

## GENERAL RISK ASSESSMENT



**Description of Task/Area: Visits to Clients' Sites**

**Assessor(s):**

**Date of Assessment:**

Significant Hazards  Describe the significant hazards. Describe the task or specific hazard.	Risks  What might happen to the person? Who would be affected (staff, visitors, contractors etc) and why?	Current Control Measures  What is in place now to reduce the risks? e.g. equipment, training, procedures.	Risk			Additional Control Measures  What else needs to be put in place to eliminate or reduce the risk further?	Risk		
			After controls	L	C		R	After new controls	L
<b>All Client Premises</b> Exposure to Covid-19 Coronavirus on all Moving and Handling Sites	Adverse health effect ranging from mild symptoms to severe illness	<p>Consultants must only visit clients where absolutely necessary and where remote working is not possible.</p> <p>Client's control arrangements to mitigate exposure and spread of Covid-19 must be obtained before visiting and suitable conditions for the visit agreed. Arrangements must include the following as a minimum: -</p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water</li> <li>• Drying facilities</li> <li>• Sanitising gel where washing facilities are absent</li> <li>• Social distancing measures</li> </ul> <p>Consultants must abide by ALL measures in place and also follow Government guidance which may change.</p>	2	4	M				

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			After controls				After new controls		
			L	C	R		L	C	R
		<p>Where consultants are not satisfied that the arrangements are adequate, they will discuss this with the client and will not be obliged to attend the premises until issues are resolved. Similarly, they may leave the premises if they are unhappy with the implementation of these arrangements.</p> <p>Consultants should be mindful of any underlying health conditions and seek medical advice via NHS-111 before visiting client sites.</p> <p>They should also consider personal domestic circumstances and potential transfer of infection.</p>	2	4	M				

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		<p>Staff to arrive at the venue wearing masks. Additional arrangements should be made to have PPE available on site for changing throughout the day. This will include disinfectant wipes and a designated disinfectant spray.</p> <p>Clinical waste bins should be available for used wipes and PPE.</p> <p>Manual Handling equipment should be wiped down before use, after each use and at the end of each course.</p> <p><b>Hoist Slings-Disposable slings</b> should be new at the start of each course and disposed of after each use. Bags should be available to put the used slings into.</p>	2	4	M				

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			After controls	L	C		R	After new controls	L
			L	C	R		L	C	R
		<p>Arrangements should be in place for their disposal.</p> <p><b>Washable slings</b> should be clean at the start of the course and sprayed after each use with designated disinfectant spray. At the end of the course they should be bagged for 72 hrs. Bags and tags should be made available to store the slings. The date of slings last use should be written on the tag. After 72 hours the slings can be reused.</p> <p>The training room should have adequate space to accommodate social distancing as far as is reasonably practicable. When doing practical work staff must wear masks and gloves.</p> <p>Air room during breaks by opening windows and door if possible. <b>Be aware of fire doors.</b></p>	2	4	M				

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			L	C	R		L	C	R
		<p>At the beginning of the course staff will be asked to fill in a Health Declaration Form. The form asks if any staff have any Covid symptoms. If anyone has symptoms, they will be asked to leave the course. The Trainer will inform the client.</p> <p>If a member of staff develops Covid symptoms during the course, they will be moved to a separate room where they can isolate until they are able to leave the site. The Client will be informed immediately.</p> <p>Both scenarios will be included in the Trainers Report and emailed to the Client.</p>	2	4	M				

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<p><b>Manufacturing Areas</b> Exposure to potentially hazardous machinery, e.g. auto-start equipment, electricity,</p> <p>Exposure to chemicals &amp; other hazardous materials</p> <p>High temperatures Poor lighting High noise levels Potentially hot surfaces, e.g. steam pipes etc. Restricted head height Uneven &amp; slippery floors; possible voids; ladder access Spillages of oil &amp; water etc. Electromagnetic fields/radio waves</p>	<p>Electric shock Injury from contact with moving parts, sharp edges, hot surfaces etc., entanglement.</p> <p>Adverse health effect from contact with hazardous chemicals Fatigue from high temperatures or poor lighting. Burns from hot pipes or machinery. Head injury from overhead hazards. Injury from slips on spilt liquids and falls on the level or from ladders. Adverse health effect from non-ionising radiation exposure</p>	<p>USC staff are accompanied at all times. Specific hazards are identified by client's representative and hazardous areas made clear. PPE is made available and worn. USC staff do not carry out tasks involving equipment or materials.</p> <p>Client identifies potential hazards and advises on control measures in specific areas. All PPE is provided and instruction given on its use where necessary.</p>	2	2	L				

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<p><b>Care Homes and Hospitals</b> Violent or aggressive patients (or staff or public)</p> <p>Exposure to hazardous substances: biological e.g. body fluids chemical e.g., cleaning fluids/disinfectants</p> <p>Environmental Hazards such as trailing cables, wet floors, obstructions in gangways/corridors</p> <p>Sharps (mainly in wards)</p> <p>Hazardous equipment</p>	<p>Physical or verbal assault</p> <p>Chemical and/or biological contact. Absorption, inhalation, etc of toxic, corrosive and generally hazardous materials. Infection from biological agents.</p> <p>Slips, trips and falls</p> <p>Puncture wounds, cuts and abrasions, inoculation of micro-organisms.</p> <p>Injury e.g. from moving, sharp or hot parts of equipment</p>	<p>Training provided e.g. conflict resolution sessions</p> <p>USC staff must be accompanied by member of local staff – wherever possible appointments are made in advance. All local rules/policies must be followed.</p> <p>USC staff are not actively involved with handling or using any non - USC materials or equipment other than IT equipment for training etc.</p> <p>Where PPE is required it is made available (by USC or client) and worn. * If not offered by client, USC staff must ask.</p> <p>Occ. Health service including vaccination against Hep B offered to all staff.</p>	2	2	L				

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<b>Warehouse Areas –</b> Forklift truck operations  Traffic movements – deliveries etc.  Slips and trips  Work at height	Injury from impact with FLT or loads. Injury from impact with delivery or other vehicles.  Injury from falls.  Injury from falls from height	USC staff should visit warehouse areas during periods of low or zero activity. Staff to keep to designated pedestrian areas. PPE to be worn e.g. hi-vis clothing, hard hats and safety footwear. USC staff are accompanied at all times. Access to elevated areas will be via suitable stairs, ladders or personal lift equipment.	1	3	L				



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<p><b>Schools</b> Slips, trips and falls</p> <p>Security/Safeguarding</p>	<p>USC Staff are at risk of injury from slipping on spilt food/fluids or tripping over objects such as school equipment and toys.</p> <p>Contact with children may present safeguarding issues for non-DBS checked persons.</p>	<p>Client to ensure areas are kept clean and tidy. Where possible try and avoid areas where the children are being taught/playing.</p> <p>USC staff are always accompanied by client members. Children should be excluded from USC training areas where possible.</p>	1	2	L				

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			L	C	R		L	C	R
<p><b>Council Buildings</b> Slips, trips and falls</p> <p>Environmental Hazards due to too many tables and chairs in some rooms.</p>	<p>USC Staff and delegates are at risk of slipping on spilt drinks or tripping over empty plastic drink bottles left by staff.</p> <p>When demonstrating practical techniques, the Trainer might knock themselves on the furniture sustaining an injury. The Trainer may not be able to demonstrate the planned techniques due to lack of space.</p>	<p>The Trainer will verbally encourage staff to be aware of the risks of spilling their beverages. At the end of each course, staff will be reminded to dispose of their cups and bottles in the bins provided.</p> <p>The Trainer will inform staff at the site on arrival. A room change may be possible, or the furniture may be moved by the site staff.</p>	2	3	M				

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			L	C	R		L	C	R
<b>Maintenance Building</b> Environment Hazards, such as obstacles in corridors and workshops e.g. doors, toolboxes, trolleys, piping, ladders etc	Slips, trips, and falls.	UCS Staff should wear their safety boots when delivering training in this area. If the situation warrants it, hard hats are available for trainers to wear. These are kept in the department. When training in the department staff should always be accompanied by a member of staff.	2	3	M				

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			L	C	R		L	C	R
<p><b>Lone Working</b></p> <p>Sudden illness or accident Violence, threats, or abuse Theft Driving related accident</p>	<p>The Trainer maybe:</p> <p>Left without the means to get anywhere</p> <p>Sustained injuries</p> <p>Be unwell and need medical intervention</p> <p>Be fearful for their safety</p> <p>Feeling vulnerable</p>	<p>Trainers have access to their own mobile phone at all times. Relevant numbers are listed for easy access.</p> <p>When leaving a training site the trainer will inform their Manager or a nominated member of staff that they are leaving the training site.</p> <p>Their Manager has access to their working diary, so would be able to call the training site if they hadn't heard from the Trainer.</p> <p>The Trainer should also let their partner, relative or a friend know where they are going to be each day.</p> <p>Where possible the trainer should leave the venue as soon as possible after the course is completed.</p>	3	3	M				

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Assessor ( <i>Print name</i> )	Role	Signature	Date
Reviewed by ( <i>Print Name</i> )	Role	Signature	Date
Approved by ( <i>Print name</i> )	Role	Signature	Date

Reviewer ( <i>Print name</i> )	Role	Signature	1 <sup>st</sup> review date
Reviewer ( <i>Print name</i> )	Role	Signature	2 <sup>nd</sup> review date
Reviewer ( <i>Print name</i> )	Role	Signature	3 <sup>rd</sup> review date

### Comments:

\*As per current Government instructions, masks (and alcohol gel) are provided by NHS clients on entering the premises (mask disposed of and more alcohol gel applied on exiting).

## GENERAL RISK ASSESSMENT SCORING GUIDELINES

Use Table 1 to assign scores to the likelihood (L) of occurrence, and Table 2 to assign scores to the consequences (C). Use Table 3 to assign an overall risk level (R). These scores should be inserted into the appropriate column in the Risk Assessment form.

**Table 1: Likelihood of Occurrence (L)**

Score	Definition	Description
5	Frequent	The hazard is frequently occurring as part of standard practice. This could be daily, weekly or monthly
4	Likely	Hazard will probably recur, but it is not a persistent issue. The hazard is not part of the standard practice but is known to occur from time to time
3	Occasional	This hazard is known to recur occasionally, i.e. once or twice a year
2	Unlikely	Hazards that occur infrequently, but remain a possibility (e.g. emergency situations)
1	Remote	Hazard is not expected to occur

**Table 2: Consequence (C)**

Score	Definition	Description
5	Severe	Fatality
4	Major	One or more injuries requiring hospitalization or more than one RIDDOR reportable incident per event
3	Moderate	Moderate injury or health impacts (requiring medical, intervention, one RIDDOR reportable event)
2	Minor	Minor injury or minor health impacts (requiring first aid)
1	Insignificant	No injury or health impacts

**Table 3: Overall Risk (R) Level**

		Consequence of Risk				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Severe
Likelihood of Occurrence	5 Frequent	Medium (M)	Medium (M)	High (H)	High (H)	High (H)
	4 Likely	Low (L)	Medium (M)	High (H)	High (H)	High (H)
	3 Occasional	Low (L)	Medium (M)	Medium (M)	High (H)	High (H)
	2 Unlikely	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)
	1 Remote	Low (L)	Low (L)	Low (L)	Low (L)	Medium (M)