

Risk Assessment Template

StreetDoctors Activity: Training Session COVID -19 safe **Assessment carried out by:** Joanna Vidal
Date of next review: 16/12/20 **Date Assessment was carried out:** 16/09/20

Risk Factor	Likelihood	Consequences	Risk Rating	Mitigation	Actions	Responsible to	Action Deadline	Status
Training session venue is unsuitable for social distancing	1	4	Moderate	Rooms are viewed prior to session commencing and space set up for safe delivery. Delivery partners informed of National Youth Association guidelines in T&Cs they must follow guidelines for socially distanced delivery. Rooms must be well ventilated and high traffic areas cleaned regularly. Volunteers are able to decline session delivery if they feel Covid-19 guidelines are adhered too.	N/A	Delivery Partner staff / Partnerships Manager / Volunteer	Pre-session and at session	
Localised lockdown in area of session delivery	3	4	High	Team leaders and National Volunteer Coordinator to be aware if any teams are affected by localised lockdown. Socially distanced sessions will be converted to digital sessions.	N/A	National Volunteer Coordinator / Partnership manager / Delivery Partner	Pre-session	

Breach of NYA guidance on safely working with young people, teaching in small bubbles of 15 individuals	2	5	High	Delivery partners informed socially distanced sessions are a maximum of 12 young people. If additional YP attend the session volunteers to request Delivery Partner select YP for removal of the session. Volunteers able to refuse session delivery if NYA guidelines not adhered to by Delivery Partner	N/A	Delivery Partner / Partnership Manager / Volunteer	Pre-session and at session	
Volunteers and YP at risk of exposure to Covid-19 through session delivery	3	5	High	Volunteers maintain socially distancing and reinforce safety throughout session. Practice frequent hand washing and use of hand sanitiser. Volunteers and YP provided with PPE, including gloves and masks. Equipment is sanitised pre and post session with anti-viral surface wipes. Physical demonstrations are replaced by recorded video demonstrations. Volunteers have a reduced time in proximity to YP by setting up the delivery room according to socially distanced training plan. Delivery partner staff reinforce safety measures with YP alongside volunteers.	N/A	Volunteer / Delivery Partner staff / Youth Engagement Manger	Pre-session and at session	
Volunteers are unable to teach due to university restrictions on community activities	3	5	High	Team leaders keep staff team informed of local changes from universities that impact delivery.	N/A	Team leader / National Volunteer Coordinator /	Ongoing	

				Delivery partners serviced by the volunteer teams unable to continue with community activities have sessions converted to digital delivery		Partnerships Manager		
Volunteers unwilling to deliver sessions due to apprehension around safe delivery within a pandemic	3	4	High	Volunteers reassured session delivery is line with NYA guidance. Training plan adapted to ensure social distancing. PPE provided to all volunteers.	N/A	Youth Engagement Manager	Pre-session	
Scheduled volunteers unable to teach due to illness or unforeseen circumstances	2	2	Moderate	Volunteers inform team leaders and SD staff when sessions are taking place. Team leaders ensure that two alternative volunteers are available to accommodate session if required. If unable to find alternative reschedule session and inform SD staff	N/A	Volunteer / Team leader	Pre-session	
Delivery Partners don't have a Covid-19 safe risk assessment in place	1	3	Low	StreetDoctors talk to delivery partners before sessions to assess suitability. Volunteers informed to not teach sessions they feel are unsuitable.	N/A	Delivery Partner staff / Partnerships Manager	Pre-session	
Volunteers at risk of Covid-19 exposure while traveling to delivery partner	2	2	Moderate	Volunteers advised to follow government suggestions and walk or cycle to sessions where possible. Wear face coverings on public transport and use hand sanitiser where provided.	N/A	Volunteer	Ongoing	
Volunteer or YP diagnosed with Covid-19 following a session	3	5	High	Volunteers to inform staff if they suspect they have Covid-19 following delivery. Volunteer requested to get tested. Delivery partner staff and young people advised to follow track	N/A	Volunteer / Partnership Manager / Youth	Ongoing	

				and trace guidance and remain at home for two weeks self-isolating following notification from Partnerships Manager. Delivery partner to inform Partnership Manager if YP or staff have suspected covid-19. Volunteers will be advised to follow government guidance on track and trace.		Engagement Manager		
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Appendix

Risk Matrix

		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequences	5 Catastrophic	5 Moderate	10 High	15 High	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	4 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate