

Risk assessment – Face to Face meetings with carers indoors related to COVID.

This document supplements the lone working guidance and checklists and does not replace it. This assessment covers all indoor meetings outside the offices of Carers in Hertfordshire that are being run by any member of Carers in Hertfordshire staff or volunteers, with the exception of direct care provision.

Company name: Carers in Hertfordshire

Assessment carried out by: Carole Whittle

Date of next review: 1/11/2022 or earlier if guidance changes.

Date assessment was carried out: 31/08/2022

What are the hazards?	Who might be harmed and how?	Mitigations	Resources available	Who needs to carry out the action?	When is the action needed by?
Transmission of COVID 19 and other airborne viruses to those attending meeting or event.	Anyone attending event / meeting and their immediate close contacts.	<p>Carers should continue to be offered the choice of outdoor or virtual meetings if they prefer.</p> <p>Venue:</p> <p>Carers' Homes: Ask carers to open windows prior to the meeting if possible.</p>	Disposable face coverings will be available for staff and carers at all events and should be used by staff in homes. If wearing masks is causing difficulties with communication and there are other mitigations such as social	All Staff	

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		<p>Staff who do home visits should test regularly for covid in line with government guidance for social care staff available here: guidance. This includes twice weekly tests 3 to 4 days apart to be done on days where home visits are planned.</p> <p>When using attending a community venue, staff should ask to see and review a copy of their risk assessment to ensure that it is:</p> <ul style="list-style-type: none"> • In date and subject to regular review • Has strategies in place to ensure adequate ventilation • Has adequate handwashing facilities and access to hand gel. <p>If the venue does not have an up-to-date risk assessment or</p>	<p>distancing and ventilation in place then masks may be removed. Masks must be worn for all personal care tasks or if social distancing is not possible. Staff can request from the Hertford or Borehamwood office.</p> <p>Asympotmatic testing is not required.</p> <p>Hand sanitiser should be used where hand washing isn't possible. This can be obtained from the office or can be claimed on</p>	<p>Staff carrying out home visits.</p> <p>Staff when booking a community venue</p>	<p>Prior to confirming home visit.</p> <p>Prior to confirming venue booking</p>

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		<p>it doesn't cover all these aspects, staff should visit the venue themselves to ensure that all the mitigations in this risk assessment are in place prior to the event.</p> <p>All venues</p> <p>The space should be large enough to seat all participants.</p> <p>The space should be well ventilated, where possible windows should be opened for 15 minutes prior to the meeting start. It is preferable to have more windows open a little than a few windows open wide. In cold weather open high level windows first (ensuring care is taken with health and safety whilst doing so). Where toilets have an extract facility this should be used in preference and be run continuously whilst occupied.</p> <p>Hand sanitiser should be available for use. For staff visiting homes they should carry this for their own use. In other venues sanitiser should be placed at entry and exit points, food distribution points and in toilet facilities.</p> <p>Meetings may also take place in public places such as cafes where they must adhere to the guidance of that venue.</p> <p>Participants</p> <p>Staff to ensure that everyone booked to join a meeting is</p>	<p>expenses on provision of receipts.</p> <p>Wipes for hard surfaces will also be provided or can be claimed via expenses.</p> <p>Check venues for ventilation prior to booking.</p> <p>Hand sanitiser available if required from Hertford office. Check at time of booking if provided by venue.</p>	<p>All staff when confirming</p>	<p>Prior to event / meeting starting.</p>

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		<p>aware that it is their duty to inform staff if they or any member of their household has symptoms of COVID19 and that if they do, they must not attend an external meeting or allow staff into their home unless it is for care services to provide essential care.</p> <p>Staff entering a home must wear a disposable face covering unless other mitigations such as ventilation and social distancing are in place.</p> <p>Whilst it is no longer a legal requirement, staff at a meeting in a community venue should ensure participants have access to face coverings and know they can wear them if they wish to.</p> <p>Staff and volunteers should wash their hands thoroughly for 20 seconds or use hand sanitizer on leaving home and or the office, on arrival at the venue, on leaving the venue and returning home or to the office, or after coughing or sneezing, in line with government guidance.</p> <p>There should be sufficient seating available for all participants of any meeting.</p> <p>Any pets must be restrained and preferably in another room to the one the meeting is taking place in to avoid transmission of COVID-19.</p>	Masks available from Hertford or Borehamwood offices.	<p>meeting or event.</p> <p>All staff</p>	<p>When confirming attendance and on the day</p> <p>Before during and after event / meeting.</p>

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		<p>Food and Drink</p> <p>The risk of transmission from food and drink is low the greatest risk is from food handlers.</p> <p>When food is being served by staff:</p> <p>Wash hands thoroughly, before serving and after coughing or sneezing, going to the toilet and before eating and drinking.</p> <p>Hand sanitiser gels can be used in addition to hand washing, but they only work on clean hands. They should never be used as a substitute to hand washing.</p> <p>Minimise direct hand contact with food by using tongs and utensils. Gloves can be used to minimise direct contact with food. However, gloves can become contaminated with bacteria in the same way as hands so are not a substitute for good personal hygiene and hand washing.</p> <p>Information transfer;</p> <p>Information stands should have hand sanitiser available and small amounts of leaflets should be displayed at any given time and topped up by staff as required to avoid more people handling them. Staff manning information stands</p>	Gloves available	<p>All staff arranging refreshments.</p> <p>Anyone serving food/drink</p>	<p>When food is served</p> <p>When setting up event / meeting</p> <p>At event / meeting.</p>

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		<p>should sanitise hands regularly.</p> <p>Displays should use large print that can be read from 1m distance to avoid the need for people to move closer together.</p>	<p>via offices.</p> <p>Consider if current resources need enlarging.</p>	All staff preparing an information stand.	