

Risk assessment template – Face to Face meetings with carers indoors related to COVID.

This document supplements the lone working guidance and checklists and does not replace it. This assessment covers all indoor meetings outside the offices of Carers in Hertfordshire that are being run by any member of Carers in Hertfordshire staff or volunteers, with the exception of direct care provision.

Company name: Carers in Hertfordshire

Assessment carried out by: Carole Whittle

Date of next review: 30/11/2020 or earlier if any part of Hertfordshire enters tier 2 restrictions

Date assessment was carried out: 30/11/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Risk to staff of contracting COVID19	Staff member or volunteer	Staff member to discuss and agree an appropriate location where 2 metre distancing can safely be maintained. Where possible this should not require the staff member or volunteer to go through multiple spaces where other people are present. If the only option is to enter via a multiple rooms social distancing should be	Disposable face coverings will be available for staff, please request from the Hertford office	Every member of staff planning a indoor meeting.	Prior to every meeting or visit	

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		<p>maintained and staff every effort should be made to avoid touching any surfaces in line with government guidance https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</p> <p>When using a community venue to meet, staff to ensure we have seen and reviewed a copy of their Covid risk assessment to ensure that it is:</p> <ul style="list-style-type: none"> • In date and subject to regular review • Has strategies in place to manage risks at key points including: <ul style="list-style-type: none"> ○ Entering and leaving the building ○ Toilets ○ Areas shared with other groups. • Has clear signage and directions for people to follow. <p>Staff to ensure that everyone booked to join a meeting is aware that it is their duty to inform staff if they or any</p>	<p>and they will be posted to you.</p> <p>Hand sanitiser should be used where hand washing isn't possible, this can be obtained from the office or this can be claimed on expenses on provision of receipts.</p> <p>Wipes for hard surfaces will also be provided or can be claimed via expenses.</p>			

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		<p>member of their family or support bubble has symptoms of COVID19 and that if they do they must not attend an external meeting or allow staff into their home if that was the meeting venue.</p> <p>Anyone attending the meeting should be able to comply with social distancing guidance. Consider if appropriate for members of the family who are under 5 and/or with additional needs to be present if they lack sufficient understanding to maintain social distancing.</p> <p>Staff and volunteers should wash their hands thoroughly for 20 seconds or use hand sanitizer on leaving home and or the office, on arrival at the venue, on leaving the venue and returning home or to the office, or after coughing or sneezing, in line with government guidance. https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</p> <p>Staff should not use public transport or share cars with anyone outside of their household or support bubble to get to the meeting unless essential. If either are required</p>				

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		<p>then face coverings must be worn and social distancing maintained in line with government guidance.</p> <p>Staff member should choose a hard surface rather than upholstered chair where possible. Chairs should be positioned so that they are a minimum of 2 metres distant and not directly facing each other.</p> <p>Staff should not make or accept refreshments from others. Participants including staff should be encouraged to bring their own refreshments or purchased pre-packaged at source or from a café.</p> <p>Staff should only take essential personal belongings to the meeting and ensure that these are kept away from others.</p> <p>Staff should plan visits so that they do not need to use toilet facilities wherever possible. Where they do they should ensure they follow guidance and wash hands thoroughly after use.</p>				

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		Any pets must be restrained and preferably in another room to the one the meeting is taking place in to avoid transmission of Covid 19 or a need to reduce social distancing.				
Carer being exposed to Covid 19	Carer and their family some of whom may be vulnerable	<p>See above about choice of venue, sharing equipment and refreshments. Carers to be advised that support can take place virtually if they prefer or if social distancing cannot be maintained.</p> <p>Although government guidance currently allows for support groups and charitable activity to exceed the role of 6, after careful consideration and considering the vulnerability of many carers or the person they care for we have decided that at this time we will keep all groups to a maximum of 6 including staff.</p> <p>In order to increase the capacity, it is possible to hold a meeting for six, then have a break before a second meeting. The break should be long enough for all chairs and touch points including door handles, light switches and tables to be cleaned with antibacterial wipes before</p>	<p>Prepare every meeting in line with risk assessment. Record on Darwin that this has been completed prior to meeting.</p> <p>All participants should have access to handwashing facilities and or hand sanitiser.</p>	Staff and Carers	Prior to every meeting	

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		<p>a second group of six can arrive. The gap also to be allow all participants to stagger arrival and departure times without risk of overlap. This will mean a minimum of 30 minutes between meetings.</p> <p>Staff must ensure that there is not a cross-over between the two groups of six. Arrival and departures must be staggered, and all participants must adhere to the guidance issued by the building regarding one-way systems and access to toilets.</p> <p>All participants will be reminded to maintain social distancing of at least 1m plus, and preferably 2 metres in line with government guidance https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july Clear signage will reinforce this message if meeting is in a community venue.</p> <p>The venue should be well ventilated with windows and doors open to promote good airflow. Carers should be</p>	<p>For meetings in community settings a pump action hand sanitiser should be placed at the entrance and exit to the venue alongside clear messages requesting all participants to sanitise on arrival, departure and if they cough, sneeze or blow their nose in line with government guidance.</p>			

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		<p>reminded that venues may be colder than usual and to dress appropriately.</p> <p>A register of carers attending the meeting must be taken by the organiser and transferred onto Darwin. Participants must be informed this will be shared with NHS track and trace if required. Participants should not be asked to sign in, this should be a touch free process.</p> <p>The venue should be accessible to the all participants without requiring the use of public transport. Give preference to venues where cycling and walking can be promoted.</p> <p>For all meetings taking place in public venues face covering to be worn. These can be removed by the speaker, as long as 2 meter distancing can be maintained, in order to aid communication but must be replaced when not presenting.</p> <p>Staff will cancel face to face meetings if they or any close</p>				

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		<p>contacts have any symptoms of Covid or have been asked to self-isolate by track and trace.</p> <p>All participants should be reminded that they should not attend the meeting if they, or any member of their household or support bubble have any symptoms of Covid or have been asked to self-isolate by track and trace.</p>				
		<p>Electronic communication should be used wherever possible to exchange information, where hard copies of documents are required, they should if possible be posted in advance. If this is not possible, they should be exchanged in plastic covers that are wiped prior to exchange and hands sanitised after each and every exchange.</p>	<p>Ensure staff have a supply of plastic wallets and wipes to clean as required.</p> <p>Ensure meetings are planned in line with risk assessment</p>	<p>Staff supported by the admin team.</p>	<p>Prior to each meeting or visit</p>	

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			Provision of wipes see above for hard surfaces.			