

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: Revision September 2022, Date for review: September 2023

	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 Update supplies in box when they have been used or become outdated.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.	Any slip, trip or fall to be reported in the KMC Accident Book. General good housekeeping and health awareness with no trailing leads or cables. All areas well lit. 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.	KMC Organiser Kennington Methodist Church. All external access doors have ramps to mitigate this risk. Staff and volunteers

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7	Incidents of challenging/unacceptable behaviour by a member	Member behaves in a way which has potential to disturb or cause harm to other members, staff or volunteers, or causes disruption affecting the smooth running of the Club session. Due to Club staffing levels, this behaviour becomes too difficult to manage in the Club setting.	<ol style="list-style-type: none"> 1. Document incident in member's file, and, if appropriate, in KMC Accident Book. Discuss with carer that member's behaviour has been unacceptable, inform them that it has been logged in the member's file and tell them that future behaviour will be monitored. 2. Following next incident, inform carer of the situation and that attendance at the Club will have to be discontinued if any further incidents occur and challenging behaviour continues. This will be backed up with a written statement to that effect. 3. If staff have cause to log such behaviour again, this triggers a final verbal and written notice to carer that attendance at the Club is no longer suitable and has to be discontinued, within a maximum time frame of four weeks. Organiser to inform Social Services, if carer consents, that attendance at the Club is no longer possible and signpost to carer other agencies, such as Age UK Oxfordshire, that might be able to provide useful information and/or assistance. 	<p>KMC Organiser</p> <p>KMC Organiser</p> <p>KMC Organiser</p> <p>KMC Chair or another Trustee</p> <p>KMC Organiser and KMC Chair or another Trustee</p> <p>KMC Organiser</p>
8	Illness of staff, a volunteer or a member	Staff, volunteer or a member suffers an episode of sickness, diarrhoea, raised temperature or other symptoms of infectious illness at home.	<p>Affected person not to attend the Club for 48 hours after the illness has ended.</p> <p>If a member affected, carer to inform Organiser of the reason for absence and Organiser to record illness in member's file.</p>	<p>Staff, volunteer or carer</p> <p>Carer KMC Organiser</p>

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10	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
11	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
12	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
13	Infection and contamination	Penetrating KMC Bubble (members, volunteers and staff) and importing infection into it.	<p>Staff and volunteers to do Covid LFT self-test if symptomatic or if they have been in contact with someone who has tested positive for Covid-19.</p> <p>If positive test result, follow Government advice about isolation, etc.</p> <p>If negative test result, follow procedures for other illnesses as under Section 8 above.</p> <p>No visitors to attend Club if suffering from any symptoms of illness which might be infectious.</p> <p>All staff, volunteers and members to be fully vaccinated, unless it is medically counter-indicated.</p> <p>Exclusive use of premises during all booked occupancy periods.</p> <p>Use only one toilet for members.</p>	<p>Staff and volunteers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-testing-for-adult-social-care-settings/covid-19-testing-in-adult-social-care</p>
14	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.	<p>Staff to record state of cleanliness and heating of premises on arrival, countersigned by second staff member if there is a problem.</p> <p>All tables and kitchen surfaces to be cleaned with sterilizing cleaner before use.</p> <p>Staff to ensure all equipment is cleaned appropriately after use.</p> <p>Staff to wear PPE when cleaning as appropriate.</p> <p>High risk areas to be cleaned during the day.</p>	<p>Staff</p> <p>Staff and volunteers</p> <p>Door handles, toilets, tables and work surfaces are considered high risk areas.</p>

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15	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
16	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
17	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
18	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>

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19	Handling of cups, plates and cutlery.	Transmission to other members/staff.	Ensure a good supply of paper towel. Organiser to ensure cups, plates and cutlery are washed before use. No use of tea towels – paper towel to be used instead.	KMC Organiser
20	Potentially asymptomatic/ early stage Covid-19 infected member. Member feels unwell or has mild cough/loss of taste/raised temperature.	Unintentional transmission to other members/ staff/ volunteers.	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. Notify staff, volunteers and other members in the group to be alert to any symptoms.	Carer KMC Organiser
21	Someone falls ill with COVID-19 symptoms whilst at the Club.	Transmission to other members/staff/volunteers.	Isolate person showing symptoms to 'quiet room'. Staff member to wear full PPE whilst dealing with member. Inform all carers and initiate NHS track and trace procedure. Session to close ASAP. 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. Inform Kennington Methodist Church Council and commence deep clean of building in full PPE.	KMC Organiser KMC Organiser Most recent government advice can be found by clicking here.

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

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

Name..... KMC Organiser

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