

# Activity Risk Assessment Landscape Report



<b>Reference</b>	359	<b>Activity Description</b>	Ad-hoc visits to regional workplaces to assist FM, Landlord or pick up post						
<b>Assessment Date</b>	02/06/2020	<b>Publish To Portal</b>	No						
<b>Assessor Name</b>	Belinda Tompkins	<b>Description</b>	Generic ad-hoc visits to regional workplaces						
<b>Assessment Team Members</b>		<b>Review Date</b>	No Review Set						
<b>Project Risk Assessment Reference</b>		<b>Overall Potential Risk Level</b>	12						
<b>Org Unit</b>	The Royal British Legion -> Generic Risk Assessments	<b>Overall Residual Risk Level</b>	9						
<b>Location</b>	Please Add	<b>Number Of People Exposed</b>	0						
<b>Risk Assessment Category</b>	Covid 19 Management	<b>People Exposed</b>	Please add						
<b>Date Record Created</b>	02/06/2020								
<b>Hazard Category &amp; Hazard Phrases</b>	<b>Persons At Risk &amp; How Is Person At Risk</b>	<b>Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>	<b>Additional Control Measures</b>	<b>L</b>	<b>S</b>	<b>R</b>
Covid 19 - vulnerable people Staff, volunteers may be clinically vulnerable and more susceptible to Covid 19 and/or effects	Staff, volunteers who are clinically vulnerable Increased risk of catching or effects of Covid 19	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	3 - Unlikely	3 - Harmful	9 - Moderate Risk				

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<p>Covid 19 - occasional visit to the office Lone working.</p> <p>Risk of transmission of Covid 19 by others.</p> <p>Stagnant and contaminated water.</p> <p>Travel on public transport - risk of not social distancing.</p> <p>Contaminated hands from travelling.</p> <p>Risk of entrapment in lift if break down</p>	<p>Transmission of Covid 19</p> <p>Personal safety from lone working - attack, isolation after accident</p> <p>Legionella risks</p> <p>Trapped in a lift - panic, stress</p>	<p>Colleagues aware of COVID 29 Government advice such as social distancing and good hygiene requirements/practices.</p> <p>Avoid use of lifts if office is empty</p>	<p>3 - Unlikely</p>	<p>4 - Very Harmful</p>	<p>12 - Substantial Risk</p>	<p>Attend for minimal time on site.</p> <p>Avoid public transport, where ever possible</p> <p>Don't travel at peak time if possible.</p> <p>Frequently wash hands with hot water, soap and paper towels, particularly on entering site.</p> <p>Maintain social distancing when in the office.</p> <p>Run hot and cold water outlets for min 2 minutes before use.</p> <p>Take refreshments.</p> <p>Use of Alertcom device, if you have one.</p> <p>Use of buddy system - phone in and out.</p> <p>Visit office as infrequently as possible.</p> <p>Wear a mask if cannot socially distance between others</p> <p>Wear gloves whilst handling postage items.</p> <p>Wipe down all used equipment before and after use with sanitising wipes.</p> <p>Do not undertake any high risk activity.</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>
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**Assessment Conclusion** If (based on the nature of the planned contrl) the planned controls are in place before visiting an office and these have been communicated to relevant effected colleagues before visiting then risk deemed acceptable.

**Signatures**