

Risk Assessment for Kennington Memory Club including measures to be taken for the duration of the COVID-19 pandemic

Completed by: Helen Little (KMC Organiser) and Isobel Birse (KMC Chair)

Date: 23rd March 2021

Date for review: 23rd September 2021

	Area of Risk	Risk identified	Actions to take to mitigate risk	Notes and person responsible
1	Kennington Methodist Church Council and KMC Health and Safety Policies and Risk Assessments	Date of review and any necessary revision of KMC documents will be overlooked	KMC documents to have necessary review dates included. Check Health and Safety Law poster is displayed in the building.	KMC H & S Representative KMC Organiser
2	Emergency situation occurring within the Kennington Methodist Church building	KMC members, staff and volunteers may be within the building when an emergency arises	Everybody to evacuate the building by nearest safe exit and assemble at the Fire Assembly point as designated by MCC. All members to be assisted if necessary and supervised to ensure they don't wander away. Organiser to take record of people attending that day to check them off at Fire Safety point.	See Kennington Methodist Church Council evacuation procedure. Staff and organiser
3	Storage of equipment and potentially harmful substances to provide safe and healthy working conditions	KMC staff and volunteers use equipment and substances which may create a hazard to anyone in the building	All equipment and cleaning substances to be stored in their secure locations immediately after use.	Staff and volunteers

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4	Occurrence of accidents or incidents	First Aid box not available or adequately filled.	Provide and maintain KMC First Aid box, to be put out during sessions. Check supplies in box monthly and keep a dated record of checks in the box. Update supplies in box when they have been used or become outdated.	KMC Organiser
5	Reporting of accidents or incidents	Accident book not available or completed after an accident, illness or incident.	KMC Accident Book to be held securely by KMC Organiser, available at all sessions. and updated after an accident or incident. If a member is involved, ensure that details are included in their file held by the KMC Organiser. Inform carer ASAP and discuss incident and ways of avoiding in future. Any signs of abuse to or neglect of a member to be recorded in accident book and appropriate action taken as per the KMC Safeguarding Vulnerable Adults Policy.	KMC Organiser KMC Organiser
6	Slips and trips	Staff, members and volunteers and any visitors may be injured if they trip over objects or slip on spillages. Frail members may trip on steps, door weather bars or door stops at ground level	General good housekeeping and health awareness. All areas well lit. No trailing leads or cables. Staff to keep work areas clear, e.g. no boxes left in walkways and rooms cleaned after use. Spillages mopped up immediately including incontinence accidents in toilets.	All external access doors have ramps to mitigate this risk. Staff and volunteers Staff

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7	Manual handling	Staff member, volunteer or possibly visitor may suffer injury to back and limbs. Member may experience pain in limbs if moved too abruptly.	Requires two people to re-arrange furniture before and after each session and possibly to assist frail members standing up from seated. Provide training if required on how to lift properly. Use trolleys when available and do not overfill rubbish sacks.	Staff Staff and volunteers
8	Scalding from overheated drinks and food	Members and those serving them with refreshments may suffer painful damage to skin	Avoid heating items to a high temperature and test in kitchen before serving.	Staff and volunteers
9	Faulty electrical goods	Can cause electric shocks to users and if not remedied immediately cause fire	Arrange PAC testing of all electrical goods and equipment provided by KMC for safety.	KMC Organiser

The following risks areas have been identified to allow KMC operation during the COVID-19 pandemic :

10	Infection and contamination	Penetrating KMC Bubble (members and staff) and importing infection into it.	Staff to do self-tests at least weekly. All staff and members to have received two doses of anti-COVID vaccine, unless it is medically counter-indicated. Exclusive use of premises during all booked occupancy periods. Use only one toilet. Temperature check for staff and members on arrival.	https://www.gov.uk/government/publications/coronavirus-covid-19-testing-for-adult-day-care-centre-workers/at-home-pcr-testing-for-day-care-centres-in-england No outsiders or other people allowed access. Only exception is emergency services/first responders. Staff
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11	Cleanliness of hall and equipment, especially after other hires.	Other hirers have not cleaned hall or equipment used to standard required or no satisfactory evidence of deep clean.	Staff to record state of cleanliness and heating of premises on arrival, countersigned by second staff member if there is a problem. Staff to deep clean all used areas, prior to members' arrival, using recommended cleaning agent. Staff to ensure all equipment is cleaned appropriately after use. Staff to wear PPE when cleaning as appropriate.	Staff Staff Door handles, toilets, tables and work surfaces are considered high risk areas.
12	Disposal of contaminated materials.	Materials which could carry COVID-19 causing further contamination to people or surfaces.	Ensure a good supply of refuse bags and lidded bins. Bins provided in every room and emptied regularly throughout session. Rubbish double bagged and taken home by KMC organiser to dispose of in general waste.	KMC Organiser Staff KMC Organiser
13	Respiratory hygiene	Transmission to other members/staff. Most members not able to wear face masks due to their Dementia.	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Ensure a good stock of tissues and hand sanitizer. Ask all to use and then dispose of them into a bin or disposable rubbish bag, then wash or sanitise hands. Ensure all staff are provided with necessary PPE and that staff to wear masks and facial visors as advised by current Government advice. Gloves and disposable aprons to be used for personal care.	KMC Organiser <i>See disposal of contaminated materials.</i> https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste

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14	Ventilation of space	Not enough air circulation and replacement air to disperse airborne pathogens to below critical levels for spreading infections	Advise members and carers that there will be more ventilation in room used, so they should dress accordingly with warm clothes. Open doors and windows to outside as frequently and for as long as possible, without compromising indoor temperature too much.	KMC Organiser Staff
15	Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing due to their condition. Pinch points in the building making social distancing difficult. Current room layout does not allow for social distancing.	Advise group they must comply with social distancing as far as possible and adopt a new entry and exit strategy (detailed below). Use larger room in the hall to ensure social distancing. Limit group size to six members + staff. Each member to have their own table and chair set 2m apart. One member of staff at a time in kitchen.	KMC Organiser KMC Organiser Staff Staff
16	Entering and leaving the building	Social distancing not maintained whilst entering and leaving the building	Entry strategy: Members to wait in cars with carers until summoned by KMC Organiser. Take member's temperature before allowing entry to building. Upon entry member sanitises hands and is passed to a member of staff to be settled. KMC Organiser to record attendance as a register for track and trace or for checking off people in an emergency situation. Exit strategy: Carers to wait in cars. Staff assist member to door where KMC Organiser supervises hand sanitisation and then hands member over to carer.	KMC Organiser Staff KMC Organiser Staff KMC Organiser

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16	Hand cleanliness	Transmission to other members/staff and premises.	<p>Ensure plentiful supplies of hand sanitizer and paper towels.</p> <p>Require group to use sanitiser on entering and exiting the hall and to wash hands regularly using soap and paper towels, not hand driers.</p> <p>Regulate dangerously high water temperature in toilet wash-hand-basins.</p> <p>Signage to emphasise need for frequent hand washing.</p>	<p>KMC Organiser</p> <p><i>See disposal of contaminated materials.</i></p>
18	Handling of cups, plates and cutlery.	Transmission to other members/staff.	<p>Ensure a good supply of sterilising tablets and blue roll. Organiser to ensure cups, plates and cutlery are sterile by using sterilising solution before and after use.</p> <p>No use of tea towels – blue roll to be used instead.</p>	KMC Organiser
19	<p>Potentially asymptomatic/early stage Covid-19 infected member.</p> <p>Member feels unwell or has mild cough/loss of taste/mild temperature</p>	Unintentional transmission to other members/staff and premises	<p>Member/Carer to notify KMC organiser before leaving home and remain there for not less than 48 hours after symptoms clear.</p> <p>If symptoms persist carer to notify NHS Track and Trace /arrange test.</p> <p>Notify staff and other members in group to be alert to any symptoms.</p>	<p>Carer</p> <p>KMC Organiser</p>

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20	Someone falls ill with COVID- 19 symptoms	Transmission to other members/staff and premises.	<p>Isolate person showing symptoms to 'quiet room'. Staff member to wear full PPE whilst dealing with member.</p> <p>Inform all carers and initiate NHS track and trace procedure. Session to close ASAP.</p> <p>Inform all to isolate until results received. Upon receipt of results current advice should be forwarded to all who have had contact with positive case.</p> <p>Inform Kennington Methodist Church Council and commence deep clean of building in full PPE.</p>	<p>KMC Organiser</p> <p>KMC Organiser</p> <p><u>Most recent government advice can be found by clicking here.</u></p>

Review carried out :

Signed on behalf of the Trustees:

Name..... Chairperson, KMC Health and Safety Representative

Signature.....Date.....

Name..... KMC Organiser

Signature.....Date.....