

Appendix D:

Covid-19 Risk Assessment associated with site visits, site meetings and door knocking

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Company Name: Dalcour Maclaren

Covid-19 background information

- The following risk assessment has been compiled based on government guidance from Public Health England, the HSE and the World Health Organisation to reduce or eliminate the risk of spreading or contracting the Coronavirus (C19).
- The UK government has stated that the virus is unlikely to die out spontaneously, nor is it likely to be eradicated. Only one human infectious disease, smallpox, has ever been eradicated. Therefore, either a treatment that enables us to manage it like other serious diseases or have people acquire immunity by vaccination is required. It is possible a safe and effective vaccine will not be developed for a long time (or even ever), therefore the actions we take now and the controls we are putting in place, and must adhere to, may be with us for some time, possibly years.
- The testing for whether someone is immune or whether someone is asymptomatic (has the virus but does not show the symptoms) has not yet been developed therefore the risk exists that someone may have the virus without knowing it.
- Those that this risk assessment apply to that may be at risk include; individual employees and contractors, persons with underlying health conditions or those shielding (clinically extremely vulnerable) and members of the public.
- The risk category is the level of risk that remains *after* the stated controls are in place or are followed: Low Risk (acceptable/tolerable level of risk), Medium Risk (considerable care must be taken and despite the controls the risk may still remain), High Risk (unacceptable level of risk, further controls are required).
- This risk assessment applies to all DM personnel who may interact with members of the public and; or their Subcontractors.
- All employees are to review and adhere to the requirements where they are applicable. If an individual does not feel comfortable undertaking aspects of the assessment, please discuss this with your line manager in the first instance.

Please note- Government guidance is to be adhered to in the first instance therefore controls within this assessment may be subject to change in accordance with government guidelines or requirements

Date: July 2020

Location: All offices

Review Period: 1 year

Date of Next Review: As necessary, pending changes in Covid-19 situation

Assessor Name: Andrew Roberts

Position: Director

Signature:

No	Activity	Who is at risk? (see below)	Hazards associated with activity	Unmitigated Risk level L/M/H (see HSP1)	Control measures in place to achieve the residual risk (RR). These must be L or M for the activity to be permitted.	Additional Control Measures that are, or could be needed to reduce the risk to an acceptable level
1	Driving	a, b	Sharing of vehicles resulting in virus transmission	H4 * L3 = 12 (M)	If you have no option but to share a vehicle ensure you only do so with the same people, sit as far apart as possible, avoid being face to face and keep windows open. Clean shared vehicles regularly and provide hand sanitiser for you and your passengers. Face masks must be worn if any individual in the car requests so. RR: H4 * L2 = 8 (L)	Face masks or coverings may be worn but government guidance currently states that they offer little to no protection against the spread or containment of the virus.
2	Public transport	a, b	Risk of virus transmission from 3 rd parties either directly or from touching surfaces touched by others carrying the virus	H4 * L3 = 12 (M)	Public transport should be avoided wherever possible. Walk, cycle or drive are safer options than sharing public transport with others. If taking public transport, ensure face mask is worn in line with government advice. RR: H4 * L3 = 12 (M)	If you have to use public transport maintain social distancing, avoid being face to face, sanitise your hands regularly and wear a mask
3	Parking	a, b	Coming into potential contact with another person.	H4 * L3 = 12 (M)	When visiting an office all persons driving should park their vehicle where reasonably possible, with one space between another vehicle. All vehicles to be reverse parked unless in exceptional circumstances RR: H4 * L2 = 8 (L)	Where this is not possible try and leave sufficient space between vehicles.
4	Public abuse	a, b, d	There have been a number of reports across the industry of telecoms engineers and representatives being threatened due to either concerns from members of the public regarding	H4 * L3 = 12 (M)	Threats or abuse from the public will not be tolerated and in the first instance always avoid any conflict. See DM Conflict Resolution RA. If physical or violent threats are made immediately report to the police. Any damage or tampering with DM or Client's assets are also to be reported	Avoid lone working where possible, and always follow lone working procedures and risk assessments

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			C19 or unrelated and unfounded 5G concerns		to your line manager and potentially to the police. RR: H4 * L2 = 8 (L)	
5	Pre-arranged and unannounced site visits / interaction with the public	a, b, d	Risk of virus transmission from 3 rd parties either directly or from touching surfaces touched by others carrying the virus	H4 * L3 = 12 (M)	<ul style="list-style-type: none"> - If a visit to the property can be avoided i.e. the arrangements can be made remotely, always do so - When <i>arranging</i> a visit to a property check that no person in the property has symptoms. If someone <i>does</i> have symptoms or is shielding, the property is <i>not</i> to be entered - On arrival to a property, knock/ring the door and step 2 metres back from the entrance. All DM personnel and their representatives must have relevant ID visible - When the door is answered explain the purpose of your visit (again- if a pre-arranged visit) and (only if necessary) enter the property after further checks have been made to ensure that no one in the property has symptoms or is shielding. If someone <i>does</i> have symptoms or is shielding, the property is <i>not</i> to be entered. Be respectful of the current C19 situation and that members of the public may be extremely nervous or concerned to have someone on their property - DM personnel are to confirm to the resident that they also do not have any symptoms 	<ul style="list-style-type: none"> - Consider the option of any meetings being conducted outside to greatly minimise the risk Always maintain the 2-metre distancing rule wherever possible and avoid being face to face if within 2 metres If a member of the public approaches you in the public highway maintain the 2-metre social distancing rule and if required explain that you are a key worker and the purpose of your visit.

No	Activity	Who is at risk? (see below)	Hazards associated with activity	Unmitigated Risk level L/M/H (see HSP1)	Control measures in place to achieve the residual risk (RR). These must be L or M for the activity to be permitted.	Additional Control Measures that are, or could be needed to reduce the risk to an acceptable level
					<ul style="list-style-type: none"> - Minimise contact with any touchpoints i.e. door handles and furniture wherever possible and avoid any physical contact like shaking hands and, sharing pens - Wash your hands or use hand sanitiser often. Keep hand sanitiser with you when visiting a property - If you are requested to wear a face mask and / or gloves, politely do so. Ensure you always have availability of masks and gloves If at any time a third party feels uncomfortable in engaging due to the risk, do not proceed or put any pressure on them and leave the property immediately. In this instance it would be appropriate to ask for a suitable contact number or e-mail address to hold follow up RR: H4 * L2 = 8 (L)	
6	Letter dropping	a, b	Risk of virus transmission from 3 rd parties either directly or from touching surfaces touched by others carrying the virus	H4 * L3 = 12 (M)	If you need to access private property for the purposes of posting information i.e. letter drops the following is to be adhered to: <ul style="list-style-type: none"> - Always wear clearly visible DM branded clothing and have your ID (and client ID where relevant) visible - Avoid touching anything as you approach the property where possible - Place any information through a letterbox again avoiding touching anything where possible 	Always have hand sanitiser available and use it regularly

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					<ul style="list-style-type: none"> - If you are approached by a resident maintain a 2-metre distance and politely explain your purpose - If a resident raises any concerns do not proceed any further and leave the property RR: H4 * L2 = 8 (L)	
7	Personnel on site	a, b, d	Risk of virus transmission from 3 rd parties either directly or from touching surfaces touched by others carrying the virus	H4 * L3 = 12 (M)	When visiting site or carrying out work whether with colleagues and/or contractors – ensure social distancing practices are followed and ensure there is no ‘gatherings’ of groups. Where work practices are identified with people <i>within</i> a 2-metre distance that is <i>not</i> necessary ensure it is stopped, the individuals warned, and any supervisor notified. RR: H4 * L2 = 8 (L)	
8	Community meetings	a, b, c, d	Risk of virus transmission from 3 rd parties either directly or from touching surfaces touched by others carrying the virus	H4 * L3 = 12 (M)	Where meetings are required, if possible, hold them outside in the open. Whether inside or out ensure social distancing measures continue to be met. If arranging a meeting with residents/parish council convey clear rules of how the meeting will be conducted such as those controls outlined in this risk assessment. RR: H4 * L2 = 8 (L)	

Who is at risk? **a**= employees, **b**= new employees / trainees, **c**= visitors, **d**= contractors

NB- all incidents, near misses and hazard spots must be reported as a 3i

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