

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: 7th March 2021, revised March 2022, Date for review: September 2022

	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 Update supplies in box when they have been used or become outdated.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

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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.	No member to be lifted by staff or volunteers. If a member has fallen and needs lifting paramedics should be called to lift the person. 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 risk areas have been identified to allow KMC operation during the COVID-19 pandemic:

	Area of Risk	Risk identified	Actions to take to mitigate risk	Notes and person responsible
10	Infection and contamination	Penetrating KMC Bubble (members, volunteers and staff) and importing infection into it.	Staff to do self-tests at least weekly. Volunteers to do a lateral flow test before attending. All staff, volunteers and members to have received two doses and a booster dose of anti-COVID vaccine, unless it is medically counter-indicated. Exclusive use of premises during all booked occupancy periods. Use only one toilet for members.	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 Only expected visitors to be allowed access, who will be asked to self-test before attending, if possible. Only exception is emergency services/first responders.
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. All tables and kitchen surfaces to be cleaned with sterilizing cleaner before use. Staff to ensure all equipment is cleaned appropriately after use. Staff to wear PPE when cleaning as appropriate. High risk areas to be cleaned during the day.	Staff Staff and volunteers 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. Rubbish securely bagged and removed from the premises to be disposed of in general waste.	KMC Organiser KMC Organiser

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13	Respiratory hygiene	Transmission to other members/staff.	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. Staff to wear gloves and disposable aprons when providing personal care.	KMC Organiser <i>See disposal of contaminated materials.</i> https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste
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	Hand cleanliness	Transmission to other members/staff and premises.	Ensure plentiful supplies of hand sanitizer and paper towels. Require group to wash hands regularly using soap and hand driers and use hand sanitiser when necessary. Regulate dangerously high water temperature in toilet wash-hand-basins.	KMC Organiser <i>See disposal of contaminated materials.</i>
16	Handling of cups, plates and cutlery.	Transmission to other members/staff.	Ensure a good supply of blue roll. Organiser to ensure cups, plates and cutlery are washed before use. No use of tea towels – blue roll to be used instead.	KMC Organiser

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17	<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 as long as advised by Government guidelines. Order test online or by ringing 119.</p> <p>Notify staff, volunteers and other members in the group to be alert to any symptoms.</p>	<p>Carer</p> <p>KMC Organiser</p>
18	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>Most recent government advice can be found by clicking here.</p>

Review carried out : March 2022

Signed on behalf of the Trustees: Name..... Chairperson, KMC Health and Safety Representative

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

Name..... KMC Organiser

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

Date for next review: September-2022