying no symptoms.

The current government guidance applying to the UK is:

Hand washing, sanitising of surfaces touched by people outside your household, social distancing, the wearing of face masks in public spaces which do not have a good supply of fresh air, limiting gatherings from other households to 6 in the garden and self-isolation for 10 days if displaying symptoms.

The UK vaccination programme progress means that, as at the 7th May 2021

- 96% of those over 50 have had their first vaccination.
- 32.7% of those over 18 have had their 2nd dose, of those it is reasonable to assume that the vast majority of our clients who are over 80 will have had their 2nd vaccination.

This significantly reduces the risk of death, serious illness and spreading of the virus in the age group of our organisation.

The Risk:

Transmission of the virus:

- Transporting a vulnerable adult person from a different household in the enclosed environment of a car or into a treatment venue can potentially expose either party to the virus.

Death from contracting the virus:

- The majority of AGN Clients are over 80 years old, the range with the greatest risk of death from contracting the virus.
- 64% of our Volunteer drivers are aged 70 or over and are also classed as “clinically vulnerable” by the NHS to the effects of Covid-19

The mitigation of risk in performing this service under Covid-19 conditions is set out in the Synopsis along with the 2 attached appendices.

Synopsis:

A Client wishing to get transport to an appointment telephones the Daily Coordinator Officer (DCO) who books a Volunteer driver to take them to the appointment.

The Client will be asked by the DCO:

- If they or anyone with whom they had contact has or has had in the last 14 days, any of the Covid-19 symptoms (Fever or flu like symptoms, new continuous cough, loss of smell and taste, fatigue, diarrhoea, confusion)

If the Client or their contacts has, or had, symptoms the job will be declined at this stage.

- To maintain a social distance of 2 metres whenever possible
- To wear a face mask in the car and hospital

Once the DCO is satisfied the Client can meet these conditions, the job can go ahead and a Volunteer will be found.

The DCO will check with the Volunteer:

- If they or anyone with whom they had contact has or has had in the last 14 days, any of the Covid-19 symptoms (Fever or flu like symptoms, new continuous cough, loss of smell and taste, fatigue, diarrhoea, confusion)

If they or their contacts are not symptom free another Volunteer will be sought by the DCO

- That the Volunteer will contact the Client on the day of the appointment to check that they and anyone with whom they have had contact in the last 14 days are symptom free.

If they are not symptom free the Job will be aborted

- They have a face mask
- They have a copy of the procedures for transporting Clients (appendix 1)

The Volunteer will then pick up the Client adhering to the procedures in appendix 1 and take them to the appointment.

Training and communication:

Have all Volunteers been made aware of the risks associated with taking an elderly Client to an appointment?

Have all Volunteers been communicated the pandemic rules on transporting a Client relating to an appointment? (Appendix 1)

Has the appropriate PPE been made available to all Volunteers?

Have all DCOs received guidance on dealing with Client requests? (Appendix 2)

Conclusion:

Using a 1-5 scale of Likelihood x Impact

	Likelihood		Impact	
1	Highly Unlikely	1	Trivial	1
2	Unlikely	2	Minor Injury	2
3	Possible	3	Over 3 day Injury	3
4	Probable	4	Major Injury	4
5	Certain	5	Incapacity or Death	5

I evaluate the **Likelihood** as **1** (highly unlikely) and the **Impact** as **5** (Incapacity or death) $1 \times 5 = 5$

I have taken into account our working practices (as per our synopsis) that are based upon current government guidance on Covid-19, Age UK guidelines and the current local infection rate of 4 cases per 100,000 of population in Surrey

Urgent action – (Risk no 16– 25)
High Priority – (Risk no 11 – 15)
Medium Priority – (Risk no 6 – 10)
Low Priority – Risk no (2 – 5)
Very Low Priority– No Action required (Risk no 1)

This is at the top of the green (low priority) range.

This assessment will be reviewed on 1st June 2021 and the 21st June 2021. Thereafter on the 1st of each month or immediately upon any changes to government advice, whichever is sooner, by myself and Richard Walton



Signed:

Richard Garrard
Chairman
Ashtead Good Neighbour

1st May 2021

NEW VOLUNTEER Covid-19 Instructions from 17th May 2021

ACCEPTING A JOB

The DCO will ask if you or anyone with whom you have had contact has had any of the Covid symptoms within the previous 14 days.

Fever or flu like symptoms, new continuous cough, loss of smell and taste, fatigue, diarrhoea, confusion.

If "Yes" you must not accept the job.

If "No" and you are able to do the job you will be given the usual details.

Do you have a face covering?

BEFORE DOING THE JOB

Phone the client on the morning of the job to check that the client is still well, confirm pick-up time and destination.

Sanitise the seat, door handles and seat belt of your car.

DOING THE JOB

The client must wear a face covering, if you have to assist with the fastening of the seat belt, keep from facing the client.

If weather permits open the car windows.

At surgeries the Volunteer should wait in their car.

Hospitals – Volunteers may accompany the Client to the Waiting Room.

The Volunteer must see the Client safely into their home.

Sanitise their car on return home.

Remember Social distancing should be maintained. However, where this is not possible, all appropriate precautions must be maintained.

The Volunteer should never place themselves in a position of unnecessary risk

Most importantly thank you for helping AGN, if you have any problems, please let us know either on the Booking Line 07963 270 278 or Enquiry Line 07752 66 50 66

DCO Instructions from 17th May 2021

AGN BOOKING LINE PHONE

Switch on phone 10 – noon Monday – Friday.

RISK ASSESSMENT

Client Questions:

Ask if they or anyone with whom they have had contact has had any of the Covid symptoms within the previous 14 days

Fever or flu like symptoms, new continuous cough, loss of smell and taste, fatigue, diarrhoea, confusion.

If 'Yes' the job must be declined

The Client must agree to wear a face covering.

If this is alright, then look for a Volunteer.

Volunteer Questions

If they can do the job, please ask them the same Covid symptom question. Give them the usual details and ask them to **phone the Client on the morning of the job to check that the client is still well.**

THE JOB

At Surgeries the Volunteer should wait in their car.

Hospitals – Volunteers may accompany the Client to the Waiting Room.

See the Client safely into their home.

Volunteers must sanitise their car on return home.

As usual complete the DCO job sheet and update Client and Volunteer cards.

PASSING ON THE PHONE

Only the phone and the "How to guide" will be passed as we transition to the new on line booking system.

It is reasonable to consider these can be sanitised on receipt.

Reviews:

1st June 2021