

Risk Assessment Number	RA067	Description: Risk Assessment and Safe System of Work – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply). This risk assessment covers the risk to consultants and the risk we may pose to others.
Revision Number	13.00	
Risk Assessment Date	19 July 2021	
Risk Assessment Owner	Mireille Stocker	



Hazard	Who May be Harmed and How	HR	PF	RR	Current Control Risk	Further Action Required	Responsible Person
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease and people who consultants come into contact with	5	1	5	<p>Visit preparation</p> <p>The Assurity Consulting (RA066) COVID-19 risk assessment 'top level' contains consultant instructions to follow if they experience COVID-19 symptoms. It also contains arrangements for ensuring that if any member of our staff, or someone in their household, has COVID-19 symptoms and/or has been diagnosed as positive with COVID-19, that they self-isolate in accordance with current guidelines. It details actions to follow if through the 'Track and Trace' system they are required to self-isolate.</p> <p>If requested by a customer that a lateral flow test is required before entering site, they must complete a test. Test kits are obtainable from the office.</p> <p>Follow the latest issued 'use of the office' rules if going into the office before a site visit.</p> <p>Take their, company issued, antibacterial hand gel and face coverings to use as detailed below. Consultants have been briefed where to get additional supplies of the aforementioned.</p>	None currently	N/A
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	<p>Travel to site</p> <p>If using public transport, they should decide what precautions they want to take, in accordance with their own personal situation. If they feel necessary they might maintain social distancing (if possible), wear a face covering and avoid contact with surfaces, where safe to do so. NOTE: FACE COVERINGS STILL MANDATORY TFL TRANSPORT. SHOULD ALSO BE WORN ON ANY OTHER TRAVEL ORGANISATION THAT ENFORCES THIS ON THEIR NETWORK.</p> <p>Car sharing is now permitted in accordance with the control measures in the safe system of work.</p>	None currently	N/A

Risk Assessment Number	RA067	Description: Risk Assessment and Safe System of Work – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply). This risk assessment covers the risk to consultants and the risk we may pose to others.
Revision Number	13.00	
Risk Assessment Date	19 July 2021	
Risk Assessment Owner	Mireille Stocker	



Hazard	Who May be Harmed and How	HR	PF	RR	Current Control Risk	Further Action Required	Responsible Person
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	<p>Arriving at customer site</p> <p>To follow the normal checking in with the office procedure when arriving and leaving site.</p> <p>Adhere to any COVID secure measures that the customer still has in place.</p> <p>If a customer requests that a face covering is worn or a consultant wants to wear a face covering, to wear the company issued, EN14683 Type I, face mask (the basic medical masks that are used for general medical work). These are available from the office. The masks can be worn for up to 4 hours, then they should be changed. After use, consultants are asked to fold the masks in on themselves and dispose of them in the black bin bags in the office.</p> <p>Agree with the person hosting their visit whether they and their host will do social distancing.</p>	None currently	N/A
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	Wash hands or sanitise hands (with antibacterial gel).	None currently	N/A
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	If they are concerned about anything COVID related on site to speak to their host, CS Manager or Deputy as they feel appropriate.	None currently	N/A
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	<p>Breaks</p> <p>To take breaks in areas where social distancing can be maintained, if they want to maintain social distancing.</p> <p>Wash hands (following the guidance provided in the safe system of work) or sanitise hands (with antibacterial gel) before and after eating.</p>	None currently	N/A

Risk Assessment Number	RA067	Description: Risk Assessment and Safe System of Work – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply). This risk assessment covers the risk to consultants and the risk we may pose to others.
Revision Number	13.00	
Risk Assessment Date	19 July 2021	
Risk Assessment Owner	Mireille Stocker	



Hazard	Who May be Harmed and How	HR	PF	RR	Current Control Risk	Further Action Required	Responsible Person
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	<p><u>Returning kit and samples to the office</u></p> <p>Follow the latest issued 'use of the office' rules if going into the office.</p> <p>Wipe all sample bottles with, company provided, antibacterial wipes when submitting samples to the laboratory. These are available in the office.</p> <p>Wipe all communal kit with, company provided, antibacterial wipes when returning kit to the office.</p>	None currently	N/A
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	<p><u>Other</u></p> <p>To call their CS Manager in the first instance if they have any concerns, or their Deputy Manager.</p>	None currently	N/A
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	<p><u>Going on a site visit with a colleague</u></p> <p>Maintain social distancing from colleague(s) if possible to avoid cross contamination.</p>	None currently	N/A
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	<p><u>Using overnight accommodation</u></p> <p>Follow the procedures in the safe system or work.</p> <p><u>Flights</u></p> <p>Follow the procedures in the safe system of work.</p>	N/A	N/A
SARS-CoV-2 virus	Consultancy Services staff carrying out customer site visits contracting the COVID-19 disease	5	1	5	<p><u>Obtaining food when staying away</u></p> <p>Follow the procedures in the safe system of work.</p>	N/A	N/A

Risk Assessment Number	RA067	Description: Risk Assessment and Safe System of Work – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply). This risk assessment covers the risk to consultants and the risk we may pose to others.
Revision Number	13.00	
Risk Assessment Date	19 July 2021	
Risk Assessment Owner	Mireille Stocker	



Hazard Rating (HR)				
Catastrophic (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)
Probable Frequency (PF)				
Almost Certain (5)	Very Likely (4)	Possible (3)	Unlikely (2)	Rare (1)
Risk Rating (RR) HR x PF = RR				
1-3 – Low risk – no immediate action required				
4-8 – Moderate risk – Investigate if risks can be reduced. If extra controls are put into place record these in the site specific risk section.				
9-15 – High Risk – Reduce risk before work commences. Record the extra control(s) put in place to reduce the risk in the site specific risk section.				
16-25 – Major Risk – stop ongoing work, do not proceed until risk has been reduced.				

Risk Assessment Number	RA067	Description: Risk Assessment and Safe System of Work – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply). This risk assessment covers the risk to consultants and the risk we may pose to others.
Revision Number	13.00	
Risk Assessment Date	19 July 2021	
Risk Assessment Owner	Mireille Stocker	



SAFE SYSTEM OF WORK

Visit preparation

- The Assurity Consulting (RA066) COVID-19 risk assessment ‘top level’ contains consultant instructions to follow if you experience COVID-19 symptoms. It also contains arrangements for ensuring that if any member of our staff, or someone in your household, has COVID-19 symptoms and/or has been diagnosed as positive with COVID-19, that you self-isolate in accordance with current guidelines. It details about actions to follow if through the ‘Track and Trace’ system you are required to self-isolate.
- If requested by a customer that a lateral flow test is required before entering site, you must complete a test. Test kits are obtainable from the office, make sure you have a supply at home.
- Follow the latest issued ‘use of the office’ rules if going into the office before a site visit.
- Take your, company issued, antibacterial hand gel and face coverings to use as detailed below, all available from the office.

Going on a site visit with a colleague

- Maintain social distancing from colleague(s) if possible to avoid cross contamination.

Travel to site

- If using public transport, you should decide what precautions you want to take, in accordance with your own personal situation. If you feel necessary you might maintain social distancing (if possible), wear a face covering and avoid contact with surfaces, where safe to do so.
- **NOTE:** FACE COVERINGS ARE STILL REQUIRED ON TRANSPORT FOR LONDON (TFL) TRANSPORT. SHOULD ALSO BE WORN ON ANY OTHER TRAVEL ORGANISATION THAT ENFORCES THIS ON YOUR NETWORK.
- Car sharing is now permitted. The following safety control measures must be followed:
 - Passenger and driver wear face coverings
 - Car is ventilated – windows slightly open and air conditioning not set to recirculate. Windows can be closed if very hot
 - If sharing driving wipe down steering wheel etc.

Arriving at customer site

- Follow the normal checking in with the office procedure when arriving and leaving site.
- Adhere to any COVID secure measures that the customer still has in place. Assume their procedures are the same that they have been, unless otherwise told.
- Wash or sanitise your hands on arrival.

Risk Assessment Number	RA067	Description: Risk Assessment and Safe System of Work – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply). This risk assessment covers the risk to consultants and the risk we may pose to others.
Revision Number	13.00	
Risk Assessment Date	19 July 2021	
Risk Assessment Owner	Mireille Stocker	

- If a customer requests that a face covering is worn or you want to wear a face covering, wear the company issued, EN14683 Type I, face mask (the basic medical masks that are used for general medical work). These are available from the office. The masks can be worn for up to 4 hours, then should be changed. After use, fold the masks in on themselves, and dispose of them in the black bin bags in the office.
- Agree with the person hosting your visit and whether you and your host will do social distancing.
- If you are concerned about anything COVID related speak to your host, CS Manager or Deputy as appropriate.

Breaks

- Take breaks in areas where social distancing can be maintained, if you want to maintain social distancing.
- Wash hands or sanitise hands (with antibacterial gel) before and after eating.

Returning kit and samples to the office

- Follow the latest issued 'use of the office' rules if going into the office.
- Wipe all sample bottles with, company provided, antibacterial wipes when submitting samples to the laboratory. These are available in the office.
- Wipe all communal kit with, company provided, antibacterial wipes when returning kit to the office.

Antibacterial hand gel

- Soap and water should always be used to clean hands where available as this is more effective than using alcohol hand gel.
- Our antibacterial hand gel contains 70-80% alcohol (which is flammable). When you put it on your hands make sure it is fully rubbed in, wait until a cooling sensation has stopped before touching anything. Only use a small amount.
- Do not use hand gel near to naked flames or other potential sources of ignition such as electrical appliances and switches.

Other

- Call your manager in the first instance if you have any concerns, or your Deputy Manager.
- All other safety control measures as detailed in other existing risk assessments and safe systems of work that you have been issued continue to apply.

Risk Assessment Number	RA067	Description: Risk Assessment and Safe System of Work – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply). This risk assessment covers the risk to consultants and the risk we may pose to others.
Revision Number	13.00	
Risk Assessment Date	19 July 2021	
Risk Assessment Owner	Mireille Stocker	



Staying in hotels and flights

Please use this link to ensure you are up to date with Government travel Guidance for passengers

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

- Hotels could still have COVID-19 control measures in place.
- If the hotel is not in England they will be governed by the relevant Government rules. Please familiarise yourself with rules if you are not in England.
- Familiarise yourself with the hotel chains rules on arrival.

Flights

- Due to crossing international borders many Government COVID rules are still in place for flights. Please familiarise yourself with COVID rules for your chosen airline and airport before you travel.

Obtaining food when staying away

- Follow restaurant/food outlets COVID-secure measures as required. Note –rules may differ if not in England.