



General Risk Assessment

Company Name: Worldwide Education and Care

Site Address: Multiple Sites

Risk Assessment Reference: Example	Date of Assessment: 18/06/2020	Risk Assessor: Emma Kiernan
Title: Coronavirus – Mobile Workers	People Involved in Making This Assessment:	
Task or Process: Risks from Coronavirus	People at Risk: Employees, Contractors, Visitors, Members of the Public	
Date of next review: 18.07.2020		

Hazard (hazard and hazard description):

Failure to follow Government policies will lead to the spread of coronavirus infection amongst our workforce and anyone they come into contact with.

Control Measures (existing):

1. The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.
2. Our arrangements and procedures are reviewed daily in the light of additional Government guidance as published at Gov.uk/Coronavirus.
3. We continue to operate because the service we provide falls into the Government's category of essential activities.
4. None of our mobile workforce are in the vulnerable or at risk categories. Where we are aware of this for any of our employees they will be working at home if that is possible. If it not they will be furloughed.
5. Staff with family members in at risk categories or we believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis.

Further Control Measures Required:	Assigned To:	Due Date:
Health & Safety Policy Updated in regard to COVID 19 and confirmed by staff	Maria Pontillo	June 2020
Employee enrolment for Test and Trace for Covid 19	Emma Kiernan	June 2020
Regular Communication with new changes to staff	Heather Musson	June 2020
Supply of Hygiene and Anti-bacterial products to all supply staff	Emma Kiernan	



Hazard (hazard and hazard description):

Uninformed workforce Uninformed staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures (existing):

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
2. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. NHS and Public Health warning posters displayed at all our fixed workplaces and printed copies given to mobile workers.
4. We have shared with our customers, by email and or phone, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises.

Further Control Measures Required:	Assigned To:	Due Date:
Advised all clients to insure supply staff understand the clients procedures in regards to Covid 19	Heather Musson	
CPD Courses in regards to further training of infectious diseases offered to staff	Heather Musson	
Majority of staff have completed a Health and Safety at work training course	Victoria Usher	June 2020
Continuous communication with staff should further information be give by Government or Clients	WWE	

Hazard (hazard and hazard description):

Contact with customers or clients. Risk of infection being passed from contacts or with contaminated premises and equipment.

Control Measures (existing):



1. Workforce instructed to maintain the advised 2m separation from contacts at all times, wherever possible. If entry to premises is required they are instructed to ask whether anyone has been diagnosed with COVID-19 or has been required to self-isolate, and act accordingly.
2. Where a distance of 2m cannot be achieved a face covering is to be worn that covers the nose and mouth i.e. in enclosed spaces.
3. Workforce instructed to avoid contacts who are coughing, show signs of difficulty in breathing or sweating / fever. If this occurs they are empowered to leave the premises.
4. Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.
5. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.
6. Workforce instructed that physical contact with clients, such as handshakes, hugs, etc are not to be undertaken.

Further Control Measures Required:	Assigned To:	Due Date:
Supply Staff to be furnished with Hygiene Bags with Masks, sanitiser etc supplied	Emma Kiernan	July 2020
Posters of hygiene instructions to be adhered too.	Client	

Hazard (hazard and hazard description):

Travel and vehicles. Risk of the spread of infection from vehicles and during travel.

Control Measures (existing):

1. Public transport will only be used where absolutely essential. Workers instructed on avoiding contact with surfaces, distancing and hand washing as per Government policies.
2. Workers who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.
3. Where company vehicles are used they will be restricted to a single driver and will not be shared. Drivers have been issued with sanitisers and are required to routinely sanitise surfaces and controls throughout the working day.
4. No passengers are to be carried in any vehicle being used for business purposes. If a second worker is required for any part of the work activity they will travel separately.

Further Control Measures Required:	Assigned To:	Due Date:
Face Masks and Sanitizer issued to all supply staff	Emma	July 2020
Self Assessments to be completed by all supply staff	Heather	June 2020
Covid 19 Testing offered	Emma	June 2020



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Hazard (hazard and hazard description):		
Personal hygiene. Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.		
Control Measures (existing):		
<ol style="list-style-type: none"> 1. Workforce instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided. 2. Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean. 3. Workforce instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed. 4. Workforce instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action. 		
Further Control Measures Required:	Assigned To:	Due Date:
Continue to supply hygiene products	Emma	
Continue to communicate any updates re Covid 19		
Insure Client procedures are been followed by all supply staff	WWE Office Staff	

Hazard (hazard and hazard description):		
Food and drink. Potential for cross-infection at client premises and take away outlets.		
Control Measures (existing):		
<ol style="list-style-type: none"> 1. Workforce instructed to politely refrain from consuming beverages and food products that are offered by clients, due to the risks associated with cross contamination. 2. Workforce encouraged to prepare food and drink at home and carry it with them through the working day, so that they can take rest breaks from driving and at meal times so avoiding the need to visit take away outlets and potential exposure to infection. 		
Further Control Measures Required:	Assigned To:	Due Date:
Continue to advise staff to bring their own food to work		July 2020
Lunch breaks to be rostered to insure 2m social distancing	Client	July 2020



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Hazard (hazard and hazard description): Contacts on client premises. Potential for cross-infection at client premises.		
Control Measures (existing): <ol style="list-style-type: none"> 1. Workforce instructed to maintain 2m separation distance and avoid shaking hands, hugs and other personal contacts. 2. Where a distance of 2m cannot be achieved a face covering is to be worn that covers the nose and mouth i.e. in enclosed spaces. 3. Workforce instructed that where any client contact may have been made or surfaces touched or handled, they must sanitise their hands before getting back into their vehicle. 		
Further Control Measures Required:	Assigned To:	Due Date:
Continue to supply up to date information to staff in regards to social distancing	WWE Office	Ongoing
PPE Cover supplied	Emma	Ongoing

Hazard (hazard and hazard description): Personal protective equipment (PPE). Contact with potentially cross contaminated PPE may transmit infection.		
Control Measures (existing): <ol style="list-style-type: none"> 1. Where personal protective equipment is offered for use by a customer or client it must be politely declined and only the equipment we have provided is to be used. 2. Personal protective equipment is required to remain PERSONAL to the person to whom it was issued. Workers instructed not to borrow from colleagues 3. Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to management. 		
Further Control Measures Required:	Assigned To:	Due Date:
WWE Supplying Hand Sanitizer, Masks, Gloves, Tissues and Wipes	Emma	Ongoing
Client to supply PPE Cover where necessary	Client	Ongoing



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Hazard (hazard and hazard description): Telephone and IT equipment. Contact with potentially cross contaminated equipment may transmit infection.		
Control Measures (existing): <ol style="list-style-type: none"> Workers instructed not to use customer or client computers, accessories and telephones during any site visit. Workers instructed to ensure that all IT equipment, mobile phones, that may be used on client or customer premises are cleaned / disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided. Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule. 		
Further Control Measures Required:	Assigned To:	Due Date:
NA	NA	NA

Hazard (hazard and hazard description): Smoking. Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection.		
Control Measures (existing): <ol style="list-style-type: none"> As a precautionary measure workers advised not to smoke and to avoid inhaling tobacco smoke and e-cigarette vapour emitted from other persons whilst visiting clients sites. Workers are reminded to comply with no smoking regulations at all times. 		
Further Control Measures Required:	Assigned To:	Due Date:
Workers are reminded to comply with no smoking regulations as per schools and nurseries policies		



Review Date:	Reviewer:	Comments:
July 2020	Emma Kiernan	