

# **BaNES Covid-19 Vaccination Service at Bath Pavilion**

Your local NHS is seeking the help of dedicated local organisations to pledge employee volunteers to help deliver a large-scale vaccination programme across BaNES from January 12<sup>th</sup>, 2021.

Support is needed at the local vaccination centre at Bath Pavilion for approximately 15 volunteers per day (5 per session).

Each session is 4.5 hours long with a short break in the middle of each session.

Session times as follows:

- 7.45am – 12:15pm
- 11:45am – 4:15pm
- 3:45pm – 8:15pm

By volunteering employee time, your organisation will play an active part in the local fight against Coronavirus and assist in an historic vaccination programme that will ultimately save lives.

We are extremely grateful to any organisations who can pledge a regular session of volunteer employees on a designated day or week.

Your volunteer employees will work as part of a team to help deliver Covid-19 vaccinations for the patients registered with 9 of the Bath City practices and Health and Social Care workers. This is a total population of around 90000. We will be working through the groups of patients in order, starting with the older and most vulnerable patients first

**Summary:**

Your volunteer employees will work as part of a team to help deliver the Covid-19 vaccinations programme for the patients registered with 9 of the Bath City practices and Health and Social Care workers. This is a total population of around 90000. We will be working through the groups of patients in order, starting with the older and most vulnerable patients first. All volunteer roles involved will help ensure the programme can be delivered smoothly and in accordance with government guidelines.

**Role descriptions and suitability:**

No clinical skills are necessary, and we are seeking people for the following roles:

Role:	Tasks involved:
Parking access steward	-Facilitate access to a reserved parking area for patients with appointments only -Notify the Site Manager of any issues that arise in the reserved parking area
Front door steward	-Facilitate access to the building i.e. one-way system. Make sure that social distancing is maintained and no queues form -Check patients have an appointment (or access pass) and are not early -Check staff/others coming in are expected and check ID -Ensure expected visitors sign in via the visitor book -Assess and identify patients with any additional needs to the Site Manager eg frail, mobility or communication needs. Assess if any patients may need fast-tracking through
Back door steward	-Facilitate access to the building i.e. one-way system. Make sure that no one enters through the exit. -Support patients to leave safely
Main hall steward	-Maintain queue flow and social distancing -Advise front door staff if need to hold queue

All steward roles will be supervised by the Site Manager

These roles would suit employees who:

- Are good with meeting people and confident with people they don't know
- Are happy to spend time outdoors/ in cooler temperature as they will be by open doors or outside
- Feel physically able to support others who may be physically frail
- Able to stand for extended periods of time
- Have exemplary time keeping

Full briefing, appropriate supervision and personal protective equipment will be available to ensure the safety of staff, volunteers and patients. A thorough induction will be given at the start of each shift for new volunteers and there will be a supervisor on site at all times.

### **Responsibilities as the employer:**

- Ensure all employee volunteers are suited to the roles needed
- Ensure that the correct number of employee volunteers is in place each day and replace any who are unable to work at short notice. If at any time staff become unwell and show any signs of Covid symptoms prior to a shift, please advise them not to attend.
- Ensure all paperwork is filled in and sent prior to start of shift (volunteer agreement and confidentiality agreement)

### **In return we will:**

- Provide all necessary and appropriate training
- Provide PPE
- Welcome and support all employee volunteers on site
- Ensure free parking is available for volunteers who travel by car
- Provide toilet facilities that are regularly cleaned and refreshments (tea, coffee and water)
- Provide a feedback survey to ensure all volunteer experiences of the programme are assessed and taken into consideration
- Provide a letter of thanks upon completion

If your organisation are able to support this local vaccination programme then please contact us on 01225 560806 or at [bsccg.volunteers@nhs.net](mailto:bsccg.volunteers@nhs.net)

Help pave the way for a safer BaNES

**Volunteer | Protect your community | Save lives**