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| **RISK PLAN TEMPLATE WITH EXAMPLES** |
| **Name of group**: *Enter Name of your Group*  |
| **Name of person doing the assessment:***Enter Name here*  | **Date:***Enter date here*  |
| **Risk** | **What we will do about it** | **Who will do it?** | **When?** |
| Spreading the Covid-19 virus | * Follow Public Health Wales guidance on physical distancing and infection control at all times
* Seek further guidance if we come across situations where this is difficult to achieve
* Publish updated Public Health Wales guidance on social media
* Wash hands regularly and often
* Ensure that people in receipt of support are aware of hand washing guidance and discard or clean any packaging touched by someone who has delivered their items.
* Volunteers to self-isolate as soon as they feel ill
 | *Enter agreed name here*  |  |
| Money is stolen or lost | * Avoid handling cards or money where possible
* Only group coordinators or people working in pairs will receive cards / money and only up to £30.00
* Keep a record and photograph of all receipts
* Encourage people to use click and collect or online shopping services where they can
* Where possible make use of the supermarket schemes in place such as [Asda Volunteer Shopping Card](https://cards.asda.com/volunteer?utm_source=asdacom&utm_medium=feedthenation&utm_term=volunteercard&utm_content=generic&utm_campaign=cards). Other supermarkets are expected to follow.
* Provide people with a list of shops and other organisations that are providing local deliveries
* Provide / refer to sources of free food where people are eligible, i.e. Welfare Food Boxes for the shielded, food banks and food share schemes
* Where you are concerned about risk and / or do not wish to handle money or cards, please refer people into support via Call Torfaen. Torfaen CBC has procedures in place to protect against risk in these situations.
 | *Enter agreed name here* |  |
| Medication does not reach those who have requested it | * Only verified volunteers are tasked with collecting prescription medication
* Where arrangements are in place with pharmacies, there is a consistency of verified volunteer entrusted with liaising with these pharmacies
* Controlled drugs, i.e. those that require a signature are not delivered by a volunteer, these are left to formal pharmacy delivery schemes
* Protect the personal details that are shared with you for the purposes of collecting the prescription
 | *Enter agreed name here* |  |
| People are not kept safe (volunteers and the people we help) | *Note:* Amend this section to reflect the way in which you are operating, there is no expectation that DBS checks are in place for all volunteers. Local verification of identity, e.g. long standing associations, are acceptable. If your group is less formal and used for others to connect to support each other, please add the ‘Be a Good Neighbour’ guidance to your Facebook page. |  |  |
| * Identify a safeguarding lead to raise awareness, put in place and promote safeguarding procedures and to report concerns.
* Check the identity and address of volunteers or seek references for people you do not know
* Set-up a buddy system and work in pairs
* Get ID for volunteers
* Keep a record of what each volunteer is doing – when and where they are on duty and which houses they are visiting
* Check who has a DBS
* Get help to have volunteers DBS checked, especially those handling money or helping people who might be more vulnerable
* Do not share any personal details on social media
* Keep a list of all the people you are helping and keep the list safe
* Develop a list of support services to refer people to who we are worried about.
* If you experience a breach of personal information take proportional steps to contain this and keep a record of the breach. Further information can be sourced for the [Information Commissioner's Office (ICO)](https://ico.org.uk/) or the Torfaen County Borough Council Data Protection Team at DPA@torfaen.gov.uk
 | *Enter agreed name here* |  |
| We do not know some of our volunteers  | * Check volunteers’ identification or seek references for people we do not know
* Volunteers are supported by someone with an up-to-date DBS
* Keep the contact details of each volunteer on file and keep this information safe
* Ask volunteers to work in pairs in a buddy system and to report in and out each day
* Keep a secure list of people who have been visited and their contact details
* Agree and share a simple process to address any concerns about anyone in the group. For example, people can ask a coordinator or safeguarding lead to check any concerns about a volunteer and get advice if there is a problem
 | *Enter agreed name here* |  |
| **This Plan will be reviewed, weekly by group coordinators & shared with the wider group.** |