

A: C-19 related:

-Ahead of session all surfaces and doors to be cleaned with disinfectant / to be repeated after closing (Chaplain)

-On arrival all Volunteers to clean hands with hand disinfectant / to be repeated on departure (Chaplain)

-All volunteer names and contact details to be recorded in Kleiderkammer log (Church person if not Chaplain)

\*For Info: contamination from Donated Goods... Goods wait for at least 72 hours before being sorted so they have time to decontaminate in between *this may no longer be necessary ??*

RISK / HAZARD	PERSON(S) AFFECTED	RATING	RISK CONTROL MEASURES	WHOM / WHEN	
<b>Task:</b> Travel to / from <b>Risk:</b> infection	All	<u>2</u>	C19-travel non-public transport if possible	Persons to take own responsibility	<i>suggest</i>
<b>Task:</b> gathering <b>Risk:</b> infection	All	<u>2</u>	Distancing to be observed at all times Markers outside put up to facilitate Masks to be worn by ALL who come Inside	Kara / Salam / Shukri verbal reminders	<i>must</i>
<b>Task:</b> 'shopping' <b>Risk:</b> infection	All	3	-Most 'goods' outside in fresh air along shop front -Anyone coming inside to do so maximum TWO at a time -Volunteers half inside half outside	-'staffing' minimum 4 one of which must be a Church member	<i>must</i>
<b>Task:</b> Toilet facilities <b>Risk:</b> infection	All	<u>2</u>	Discourage use Centre to have hand disinfectant available Cleaning materials available for before and after use. Notice on door to request usage	All	<i>must</i>
<b>Task:</b> treats for children <b>Risk:</b> infection	children	4	Only give 'wrapped' sweets / similar encourage hand cleansing before eating	Volunteers	<i>must</i>
<b>Task:</b> handling Donated Goods <b>Risk:</b> infection	Volunteers	4	Volunteers to wear gloves but also see *above	Volunteers	<i>suggest</i>

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B: everything else:

- Ahead of sessions establish who will be present on Team – need minimum one church person plus minimum one male volunteer plus minimum one Arabic speaker – in total minimum of 3 (ideally 4or5) – *if one of these categories not available KK is cancelled*
- On arrival quick briefing to include ‘roles’ for each volunteer and security (keys) and designated person around safety of children (Road !)
- Debriefing at end leading to written form in KK log

RISK / HAZARD	PERSON(S) AFFECTED	RATING	RISK CONTROL MEASURES	WHOM / WHEN		
<b>Task:</b> 'shopping' <b>Risk:</b> presence of road	Adults Children	4 2	Proximity to road is not only an issue for children (mostly un-supervised) but also adults One volunteer designated to watch for road awareness	Designated volunteer	<i>must</i>	
<b>Task:</b> 'shopping' <b>Risk:</b> children leaving premises	Children	3	Relevant for the approx. 8 months of the year when everything is indoors (different during pandemic) One volunteer assigned to door watching	Designated volunteer	<i>must</i>	
<b>Task:</b> KK event <b>Risk:</b> conflict with civic authorities and/or neighbours	All	2/4 <sup>1</sup>	Noise – use gentle influence to contain Pushchairs – line up sensibly (in pedestrian bit) Parking (to load/unload) – note on cellar door as warning  Responsible disposal of 'left overs'	Primarily the responsibility of the Church member but all can be aware and act accordingly  All volunteers and Gary (car) called in if 'off-site disposal' needed	<i>must</i>	
<b>Task:</b> Toilet facilities <b>Risk:</b> infection (any)	All	3	Discourage use Centre to have soap and hand disinfectant available Cleaning materials available for before and after use. Notice on door to request usage	All	<i>must</i>	

<sup>1</sup> 4 in the sense that no one is in immediate danger and it's unlikely to come to fisticuffs, 2 in the sense there is a risk to property and reputation if the neighbours are justifiably unhappy (noisy crowds, no obvious distancing, obstruction of pavement / entrances) or unjustifiably unhappy – prejudice against migrants, non-Schwabian behaviours etc.  
*last review 21.08. 2021*

<b>Task:</b> public in building <b>Risk:</b> church property and volunteers' possessions	All	3	Office to remain locked during session, all volunteers' personal possessions to be locked in office	All	Must	
<b>Task:</b> children supervision <b>Risk:</b> safeguarding	Designated person	*	Children supervision onsite because of safeguarding requirements if elsewhere (2 adults trained to Level2 and lead adult to Level3)	Chaplain	Must	

**Additional Notes:**

Contact details taken for any persons coming into the Anglican Centre (no need currently for those who remain outside)

*This is now managed via the group invitations sent as casual drop ins not allowed inside*

**Safeguarding Checks:**

- = are Volunteers being treated with dignity and respect ?
- = is 'duty of care' for Volunteers working ?
- = are Volunteers present of their own free will ?

**Second / Third / Fourth Wave/ Hotspots:**

As/If figures rise – check status\* day before a planned session to decide if session can go ahead or not

- both figures and BaWü directives
- check vaccination status of volunteers (core team Shukri Salam Shehnaz Mohaned Chaplain all fully protected)

**Children**

The number and ages of children (and parenting styles) vary from session to session

School aged children can be engaged in conversation to keep them occupied and safe (from road and passing adults)

Pre school children to be gathered indoors around an activity at the table – Kara and Mohaned

Babies usually still in pushchairs or strapped to backs