# Risk Assessment – Face to Face delivery STAFF (COVID-19)

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| Assessment carried out by: Emily Wilton | Ref from General  Risk Assessment: N/A | Date: 05/05/2020  Reviewed on: 15.03.21  17/11/21 07/01/22 | Review Date: Feb 2021 |
| 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** | | | |
| **This document will be reviewed in accordance with any updates from the Welsh Government.** | | | |

| 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  Physicall distancing | 15 | * Ensure an employer Covid-19 risk assessment have 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 7/10 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 and gloves (healthcare) to be worn at all times when with a learner and employer. * Ensure you following physical 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 |  |
| **B** | **Physical Distancing** | Cross contamination  Coughing and spreading virus  Ignoring physical distancing measures | 15 | * All staff must follow the physical distancing measures at all times. * Avoid non-essential contact with staff and learners. * Avoid physical contact. * Ensure your meeting/training room is set up in accordance with physical distancing. * Do not move furniture in rooms. * Technology should be used for all meetings where possible. * Where technology is not possible for meetings, physical distancing guidelines must be followed, | 9 |  |
| **C** | **Becoming unwell at work with symptoms of Covid -19** | High risk of transmission | 16 | * 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 Welsh Government guidance on self-isolation and test track and protect procedures. | 8 |  |
| **D** | **Lone Working** | Wellbeing  Becoming unwell | 10 | * 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. * (<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 |  |
| **E** | **PPE** | Reducing the spread of virus  Incorrect use of PPE  Accidents/Incidents  Injury to self/others  Lack of supplies | 15 | * Facemasks will be available for all staff to use. * Gloves and Aprons will be available for use in healthcare and Childcare 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 |  |
| **F** | **Face Masks** | Not fitted correctly | 12 | * 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 |  |
| **G** | **Lateral Flow Testing** | Reducing the spread of virus | 12 | * All staff will be provided with lateral flow testing kits to test themselves twice weekly | 2 |  |
| **H** | **Fire** | Burns  Trips and slips | 16 | * Staff must ensure they sign in and out at any employer premises. * 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 physical distancing is maintained. | 8 |  |
| **I** | **Equipment** | Physical distancing  Passing equipment around. | 15 | * Phones, laptops, door handles, printers, and any other equipment (keyboard, mice, earphones) used must be wiped down before and after use. * Gloves and 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 |  |
| **J** | **Toilets** | Spread of virus  Contamination if hands are not washed correctly | 16 | * 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 |  |
| **K** | **Additional Venues** | Reducing the spread of virus  Incorrect use of PPE  Accidents/Incidents  Injury to self/others  Lack of supplies | 15 | * Any venues that are being used for workshops or additional testing, please contact H&S to ensure a risk assessment is completed beforehand. You will need to review the risk assessment before you attend. * Ensure you have adequate PPE and adhere to PPE requirements for that setting. * Complete your own health check before attending any venues. | 9 |  |
| **L** | **Staff previously shielding** | Increased risk of contracting | 15 | * All those previously shielding as per the Governments advice paused on the 1st April 21. * All those previously shielding will need to take extra precaution when at work and carrying out their duties. * Ensure that the individual speak to HR and Line Manager regarding their concerns to review mitigate any risks. * All staff to complete the Covid-19 Employer Return to Work checklist and to be discussed with line manager. * Identity staff who are clinically extremely vulnerable, self-isolating, and those with symptoms of Covid-19. * Ensure that staff are aware of the Covid-19 Guidance, Risk Assessments, Respiratory Hygiene, Physical distancing and hand washing. * Follow current government guidelines on the NHS Test and Trace services. | 9 |  |
| **M** | **Poor workplace ventilation** | Contracting or spreading Covid-19 | 15 | * Follow the HSE guidance [on heating ventilation and air condition (HVAC](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)). If there are any concerns, please speak to the Employer and HR. * Fresh air is the preferred way of ventilating the space by opening windows and doors (not fire doors). * Refer to the Employer and Learner Covid-19 Risk Assessment to check what provisions they have in place for ventiliation. | 9 |  |
| **N** | **Health and Social Care** | Incorrect use of PPE  Contracting or spreading Covid-19  Lack of supplies | 12 | * To wear appropriate PPE throughout your session. This includes Aprons, Gloves, Face Masks, Hand Sanitiser, and Anti-bacterial wipes. If you require a Visor, please contact HR. * Lateral Flow tests are to be taken twice a week, and recorded on the Government [website](https://www.gov.uk/report-covid19-result) and Educ8 SharePoint. For more Information, please contact HR. * Ensure that the Employer and Learner complete a Covid-19 Risk Assessment. This must then be reviewed prior to attendance * Any issues are to be reported to your Line Manager and HR. * Read the Apprenticeship Delivery and Support Services Protocols and Guidance and Covid-19 Lateral Flow Test Guidance on Team8 under Read and Accept on Team8. | 6 |  |
| **O** | **Hair Dressing/Barbering and Beauty** | Incorrect use of PPE  Contracting or spreading Covid-19  Lack of supplies | 12 | * To wear appropriate PPE throughout your session. This includes Aprons, Gloves, Face Masks, Visors, Hand Sanitiser, and Anti-bacterial wipes. * Lateral Flow tests are to be taken twice a week, and recorded on the Government [website](https://www.gov.uk/report-covid19-result) and Educ8 SharePoint. For more Information, please contact HR. * Ensure that the Employer and Learner complete a Covid-19 Risk Assessment. This must then be reviewed prior to attendance * Any issues are to be reported to your Line Manager and HR. * Read the Apprenticeship Delivery and Support Services Protocols and Guidance and Covid-19 Lateral Flow Test Guidance on Team8 under Read and Accept on Team8 | 6 |  |
| **P** | **Childcare** | Incorrect use of PPE  Contracting or spreading Covid-19  Lack of supplies | 12 | * To wear appropriate PPE throughout your session. This includes Aprons, Gloves, Face Masks, Hand Sanitiser, and Anti-bacterial wipes. * Lateral Flow tests are to be taken twice a week, and recorded on the Government [website](https://www.gov.uk/report-covid19-result) and Educ8 SharePoint. For more Information, please contact HR. * Ensure that the Employer and Learner complete a Covid-19 Risk Assessment. This must then be reviewed prior to attendance * Any issues are to be reported to your Line Manager and HR. * To read the Apprenticeship Delivery and Support Services Protocols and Guidance, and Covid-19 Lateral Flow Test Guidance on Team8 under Read and Accept on Team8. | 6 |  |
| **Q** | **All other routes** | Incorrect use of PPE  Contracting or spreading Covid-19  Lack of supplies | 12 | * To wear appropriate PPE throughout your session. * Lateral Flow tests are to be taken twice a week, and recorded on the Government [website](https://www.gov.uk/report-covid19-result) and Educ8 SharePoint. For more Information, please contact HR. * Ensure that the Employer and Learner complete a Covid-19 Risk Assessment. This must then be reviewed prior to attendance * Any issues are to be reported to your Line Manager and HR. * To read the Apprenticeship Delivery and Support Services Protocols and Guidance, and Covid-19 Lateral Flow Test Guidance on Team8 under Read and Accept on Team8. | 6 |  |

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|  | |  | 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**

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| **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 |  |

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| **Ref** | **Action** | By Whom | **Target Date** | **Date Completed** |
| 1 | Ensure adequate supply of face masks, gloves and aprons (healthcare/childcare 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 | July 20 |

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| Signature of Risk Assessor: | Emily Wilton | Date: | 5th May 2020 |
| Quality Checked by: | Tracey O’Neill | Date: | 2nd July 2020 |