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| Coronavirus Risk Assessment for Working in Other People’s Homes – Post 19 July 2021 |
| This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a Business Continuity Plan.You must modify this risk assessment to ensure it reflects your business activities and the specific risks and controls you have in place.  |
| **Location/Dept:**  | **Date Assessed:**  | **Assessed by:** |
| **Task/Activity:** Working in other people’s homes during the coronavirus (COVID-19) pandemic – post 19 July |  | **Reference Number:** |
|  | **Risk rating before implementing control measures** |  | **Risk rating after implementing control measures**  |  |
| **Activity/ Task** | **Hazard/Risk** | **Persons at Risk** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Controls Measures in Place** | **Likelihood (1-5)** | **Severity (1-5)** | **Risk/Priority** | **Additional Controls Measures Required** |
| Entering other people’s homes  | Contact with persons suffering from coronavirus | In-home workers / home services | 5 | 5 | 25 | Emergency Action Plan (EAP) in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.The business is taking part in the government testing program and will test asymptomatic employees twice weekly. A separate risk assessment has been completed for the testing area / workers will receive home testing kits and will be expected to inform the business of their results. Employees will be given time away from the workplace to receive a COVID vaccine when they have been invited to attend. Where eligible, employees are strongly recommended to take part in the government’s vaccination programme for COVID-19 to prevent the spread of the virus and help to protect everyone within the workplace.  Employees that have been vaccinated must continue to follow COVID-19 control measures until further notice from the government is provided.Steps have been taken to avoid people needing to unduly raise their voices to each other. Where eligible, employees are strongly recommended to take part in the government’s testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.Ellis Whittam’s Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.Employees encouraged to download NHS COVID-19 app on personal phones and follow instructions received when it is available. Employees instructed to download NHS COVID-19 app on their business phone, use during working hours and follow instructions received when it is available. Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:* All surfaces and objects which are visibly contaminated with body fluids; and
* All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons who may have been exposed to coronavirus – foreign travel  | In-home workers / home services | 5 | 5 | 25 | Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.Employees instructed to follow government guidance on foreign travel.Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.  |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons who may have been exposed to coronavirus | In-home workers / home services | 5 | 5 | 25 | Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly. The business will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately afterwards, including washing hands.Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the business to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between staff. Further mitigating actions include:* Increasing the frequency of handwashing and surface cleaning;
* Keeping the activity time involved as short as possible;
* Using back-to-back or side-to-side working (rather than face-to-face) whenever possible;
* Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others);
* Avoiding multiple-occupancy vehicles where safe to do so
* Avoiding sharing vehicles if possible.
* If it is not possible to keep a two-metre distance in a vehicle, considering additional safety measures.

Staggered arrival and departure times will be implemented to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.Additional parking and facilities such as bike racks to help people walk, run or cycle to work where possible will be provided.Passengers in corporate vehicles will be limited and will include leaving seats empty.The business will provide handwashing facilities, or hand sanitiser where not possible.The business will open windows and doors frequently to encourage ventilation, where possible. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons who may have been exposed to coronavirus | In-home workers / home services | 5 | 5 | 25 | 1. No work will be carried out in a household which is isolating because one or more family members has symptoms or where an individual has been advised to shield – unless it is to remedy a direct risk to the safety of the household.
2. When working in a household where somebody is clinically vulnerable, but has not been asked to shield, for example the home of someone over 70, prior arrangements will be made with vulnerable people to avoid any face-to-face contact, for example when answering the door. We will be particularly strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues.We will clean regularly-touched objects and surfaces using our regular cleaning products to reduce the risk of passing the infection on to other people.

We will communicate with households prior to any visit to discuss how the work will be carried out to minimise risk for all parties. This will include: * Contacting households ahead of a visit to ask that a two-metre distance is kept from those working, if possible;
* Asking that households leave all internal doors open to minimise contact with door handles;
* Identifying busy areas across the household where people travel to, from or through, for example stairs and corridors, and minimising movement within these areas;
* Bringing our own food and drink to households and having breaks outside where possible;
* Limiting the number of workers within a confined space to maintain social distancing;
* Using a fixed pairing system if people have to work in close proximity, for example during two-person assembly or maintenance;
* Allocating the same workers to a household where jobs are repetitive; and
* Requesting that members of the household wear face coverings when interacting with the person carrying out the work.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons who may have been exposed to coronavirus  | In-home workers / home services | 5 | 5 | 25 | The business will reduce movement by: * Where possible, reducing the number of workers at head office at a given time based on minimum operational safety requirements;
* Scheduling times for the collection of goods to avoid over-crowding;
* Picking goods ahead of collection and loading onto vehicles without interacting with the driver; and
* Reducing job and location rotation.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc.Contact with goods, packages or items handled by persons who may have been exposed to coronavirus | In-home workers / home services | 5 | 5 | 25 | All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post (delivery notes) or freight from specified areas. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons who may have been exposed to coronavirus – where social distancing cannot be implemented in vehicle | In-home workers / home services | 5 | 5 | 25 | The business will implement the following measures where workers have no alternative but to work within two metres to minimise the risk of transmission: * Clear signage to outline social distancing measures in place.
* Single-person or contactless refuelling where possible.
* Sitting side-by-side not face-to-face and increasing ventilation where possible.
* Using a fixed pairing system if people have to work in close proximity, for example in a vehicle.
* Making sure vehicles are well-ventilated to increase the flow of air, for example by opening a window.
* Ensuring regular cleaning of vehicles, in particular between different users.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons suffering from coronavirus – meetings  | In-home workers / home services | 5 | 5 | 25 | The business will look to reduce contact with others by: * Using remote working tools to avoid in-person meetings;
* Allowing only absolutely necessary participants to attend meetings and maintaining two-metre separation throughout;
* Avoiding transmission during meetings, for example by avoiding sharing pens and other objects;
* Providing hand sanitiser in meeting rooms;
* Holding meetings outdoors or in well-ventilated rooms whenever possible; and
* For areas where regular meetings take place, using floor signage to help people maintain social distancing.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons suffering from coronavirus – visitors and contractors  | In-home workers / home services | 5 | 5 | 25 | The business will look to improve hygiene between others by: * Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available;
* Providing regular reminders and signage to maintain personal hygiene standards;
* Providing hand sanitiser;
* Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible;
* Enhancing cleaning of busy areas;
* Providing more waste facilities and more frequent rubbish collection;
* Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities; and
* Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons suffering from coronavirus – contact with objects that come into the workplace and vehicles at the worksite | In-home workers / home services | 5 | 5 | 25 | The business will introduce: * Cleaning procedures for goods and merchandise entering the site;
* Cleaning procedures for vehicles;
* Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical;
* Regular cleaning of vehicles that workers may take home; and
* Restrictions on non-business deliveries, for example personal deliveries to workers.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons suffering from coronavirus – wearing of PPE | In-home workers / home services | 5 | 5 | 25 | Existing PPE worn in a work activity to protect against non-COVID-19 risks should continue to be work. Government guidance will be used to decide on the most appropriate PPE to be used.  Employees will be encouraged to wear a face covering when entering someone’s home. Employees will be reminded that it will be important to use face coverings properly and to wash their hands before putting them on and taking them off.Employees using face coverings will be encouraged to:* Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
* When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands.
* Change their face covering if it becomes damp or if they have touched it.
* Continue to wash their hands regularly.
* Change and wash face coverings daily.
* If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste.
* Practise social distancing wherever possible.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contact with persons suffering from coronavirus – shift patterns and travel to work  | In-home workers / home services | 5 | 5 | 25 | The business will:* As far as possible, where staff are split into teams or shift groups, fix these teams or shift groups so that, where contact is unavoidable, this happens between the same people.
* Minimise non-essential travel.
* Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation where possible and avoiding sitting face-to-face.
* Clean shared vehicles between shifts or on handover.
* Where workers are required to stay away from their home, centrally log the stay and make sure any overnight accommodation meets social distancing guidelines.
 |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Entering other people’s homes  | Contracting and spreading of infection | In-home workers / home services | 5 | 5 | 25 | Basic infection controls should be followed as recommended by Public Health England:* Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
* Put used tissues in the bin straightaway.
* Wash your hands with soap and hot water often – use hand sanitiser gel if soap and hot water are not available.
* Try to avoid close contact with people who are unwell.
* Clean and disinfect frequently-touched objects and surfaces (including steering wheel, cab, mobile phone or other devices).
* Do not touch your eyes, nose or mouth if your hands are not clean.
* Avoid double-crewing of vehicles where possible.
* If handing over vehicle to another driver at end of shift, cab area is to be cleaned thoroughly. This should include all door handles and associated equipment (all areas that driver may come in contact with) using suitable sanitising materials. All waste is to be disposed of in suitable bins and not left at laybys.
* Pop-up handwashing stations (where possible).
* If possible, avoid going into transport office for documentation (pass documents through window).
* Avoid using home base and clients’ rest rooms.
* Ensure the cab is clean prior to starting your shift.
* Use stops for a short period of time only, ensuring minimal contact with other persons.
* Thoroughly wash hands when using toilet facilities.
* If eating at a stop, get a takeaway and eat in cab or outside to avoid any close contact.

Persons worried about symptoms should call NHS 111, and NOT go to their GP or other healthcare centre. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.Adopt a two-metre rule when making deliveries and avoid contact.In-home workers / home services should ensure that suitable means to dispose of any waste (such as tissues) are available in the cab |

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| Risk/Priority Indicator Key |

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| **Likelihood** |  | **RISK / PRIORITY INDICATOR MATRIX** |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Severity (Consequence)** |  | SEVERITY (CONSEQUENCE) |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | **Summary** | **Suggested Timeframe** |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 12-25 | High | As soon as possible |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 6-11 | Medium | Within the next three to six months |
| 5. Very High (fatality / business closure) |  | 1-5 | Low | Whenever viable to do so |

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| Review Record  |

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| **Date of Review**  | **Confirmed by** | **Comments** |
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I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

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| **Employee Name (Print)** | **Employee Signature** | **Date** |
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