

RISK ASSESSMENT – FACE TO FACE DELIVERY STAFF (COVID-19)

Assessment carried out by: Emily Wilton	Ref from General Risk Assessment: N/A	Date: 05/05/2020	Review Date:
Company: Educ8 Group	Task/process/job being assessed: Face to Face Delivery Staff due to effects of COVID-19		
Person(s) at risk: All face to face delivery staff			

Ref	Hazard(s) (COVID-19 Pandemic)	Risk(s) (Transmission of COVID-19 to others)	Risk Rating before Control Measures	Existing Control Measures (PPE, Hands sanitisers, Hand wipes, Signage, Prohibitions, Policies, supervision, Hand washing facilities (welfare), guidance, etc.)	Residual Risk rating	Further Action Required Y/N
A	Employer premises	Door handling Any surface that is touched by hand Social distancing	15	<ul style="list-style-type: none"> Ensure an employer Covid-19 risk assessment has been completed prior to your first face to face meeting. Ensure a learner Covid-19 risk assessment has been completed prior to your first face to face meeting. 24 hrs prior to appointments, you must ensure that learners have self-declared they are showing no symptoms of Covid-19 nor have they been in contact with anyone displaying symptoms in the last 14 days You must carry sanitiser so you can clean your hands upon entering and exiting an employer's location. Do not hold doors open for anyone. Always phone the employer ahead of time to ensure it is safe to enter the location. Face masks to be worn at all times when with a learner and employer. Ensure you following 2-meter social distancing in corridors and in any offices/rooms where you are conducting your meetings. Do not accept refreshments served at employers' premises. Take your own water and lunch provisions. 	9	
C	Social Distancing	Cross contamination Coughing and spreading virus Ignoring social distancing measures	15	<ul style="list-style-type: none"> All staff must follow the social distancing measures at all times. Avoid non-essential contact with staff and learners. Keep a 2-meter distance from other people at all times. Avoid physical contact. Ensure your meeting/training room is set up in accordance with the 2-meter rules. Do not move furniture in rooms. Technology should be used for all meetings where possible. Where technology is not possible for meetings, social distancing guidelines must be followed, 	9	

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B	Becoming unwell at work with symptoms of Covid - 19	High risk of transmission	16	<ul style="list-style-type: none"> Staff should immediately inform their line manager if there is a change in any circumstances. This includes: - if they feel they have compromised their own or the safety of others in any way; if there are changes to their own personal circumstances that changes their risk category including own health or health of those in their immediate family and pregnancy; begin displaying any symptoms associated with Covid-19. Follow UK & Welsh Government guidance on self-isolation and test track and protect procedures. 	8	
C	Lone Working	Wellbeing Becoming unwell	10	<ul style="list-style-type: none"> Familiarise yourself with restrictions in place at all employers' premises and public spaces used to meet learners/employers. If your wellbeing is affected speak to your line manager immediately for support. Contact your manager if you need any support with Lone Working. Ensure weekly wellbeing meetings are carried out whilst working from home. (https://www.acas.org.uk/working-from-home) Ensure your Microsoft Outlook diary is up to date at all times with all relevant contact information. 	6	
C	PPE	Reducing the spread of virus Incorrect use of PPE Accidents/Incidents Injury to self/others Lack of supplies	15	<ul style="list-style-type: none"> Facemasks will be available for all staff to use. Aprons will be available for use in healthcare settings. All PPE is for single use only, disposal of PPE correctly. Wash your hands more frequently with soap and warm water for at least 20 seconds. If you sneeze, cough, blow your nose, please dispose of the tissue in the appropriate waste bin. Use hand sanitisers regularly when walking into different premises. Any accidents or first aid administration needs to be reported to your manager and accident form complete (on Team8). First Aiders will be provided with PPE for single use. First Aid supplies will be checked more frequently to ensure supplies are adequate. Use hand sanitisers regularly. 	9	

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H	Face Masks	Not fitted correctly	12	<ul style="list-style-type: none"> Ensure nose clip is pressed close to nose and fits securely around your ears. Do not touch the mask whilst wearing. Dispose of mask in relevant bin provided after use. Do not share masks or leave unattended if taken off. 	3	
D	Fire	Burns Trips and slips	16	<ul style="list-style-type: none"> Staff must ensure they sign in and out at any employer premises. Wash hands when you attend site and use hand sanitiser frequently. Check with the employer before attending site if it is safe to attend and if any fire drills are planned. In the case of an emergency make a swift exit and ensure social distancing is maintained. 	8	
E	Equipment	Social distancing Passing equipment around.	15	<ul style="list-style-type: none"> Phones, laptops, door handles, printers, and any other equipment (keyboard, mice, earphones) used must be wiped down before and after use. Alcohol/anti-bacterial wipes will be available for use. Any IT issues must be reported to ITCS. Do not use another person's equipment. 	9	
F	Toilets	Spread of virus Contamination if hands are not washed correctly	16	<ul style="list-style-type: none"> Check with employers which toilets are available for use and if hand wash is available. Carry hand sanitiser with you at all times. Wash hands for at least 20 seconds with soap and warm water. When blowing your nose, sneeze, cough, eat or handle food, clean your hands after either by washing or using hand sanitiser. (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) 	12	

		CONSEQUENCE				
		C1 - Minor	C2 - Moderate	C3 - Serious	C4 - Major	C5 - Catastrophic
LIKELIHOOD	L5- Very Likely	5	10	15	20	25
	L4-Likely	4	8	12	16	20
	L3-Possible	3	6	9	12	15
	L2-Unlikely	2	4	6	8	10
	L1-Rare	1	2	3	4	5

FURTHER ACTION REQUIRED

List Controls Required	Yes	No
PPE: Purchase of Masks, hand sanitiser, and alcohol/anti-bacterial wipes	X	
Other controls: Follow employer's guidance whilst on site.	X	

Ref	Action	By Whom	Target Date	Date Completed
1	Ensure adequate supply of face masks and aprons (healthcare only)	EW/TON	July 20	July 20
2	Ensure adequate stock of hand sanitiser	EW/TON	July 20	July 20
3	Ensure all staff read risk assessment, return to work health and safety guidance and return to face to face delivery protocols and guidance,	EW/TON	July 20	

Signature of Risk Assessor: Emily Wilton

Date: 5th May 2020

Quality Checked by: Tracey O'Neill

Date: 2nd July 2020