RISK MANAGEMENT PLAN - RETURN TO GROUP ACTIVITIES

This risk management plan has been developed to support the safe operation of activities in a potentially infectious environment while COVID-19 is still in circulation in the wider community. It also recognises that the risk of picking up the influenza virus remains high on an annual basis and therefore this plan has relevance beyond the current 2020 pandemic in supporting vulnerable client/resident groups, staff and volunteers.

| RISK AREA | ISSUE | REPONSE | RESPONSIBILITY |
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| CLIENTS/ RESIDENTS | Habits – e.g. hand shaking | Encourage no handshaking or hugging and standing at least 1.5m away |  |
| Health Status | Check on people’s health status before they arrive at the centre including asking questions and checking temperatures on arrival or getting on busEncourage flu vaccination of people who are attendingResidential Care - Verify flu vaccination of people who are attending the activity (residents, staff and volunteers |  |
| Knowledge & Attitude of person | Circulation of flyers and information on protecting themselvesRegular information sessions |  |
| People with dementia or impaired decision making abilities | Provide reminders at regular intervalsPut posters up on the wall for remindersAssign a staff member or volunteer to stay with the person |  |
| Person with hearing and/or vision impairment | Remind people with hearing impairment to put in their hearing aid and assist if there are any issuesProvide additional verbal queues and support for vision impaired persons |  |
| STAFF/ VOLUNTEERS | Health status | Process in place for checking temperature and checklist of questions to determine healthEncourage flu vaccination of staffResidential Care - Verify flu vaccination status of staff and volunteers |  |
| Knowledge of infection control | Regular training and remindersPosters for staff who have low literacyTraining in correct cleaning and sanitising to be effective |  |
| Attitude towards infection control | Education sessions on the importance of good hygiene practices and consequences |  |
| LOCATION | VENUE internal | Cleaning and potential to miss some surfaces  | Have sanitiser stations around the centre/venue that are easily accessibleChange any furniture of equipment that cannot be easily sanitised or cleaned |  |
| VENUE External | May be more exposed in public areas | No activities to high traffic areas in school holiday periodsOutdoor venues in preference to indoor public areasTake cleaning and sanitising products on outingsPublic toilets to be sanitised before clients/residents and staff use them |  |
| VEHICLE | Higher number of people together | Space out people leaving empty seatsDo more trips to pick up peopleHire a larger vehicle and only take a limited number of peopleHand out masks for all participants where there is high community transmission |  |
| High touch points | Take wipes and have the driver wipe down high touch points regularlyAsk people to use sanitiser as they get on the bus or in the vehicleTake shorter trips to limit the need to use public toilets |  |
| ACTIVITIES | More time is spent in contact with a larger group of people | Change the activity days so that they are shorter or held outsideLimit the number of group activity days when community transmission is highChange the activities so that there are fewer people in each group session |  |
| Closeness to other people  | Spread out chairs and tables to ensure 1.5m spacing is maintainedHave a regular floor layout for staff to follow when setting upRemind people who are getting too close e.g. they have moved chairs closer |  |
| Activities that have high touch e.g. cards. | Change the activities so they are low touchHave individualised packs for craft to minimise the need to shareRemind clients/residents to regularly sanitise |  |
| Some activities such as singing, and exercise can lead to potentially higher levels of aerosolised virus through exhalation. | Change the activities so that any activities that have a higher degree of aerosolisation are limited or are held in an outside location or large venue with the ability for increased social distancing |  |
|  | Food/ catering for activities  | Organise pre-packed items that can be handed out and opened individuallyEncourage handwashing and/or use of sanitiser prior to and after eating and drinkingHave a bin to collect rubbish directly from clients/residents and carers/volunteers and staff |  |