

Winslow Big Society Group Corona Virus Risk Assessment for Winslow Community Car Scheme, September 2020.

Draft 2 DES 2/9/20

Risk	Mitigation
Transmission of the virus: unsafe environment	<p>Volunteer Drivers' cars</p> <p>All appropriate wipeable surfaces cleaned with anti bacterial wipes before and after use. Seat covers are available for use.</p> <p>All volunteers to have washed hands with soap and water before arrival and to resanitise on arrival and departure, and when necessary during the event.</p> <p>Hand sanitiser and Disposable gloves to be available.</p> <p>Volunteers and clients to wear masks (or visors if they wish) or carry evidence of exemption</p> <p>Payments to be by online transactions or cheque. No cash to be handled.</p>
Close contact with others	<p>Co-ordinator to check Clients have no Covid symptoms nor are resident in a property where someone is infected, at time of booking and day before travel if different.</p> <p>Clients to be booked singly or with carer or 2nd household member only</p>
Transmission during drive	<p>Clients to sit in rear nearside seat and should be able to enter and leave vehicle unaided. Seat covers may be used.</p> <p>Masks to be worn at all times by both parties unless exempt</p>
Virus risk to volunteers	<p>Written risk assessment circulated.</p> <p>Clients and volunteers to adhere to guidelines.</p> <p>Volunteers to return only when they feel ready.</p> <p>Volunteer to ask for anything else required to reduce anxiety for them, eg visors.</p> <p>Volunteers to report any symptoms of Covid to co-ordinator and be deemed 'unavailable' until clear. (2weeks minimum)</p> <p>Drivers may decline to take passengers exempt from masks .</p> <p>Register to be taken of clients and volunteers with phone details. To be kept in accordance with GDPR .</p>

<p>Virus risk to clients</p>	<p>Clients to receive information from Co-ordinator of Covid symptoms and therefore not to come if they have any of these. Clients and volunteers to adhere to guidelines. Clients may decline drivers exempt from face masks. Clients and drivers to notify Coordinator if they present with a Covid like symptom after the lift has taken place. Volunteers briefed to stay at 1 metre plus from clients during the activity unless the client is at risk of falling and needs steadying. Register to be taken of clients and volunteers with phone details. To be kept in accordance with GDPR .</p>
<p>Ineffective organisational communication between WBSG committee, WCCS Committee and drivers</p>	<p>Committee to agree risk assessment, in accordance with national guidelines. Notes to be minuted at the relevant Committee meeting. Ongoing Committee communication to ensure safety of clients and volunteers. Regular reviews at each co-ordinator change (2 weekly) Volunteers to receive regular updates and guidelines. (monthly email)</p>