

**Outreach Angels**  
**Outreach Risk Assessment during Coronavirus Pandemic**

Person conducting risk assessment: Michala Roche

Date: 17/05/2020

Job title: Founder

Identify hazards	Who will be at risk?	What level is risk?	How can the risk be managed or eliminated?	Actions?
Car Park	Volunteers Staff	High	Clear area's identified & used to setup. Volunteers to park cars in allocated spaces. Everybody to follow car park owner's advice & rules e.g. following markings on floor. Wear high viz as soon as arrives at car park to clearly distinguish & identify volunteers. Register to log volunteers entering & leaving the car park. Briefing to be held by management.	Guidance of what is expected from car park owner's to be shared with volunteers prior to outreach. Management to share with volunteers what is expected & plans for parking prior to outreach. Management to provide high viz every outreach. Allocated person to carry out briefing prior to outreach.
Safety	Volunteers Service Users Members of the public	High	Identify a safeguard lead who implements policies & who concerns can be reported to. Ensure management have up to date & accurate records of volunteer's personal information & emergency contact. Ensure volunteers are not left alone & always remain in 2/3's Ensure all volunteers have high viz during outreach. Volunteers to be made aware of what is expected of them & how to highlight any concerns. Ensure runners/management are available to communicate at all times.	Safeguarding lead to be identified in the safeguarding policy. Management to ensure regular updated information from volunteers prior to attending outreach. Allocated person to carry out briefing prior to outreach & highlight emergency response

			<p>Emergency response team to be highlighted at each outreach &amp; all volunteers to be made aware of how to utilise them.</p> <p>Do not publicize any personal information &amp; ensure volunteers adhere to the relevant policies.</p> <p>Good links with local authorities.</p> <p>If any concerns emergency response team or management to alert relevant authorities immediately &amp; ensure safety of volunteers is maintained.</p> <p>De-brief to be completed to deal with any issues.</p>	<p>team.</p> <p>Management to ensure all volunteers have high viz &amp; device to alert of any concerns.</p> <p>Runners to have walkie talkies during outreach &amp; are aware of how to use them.</p> <p>Volunteers to be made aware of relevant policies &amp; familiarise themselves with these prior to attending outreach.</p> <p>Emergency response team to be made aware of their role prior to outreach &amp; how to deal with any incidents if they arise.</p> <p>Allocated person to complete de-brief after outreach &amp; deal with any issues as they arise.</p>
Crossing the road/tram lines	Volunteers	High	<p>Ensure there is a leader/runner at the front &amp; end of the group to manage volunteer flow across the road &amp; they have a walkie talkie to communicate with all runners &amp; management.</p> <p>Allocated person to remain at crossing to ensure safe crossing of all volunteers.</p> <p>High viz to be worn by all volunteers.</p> <p>Briefing before leaving car park so volunteers understand what is expected.</p>	<p>Person to be allocated at each outreach to be responsible at crossing.</p> <p>Runners to ensure they have a walkie talkie prior to starting.</p> <p>Allocated person to carry out briefing prior to outreach.</p>

Hotspot(s)	Volunteers Service Users Members of the public	High	<p>Volunteers to receive briefing prior to outreach so they understand the plan &amp; what is expected.</p> <p>Volunteers to ensure they are wearing a high viz during the entire outreach session.</p> <p>Trolleys to be labelled &amp; numbered to make identifying these clear for everyone.</p> <p>Large enough spaces for volunteers &amp; trolleys to line up safely.</p> <p>Volunteers to adhere to rules from management on how best to organise trolleys &amp; maintain their safety.</p> <p>Runners to support volunteers with setup &amp; make it clear to service users what is expected of them.</p> <p>Management to immediately stop outreach session &amp; move volunteers &amp; trolleys if anybody is at risk.</p> <p>Emergency alarms are made available to all volunteers so they can use these if they feel at risk at any point.</p> <p>All runners to ensure they have a working radio for the outreach session to communicate between one another &amp; with management.</p> <p>Volunteers to have device that will allow them to alert runners/management of any issues.</p>	<p>Trolley list to be made available to volunteers at least 24 hours prior to outreach for volunteers to familiarise themselves with what is expected.</p> <p>High viz to be provided to every volunteer.</p> <p>Runners to be identified at each briefing.</p> <p>Allocated person to carry out briefing prior to every outreach.</p> <p>Runners to be made aware of what is expected of them &amp; have a radio with them at all times.</p> <p>All volunteers to have emergency alarm in case any situations arise they feel at risk.</p>
Trolleys	Volunteers Service Users Members of the public	Medium	<p>Volunteers are made aware of how trolleys operate &amp; are confident to manage them prior to outreach.</p> <p>Ensure trolleys are not overloaded prior to leaving the car park.</p> <p>Ensure trolleys are numbered &amp; labelled to clearly identify them.</p> <p>Trolleys are colour co-ordinated to where they are in the list so can be identified.</p> <p>Ensure trolleys are inspected prior to outreach making sure they are safe &amp; suitable to use.</p>	<p>Ensure volunteers are happy to manage trolley on outreach.</p> <p>Management to inspect trolleys prior to outreach to ensure they are safe &amp; suitable to use.</p> <p>Volunteers &amp; management to ensure trolleys are not overloaded.</p>

Walking along the route	Volunteers Members of the public	Medium	<p>Volunteers are aware of planned route &amp; how the group will follow this.</p> <p>Runners to disperse across the length of the group when walking around so they are available to assist if there are any issues.</p> <p>Allocated person to lead the front &amp; back of the group to ensure safety.</p> <p>Volunteers to have devices to alert runners/management of any issues.</p> <p>Runners &amp; management to have walkie talkies available during outreach to communicate at all times if needed.</p> <p>Remain together as a group &amp; follow general safety advice.</p>	<p>Allocated person to carry out briefing prior to outreach to ensure volunteers are aware of what is expected.</p> <p>Runners to be aware of their role &amp; how to report any issues.</p> <p>Management to allocate nominated persons to lead front &amp; back of the group.</p> <p>Management to carry out head count on arrival &amp; departure at each hotspot to ensure everybody is present &amp; alert authorities if any issues.</p> <p>Management to ensure all volunteers have devices &amp; are aware how to use them to alert of any issues.</p> <p>Management to ensure all runners have working walkie talkies &amp; are aware how to use them.</p>
Spreading the Covid19 virus	Volunteers Service Users Members of the public	High	<p>All volunteers to adhere to government &amp; Public Health England advice &amp; guidance.</p> <p>Volunteers to only attend outreach if they are not in an at risk category, are not self-isolating due to being symptomatic or being in a household with somebody who is symptomatic.</p> <p>Group numbers to be significantly reduced to only those that are needed.</p> <p>Ensure PPE is provided to all volunteers &amp; guidance given on how to use this safely to protect themselves &amp; others.</p> <p>Briefing to be given by allocated person prior to outreach so</p>	<p>Management to be up to date with advice &amp; guidance &amp; share this with volunteers as needed.</p> <p>Volunteers to be responsible for adhering to guidance as set out by government &amp; management.</p> <p>Management to identify set number of volunteers needed prior to outreach &amp; not exceed</p>

			<p>volunteers understand the plan for outreach &amp; what will be expected.</p> <p>Only one hotspot to begin with to reduce risk, this will be reviewed regularly by management.</p> <p>All volunteers &amp; service users to adhere to social distancing guidance.</p> <p>Equipment to be used to identify area's &amp; ensures social distancing is adhered to on arrival at hotspot.</p> <p>Clear signs &amp; markings to be identified by management so service users know what is expected &amp; how the outreach will run.</p> <p>Runners to be allocated at start &amp; end of the line of trollies to direct service users.</p> <p>Management to provide allocated rubbish areas which are clearly signposted for everybody to use.</p> <p>Only necessary food, drink &amp; bedding items taken on outreach.</p> <p>Upon return to car park items to be cleaned &amp; disinfected as much as possible.</p> <p>Allocated person to complete de-brief prior to leaving car park.</p> <p>Management to regularly review advice &amp; guidance and adapt plans as needed.</p>	<p>this.</p> <p>Allocated person to carry out briefing prior to outreach.</p> <p>Management to review hotspot area regularly &amp; change this if needed.</p> <p>Management to share with volunteers what will be expected before each outreach.</p> <p>All volunteers to be responsible for adhering to social distancing.</p> <p>Management to provide necessary PPE &amp; guidance on how to sue this correctly &amp; safely.</p> <p>Management so ensure only necessary items are bought to outreach.</p> <p>Management to ensure they have necessary equipment prior to outreach.</p> <p>Runners to be allocated &amp; management to ensure they understand what is expected of them.</p> <p>All runners &amp; volunteers to have walkie talkies.</p>
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