

Risk Assessment

Assessment:	Date of Assessment:
Field Sales teams & Corona virus	29/03/21

Assessor:	Person responsible for H&S:
Kelly Stoner	Kelly Stoner

Persons at Risk:
Field Sales Teams

Potential Hazards:	Control Measures:
Exposure to corona virus whilst visiting client sites through human to human contact and hard surface contact.	<ul style="list-style-type: none"> • Sales teams mainly working from home, number of visits to client sites reduced • Visits to client's sites only upon client request or to perform site audits • Client site rules to be adhered to • If travelling, sales teams to have an awareness of the local government guidelines for destination site, especially if crossing borders between England, Wales or Scotland. • Government guidelines regarding 2m social distancing to be followed – employees advised to contact the office if concerned that this is not possible at a particular site. • Good hygiene practices encouraged • If completing paperwork at a client's site pens should not be shared • If pre-warned that PPE will be required at a client's site, but the site will not provide it the PPE may be requested via normal stock order process • Hand sanitiser should be purchased through expenses to ensure product meets personal preferences. • Employees to advise office if they fall into the "vulnerable group" category

Significant findings:

Exposure may cause human illness. Main exposure route considered to be human to human through airborne droplets, therefore **following government social distancing and hygiene guidelines is essential.**
Any symptomatic employee should follow government guidelines.

Risk Evaluation Table

Hazard Degree ↓	LIKELIHOOD			
	High Very likely to almost certain	Medium Quite possible/likely	Low Unlikely/rare	Negligible Very unlikely to impossible
High: Serious injury (eg broken bone – 24 hrs in hospital and worse)				
Medium: Injury requiring medical treatment. RIDDOR injury			✓	
Low: First aid injury or minor property damage				
Negligible: Superficial property damage or very minor injury (no first aid)				

Red Boxes – Unacceptable risk – Implement urgent action

Orange Boxes – Trigger action level – Action required

Yellow Boxes – Acceptable residual risk

For more information, see www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19

THE RESIDUAL RISK RATING HAS BEEN DEEMED MEDIUM – TRIGGER ACTION LEVEL.

REVIEW: CONTROLS INTRODUCED AS OVER. IT IS NOT PRACTICABLE TO REDUCE RISK FURTHER AT THIS TIME. RISK TO REMAIN AT MEDIUM BECAUSE OF HAZARD DEGREE