

STOW VOLUNTEERS - 2020 CORONAVIRUS

Group Coordinators: Paula Justham, Clare Ella and Pam Duncan		
Potential risk	Mitigating Action	By Whom?
1. One of co-ordinators becoming ill and unable to pick up referrals/allocate tasks	<ul style="list-style-type: none"> • All have up to date volunteer register • Back up for phone line if Paula sick or unavailable • Back up on Facebook Stow Volunteer Group 2020 if Clare sick • Back up for stowvirus@gmail.com if Pam sick • Ensure CVC have alternative email contact 	<ul style="list-style-type: none"> • Clare shares up to date register with Pam and Paula on regular basis • Answerphone or David to pick up initially and refer on to Clare or Pam • Pam to take on Facebook group • Pam to set up auto forward as required • <i>Done</i>
2. Volunteers potentially being exposed to virus	<ul style="list-style-type: none"> • Advise volunteers to follow Government advice on protecting oneself and safe contact. We do not provide personal care and we are not providing PPE. 	<ul style="list-style-type: none"> • Via Facebook Stow Volunteers Group 2020 and email group direct volunteers to relevant sites i.e. extract from CVC guidelines: "Your health and safety is a priority, when helping others please ensure you follow the latest government

	<ul style="list-style-type: none"> Advise volunteers re risk of coming into contact with infected cash and social distancing. Payments Advice Note to also include more specific advice on more stringent precautions if recipient known to have virus. 	<p>guidelines:</p> <p>Coronavirus: What you need to do The latest information from national government in relation to the Coronavirus outbreak: https://www.gov.uk/coronavirus</p> <p>Coronavirus - council service update Stay up to date with information about council services affected by Coronavirus on Lincolnshire County Council's website: https://www.lincolnshire.gov.uk/council-services</p> <p>Coronavirus: Community help and volunteering All the latest community advice and support from Lincolnshire County Council about community help and volunteering including signing up to become a volunteer and requesting help: www.lincolnshire.gov.uk/coronavirus</p>
3. Volunteer taking advantage of a vulnerable person	<ul style="list-style-type: none"> Ensure we have name, address, phone and email contact details and whether they are DBS checked Advise persons receiving service re exchange of monies Having a Safeguarding policy in place 	<ul style="list-style-type: none"> Details to be entered on register by Clare in first instance Advice note circulated to all volunteers Safeguarding policy for Parish Council drafted