The following are the minimum Group COVID-19 risk mitigations to be taken in the client site visit environment. The following arrangements are the minimum agreed requirements identified in accordance with current Government guidelines.

Risk Management hierarchy principles must always be applied. For COVID-19 that is to follow the government guidelines and existing HSE legislation. As we move from the Governments Step 4 this requires specific consideration of workplace ventilation, cleaning and on-going personal hygiene.

This Risk Assessment has been developed in conjunction with the Groups Consultation representatives.

| **Activity** | **Infection Risk** | **Risk Mitigation Actions** |
| --- | --- | --- |
| **Personal Health** | Covid-19 Symptoms | * If showing any signs of COVID-19 symptom, do not travel to work, contact line manager and self-isolate as instructed by NHS
* If anyone that you share a house with is showing any symptoms of COVID-19, do not travel to work, contact line manager and self-isolate as instructed by NHS
* If instructed by NHS e.g. via NHS App to self-isolate, do not travel to work, contact line manager and self-isolate as instructed.
* Any person who has underlying health conditions as outlined by the NHS, contact line manager to allow any practicable working restrictions to be established.
* If any changes occur during your working day, report immediately to the line manager, remain isolated until arrangements for returning home are established.
* For third party Mental Health support please use Group arrangements
 |
| **Travel** | Vehicle | * Avoid shared vehicle visits
* Wipe door handles, steering wheel, gear change etc… with sterilising cloth / mind bleach solution
* Have a bottle of hand sanitiser / disposable gloves in the car
* Keep vehicle well maintained e.g. screen wash to minimise any unplanned stops
 |
| Breaks (Toilets / Fuel / Food) | * Fill up with fuel before you leave at your local station where safety arrangements are known. Use disposable gloves. Avoid touching face and wash / sanitise hands afterwards.
* Where practicable take your own food / drink for the trip
 |
| **Arrival** | Interaction with Security / Receptionist | * Always be expected!
* Request to leave business card rather than signing in. Use your own pen if signing in is required
 |
|  | Reception area | * Arrive at agreed time to avoid waiting
* If the reception area is crowded, consider waiting outside
* Avoid any physical contact, don’t read literature on table etc…
* Avoid using drinks machines, water dispensers etc…
 |
| **Customer Premises** | Travel through premises | * Use disposable gloves, avoid touching face
* Avoid direct face to face conversations where practicable
* Observe client COVID-19 arrangements
 |
| Welfare | * If you need to use welfare facilities, avoid crowed areas and maintain good hand hygiene
 |
| Meeting Rooms | * Where practicable, restrict meetings to video conferencing
* If meeting required on site, do it in the fresh air if practicable
* If use of a meeting room is not avoidable, where practicable, sit staggered not face to face and limit meeting to essential topics only. Do not touch your face and wash your hands afterwards
* Avoid the offer of coffee etc..
 |
| **Equipment use** | IT Equipment | * Ensure all equipment is fully charged before leaving home, top up in the car if necessary
* Minimise need for using third party leads etc..
* Do not share IT equipment (especially phones)
 |
| Literature / Drawings etc.. | * Try to avoid receiving paper copies of anything, request an electronic / scanned version where practicable
 |
| Survey equipment | * Do not share survey equipment where practicable
* If equipment has to be shared, wipe it down with a sanitising cloth first
* Sanitise hands after use
 |
|  | General | * Avoid sharing general stationery equipment e.g. pens, staplers etc…
 |
| **Arriving home** | Waste | * Empty car of any food / drinks packaging, dispose of immediately, then wash hands
 |
| PPE | * Leave any PPE in the car unless it is to be washed. Do not hang up your PPE with other clothing indoors
 |
| IT Equipment | * Do not share IT equipment at home
* Recharge all equipment for next trip
* Wipe down keypad / mouse pad / Phone etc..
 |
| General | * Wash your hands before touching anything in your home
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