

Covid 19 Risk Assessment

Cottage Autism Network (CAN) CLG

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Updated: August 2021



Hazards and Risk	People Affected	Controls	Further Action	Carried out by
Hand Cleaning to reduce risk of contamination	Facilitators Volunteers Members	Provide hand sanitiser at entrance to room/activity Provide opportunity for hand washing with soap and water for those who are unable to use hand sanitiser	Supervision to ensure everyone uses hand sanitiser upon entering And upon re-entering after using the toilets. Ensure no surfaces are touched after hands are washed.	Volunteer/ Board Member on site.
Covid Policy Information	Members	All members booking onto activities will be reminded in their booking confirmation e-mail/text and reminder e-mail/text of the CAN policy regarding Covid 19. All members participating in the activity will complete the Covid 19 questionnaire on arrival at the activity.		Activity managing Board member
Contact tracing must be possible in case of a positive test of a participating member	Everyone	All activities must be booked in advance Only members can book and attend activities. All members must provide contact details at time of booking All members must complete our Covid 19 questionnaire on arrival at activity (Appendix A)	Forms must be completed and signed in order to participate in each activity.	Volunteer/Board Member on site.
Social distancing	Everyone	Social distancing must be observed, as far as possible before, during and after activities.	Parents must be reminded if social distancing is not complied with.	Volunteer/Board Member on site.

		<p>If an area is assigned for an activity per child, then the child must remain at this station throughout the activity, unless advised otherwise.</p> <p>Social distancing must be observed while signing in, and while leaving.</p> <p>One way systems for entering and leaving should be implemented wherever possible</p>	<p>Markers on floor should be used wherever practical.</p>	
Face coverings	Everyone	<p>Face coverings must be worn by everyone over the age of 13 years, unless there is a medical reason for not doing so.</p> <p>If a face mask cannot be worn, then a visor is acceptable.</p> <p>Children under 13 are not required to wear masks must may do so if they wish.</p> <p>Parents must wear a face covering throughout the activity and when entering and leaving, until they are in the outside environment.</p>	<p>Parents will be reminded about their obligation to wear a face covering on arrival, and during the activity if necessary.</p> <p>Spare face masks will be available for those who have forgotten them.</p> <p>If a parent refuses to wear a face covering or visor, then they will not be permitted to attend the activity and both parent and child will be asked to leave.</p>	
Activity attendance is in excess of the Legal limit	<p>Members</p> <p>Facilitators</p> <p>Volunteers</p>	<p>Only one parent may attend with each child in order to comply with attendance numbers as described by the Governments Covid Policy, and this may change without warning.</p>	<p>Enforced by volunteer/ Board Member on site.</p>	<p>Volunteer/Board Member on site.</p>
Surface cleaning to prevent contamination	<p>Members</p> <p>Volunteers</p> <p>Facilitators</p>	<p>All surfaces must be cleaned thoroughly before and after activities.</p> <p>Light switches and door handles, as well as chairs must be cleaned with a virus killing spray and disposable towel/cloth.</p>	<p>Cleaning carried out by volunteer onsite.</p>	<p>Volunteer/Board Member on site.</p>

Volunteers	Members Facilitators	All volunteers must sign a CAN covid questionnaire to confirm that they have no symptoms. Any volunteer who feels unwell should not attend.	Board member to check volunteer has completed the questionnaire – one will be enough if the volunteer is also an attending parent	Volunteer/Board Member on site.
Facilitator's Covid Policy	Members Volunteers Facilitators	Each facilitator will have their own covid policy which may differ from CAN's policy. In these cases, the volunteer on site must ensure that they are satisfied that sufficient precautions have been taken to comply with hygiene and social distancing precautions.	Ask for the facilitator to detail their covid procedures before an activity to ensure that they are sufficient	Volunteer/Board Member on site.
Attendee/ volunteer becoming unwell with covid symptoms during activity	Members Facilitators Volunteers	The person should be removed from the activity immediately and return home to seek medical advice. If they are unable to get home themselves, they should be isolated within another room and transport organised to get them home. This room should be thoroughly cleaned after they leave. Minimal contact should be made between the person taking ill and the volunteer. Social distancing should be observed, face coverings worn, and good ventilation created by opening windows. The procedures of the location where the activity is being held should also be followed.	.Review the covid policy of the location of the activity and identify the isolation room and any additional procedures that need to be followed.	Volunteer/Board Member on site.