

Activity Risk Assessment Landscape Report



Reference	390	Activity Description	Employee visiting RBL branches and other location to complete compliance and investigation audits
Assessment Date	03/07/2020	Publish To Portal	No
Assessor Name	Scott Darrington	Description	C19 - Visiting Branch Properties and other RBL locations
Assessment Team Members		Review Date	03/10/2021
Project Risk Assessment Reference		Overall Potential Risk Level	9
Org Unit	The Royal British Legion -> Generic Risk Assessments	Overall Residual Risk Level	6
Location	UK	Number Of People Exposed	1000
Risk Assessment Category	Covid 19 Management	People Exposed	Staff Volunteers MOP
Date Record Created	03/07/2020		

Hazard Category & Hazard Phrases	Persons At Risk & How Is Person At Risk	Control Measures	L	S	R	Additional Control Measures	L	S	R
Covid 19 - hygiene Cleanliness of welfare areas - canteens Cleanliness of toilets Person on site with symptoms Touch points contaminated	Volunteers Employee Poor hygiene standards leading to COVID 19 symptoms	Employee aware of hygiene requirements to frequently wash hands for set period as per government guidelines with hot water and soap. Employee will wash or sanitise hands upon entering a building	3 - Unlikely	3 - Harmful	9 - Moderate Risk	Provide hand sanitiser and keep replenished Provide gloves disposable	2 - Rare	3 - Harmful	6 - Low Risk
Covid 19 - visiting external locations poor hygiene at the location Lone working Excessive travel distances Unable to practice good hygiene unable to socially distance while travelling Unknown persons present who may be infected unable to maintain social distances at venue	Volunteers Employee Personal family, friends and other casual contacts incurred whilst travelling by close proximity in excess of 15 minutes without social distancing and PPE use. All those travelling infected by personal contact in excess of 15 minutes without social distancing and PPE use.	Continuing consultation taking place between management and employees regarding issued government advice on travel and restrictions in place; All travellers are to appropriate PPE; social distancing being maintained wherever possible PPE to be worn when not possible Public transport to be avoided	2 - Rare	4 - Very Harmful	8 - Moderate Risk	Ensure travellers are aware of this and other associated RA; take appropriate personal action and be constantly aware of others and those they meet or have contact with. Reporting any health concerns to line management, management and relevant health professionals that occur within 14 days of travel.	2 - Rare	3 - Harmful	6 - Low Risk

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<p>Covid 19 - vulnerable people Staff, volunteers may be clinically vulnerable and more susceptible to Covid 19 and/or effects</p>	<p>Volunteers Employee Due to health condition and or age considered high risk Unaware of COVID 19 infection increased risk of passing virus onto vulnerable persons</p>	<p>No vulnerable staff members will perform visits COVID 19 social distancing adhered too by volunteer and staff member Complete health questionnaire before returning to work, Enable BAME and others with pre-existing conditions to identify as clinically vulnerable Support all staff with a specific risk assessment and control measures, including potentially working from home Complete health questionnaire on people and household meeting</p>	2 - Rare	4 - Very Harmful	8 - Moderate Risk	<p>Confirm before visit if volunteer or staff member is vulnerable or a member of their family No visit to be performed if identified as vulnerable alternative arrangements need to be made</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - delivery and receipt post and packages Outer packaging contaminated with virus Social distancing not possible Visitors entering the building risk of virus spread</p>	<p>Those attending the meeting are at risk from each other inadvertently passing on the virus by passing infected papers or documentation or containers or other document coverings.</p>	<p>Continuous use of appropriate gloves or hand coverings and using hand sanitiser immediately and hand washing as soon as possible. Using anti-bacterial and disinfectant wipes to clean surfaces where appropriate. Minimising handling of all documents, containers and other document coverings.</p>	2 - Rare	4 - Very Harmful	8 - Moderate Risk	<p>All to be aware of the potential for passing the virus on and to ensure every attendee is aware of and adheres to the risk assessment procedures. Exercise care with documents by leaving for 72 hours before regular handling. Wear gloves and minimise hand contact with documents, containers and other document coverings</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - access to site Personal hygiene Social distancing not adhered to</p>	<p>Those attending the meeting are at risk from others inadvertently carrying the virus, or being unaware of contagion.</p>	<p>Where possible meetings to be arranged in large, airy open spaces or an outside location. Attendees are using appropriate PPE and practice hygiene/social restrictions, including the various rules of keeping a minimum of 2 meters apart; regular hand washing and/or sanitising, face coverings if necessary.</p>	2 - Rare	4 - Very Harmful	8 - Moderate Risk	<p>Keeping a record of attendees to assist any track and tracing required.</p>	2 - Rare	3 - Harmful	6 - Low Risk

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<p>Covid 19 travel Other people may have Covid 19 Public transport very busy Lack of personal hygiene Excessive distances of travel required</p>	<p>Those travelling are at risk from others inadvertently carrying the virus, or being unaware of contagion.</p>	<p>Avoid public transport where possible. Wear face covering if use public transport.</p> <p>Driving is the preferred method of travel, but only with other restrictions such as travelling alone and separately from others.</p> <p>All travellers are aware of the need to maintain social distancing including the various rules of keeping a minimum of 2 meters apart;</p> <p>regular hand washing and/or sanitising, use of face coverings where necessary.</p>	2 - Rare	3 - Harmful	6 - Low Risk	None planned	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - welfare facilities In adequate personal hygiene In adequate cleaning and sanitising of surfaces Risk of virus spread by non social distancing in toilets Lack of soap and towels to allow hand washing effectively Those attending the meeting are at risk from each other inadvertently passing on the virus consuming infected substances.</p>	<p>Employee Passing infection on to others whilst using welfare facilities within areas visited Contracting virus due to using toilets and welfare facilities</p>	<p>All attendees provide their own drinks containers, food containers and any other articles.</p> <p>Purchases from reputable food outlets practicing COVID secure food hygiene and virus-security procedures is acceptable.</p> <p>All travellers will use common sense ensuring all local restrictions,</p> <p>PPE (such as hand wipes and sanitising gel) are used appropriately;</p> <p>Hygiene requirements are maintained (such as hand washing and wiping or disinfecting surfaces prior to use) and wipe and disinfect surfaces after use.</p>	3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>No sharing of cups, mugs, cutlery, crockery, food or drink between attendees.</p> <p>No finger food is to be provided and nothing placed on communal or shared platters, cups, containers or plates is to be consumed.</p>	2 - Rare	3 - Harmful	6 - Low Risk

Assessment Conclusion So long as all the current and planned controls are implemented and within a reasonable time frame risk consider suitable.

Signatures