

Covid-19 Risk Assessment – Support Group Meetings (CC)



Location: The Coates Centre – Oak Room

Authors: Louise Martin

Reviewed: SN

Activity: Support Groups

Date: 13th August 2020

Version: 1

Please be aware that this Risk Assessment is under constant review and guidance may therefore change.

Please ensure that you read any updates to this risk assessment immediately.

Hazard	Who is affected?	Risk (L)	Control Measures	Residual Risk
Spread of virus: Movement of people	Group Participants Staff/Volunteers in CC	12 – likely/moderate	<ol style="list-style-type: none"> 1. Support group leader/facilitator advised of procedures in place for using the Coates Centre and Oak Room prior to group meeting being resumed. 2. Support groups to meet when CE Admin on site. 3. Oak Room side doors open for participants’ entrance and exit. 4. All asked to keep to Oak Room during group session. 5. Hand sanitizer provided on arrival. 6. Temperatures taken on arrival if temperature over 37.4 then individual not to attend or enter the building. 7. All group participants to be advised not to attend group session if any signs or concerns of illness, especially COVID-19. Visitors asked for contact name and phone number. 8. CE Admin to welcome group to run through procedures 9. CE Admin to advise staff in CC of group taking place in Oak Room prior event 	6 unlikely/moderate

Hazard	Who is affected?	Risk (L)	Control Measures	Residual Risk
Spread of virus: Use of facilities	Group Participants Staff/Volunteers in CC	12-likely/moderate	<ol style="list-style-type: none"> 1. Participant numbers to be restricted in sessions to ensure social distancing in Oak Room. CE Admin liaising with group facilitators prior to session to ensure this. 2. Tables and chairs set up according to requirements prior to session* 3. Wipes to be available and used where needed 4. Disabled toilet made available for use with relevant signage in place 5. Clear signage in building, rooms and outside reminding people of the need for social distancing. 6. No entry sign placed in walkway to ensure participants go no further than disabled toilet. 7. Housekeeping team being aware of group session taking place. <p>*Dementia Support Group is made up of mostly couples – carer and person living with Dementia would need to sit together.</p>	6 unlikely/moderate
Spread of virus: refreshments	Group participants Staff/volunteers in CC	12 – likely/moderate	<ol style="list-style-type: none"> 1. Participants are encouraged to bring their own refreshments. 2. Water/ Tea/coffee to be supplied to prevent movement to other areas of Centre. 3. Participants in group making their own drinks. 4. Wipes to be made available and used where needed. 5. Dirty mugs/glasses to be left on tray for removal by CE Admin/volunteer wearing gloves and placed in dishwasher in kitchen. 	6 – unlikely/moderate

Hazard	Who is affected?	Risk (L)	Control Measures	Residual Risk
Managing wellbeing & anxiety	Group Participants Staff/volunteers in CC	9 possible/moderate	<p>It is acknowledged that anxiety may rise during this time due to COVID-19 and its restrictions. The following will be observed in order to try and maintain individual's wellbeing whilst at the Coates Centre for the duration of the group session, and decrease any anxieties.</p> <ol style="list-style-type: none"> 1. This Risk Assessment will be sent to all group facilitators prior to meeting. 2. This Risk Assessment will also be available on the Oakhaven website, linked to the Coates Centre pages. 3. There will be Oakhaven staff/volunteer available to discuss any concerns prior to attending or during the session itself. 	6 – unlikely/moderate
Car Parking	Group participants Staff/volunteers in CC	9 possible/moderate	<p>Where space allows, all those attending should leave alternate car parking bays free on arrival to ensure social distancing can be observed when getting in and out of vehicle.</p> <p>Visitors to remain in vehicle until area clears if others are entering or exiting the building or vehicles close by, at time of arrival.</p>	6 – unlikely/moderate