

| Westbourne Help risk assessment | | | | | | | | |
|--|---|---|------------|----------|------------|--|--|--|
| Activity | hazards | people affected | likelihood | severity | risk | control measures | Measure publication | Notes |
| Bringing shopping to people in self-isolation | Scammers steal money, recipients refuse to pay | the person bringing the shopping and the person receiving it, trust in the group as a whole | low 2 | high 4 | 8 moderate | keep networks of support very very local, no more than a few streets, so it's never a complete stranger who you can't trace. Use the local messagin/calling network to report any scammers t the group asap | Make pinned posts for facebook groups Guidance put on website | You do not legally require a DBS check. If you are organising child minding or dog walking, that should be done through an existing organisation with safeguarding measures, within very small street level (or check out DBS) |
| visiting people in homes | infection spread | visitors and those in their homes | medium 3 | high 4 | 12 high | Do not enter the homes of those in self-isolation. Make sure to publicise the advice to self-isolate if showing even minor flu symptoms. Wash your hands when arrive in a house and as soon as you can after you've left. | Make pinned posts for facebook groups Guidance put on website | no visiting homes even for those not isolating as risk if vulnerable |
| recording the data of people who need your help or want to volunteer | only collect data required to undertake support; ensure person is happy if you pass on to other volunteer e.g. prescriptions | vulnerable people | medium 4 | high 5 | 20 high | only share data with those in immediate area, such as your street or part of your street. If you would like to register to help in larger areas, go through larger organisations with data protection policies in place. | | |
| Concerns about vulnerable people/domestic abuse/ | immediately report any concerns of unusual behaviour to the Parish Council. Volunteers should contact 999 if the situation is urgent. The Parish Council should inform West Sussex County | vulnerable people/volunteers | medium | medium | low | Volunteers should not put themselves at risk. In an urgent situation contact 999. Other issues should be escalated to the Parish Council who will inform the appropriate agency | Information provided to volunteers | |
| Coronavirus | Risks of catching/spreading coronavirus | vulnerable people/volunteers | low | medium | low | Volunteers issued guidance about the risks and ways to mitigate. This includes following social distancing guidelines as issued by the government: also Hands, Face, Space. Deliveries should be left on the doorstep, regular handwashing/use of alcohol ge/wearing of masks/cleaning payment cards/vouchers or passing them in a bag | Information provided to volunteers | |
| Using cash for items | | volunteers/parish council | low | low | low | Volunteers must not use service users cash. If no alternative payment can be found (guidance issued), a cheque can be made payable to Westbourne Parish Council and the volunteer reimbursed by the Parish Council the next day | Information provided to volunteers | |

Volunteers are covered under the Parish Council's public liability insurance.
Volunteers to be given a copy of the Parish Council's Health and Safety policy