

COVID-19 Risk Assessment Form

Event Name:	AGE UK NORTH WEST KENT DRIVERS	Date:	20/05/2020	Venue:	COMMUNITY
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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19	<ul style="list-style-type: none"> Staff Clients, vulnerable and elderly. 	Vehicles must be road worthy and well maintained.	Vehicle Checks; tyres, fuel and screen wash. MOT up to date.	Managers and staff.	23/03/2020	
		Company and private vehicles: when used on company business; single occupancy observing 2 m social distancing		Managers and staff	23/03/2020	
		Key Worker Sign- displayed on dash board, to show essential travel.		All staff	23/03/2020	
		Schedule of route.		Staff	23/03/2020	
		Mobile phone	Fully charged and in credit.	All staff	23/03/2020	
		Uniform, laundered after each shift. ID Badge in date and visible.	Uniforms must be washed separately, in a load of not more than half full and at the maximum temperature the fabric can tolerate.	All staff.	23/03/2020	

		Cash: kept in envelope/clear bag, to prevent transmission.		Fresh Meals, Bathing Service, Simply Nails, Home Support Services and Sitting Service Plus.	23/03/2020	
		PPE; Personal Protective Equipment, disposable gloves, apron and face shields/coverings where appropriate.	Staff will be instructed on how to remove gloves and that they are not a substitute for good hand washing. PPE must be safely disposed of if single use and cleaned with anti-bacterial wipes.		23/03/2020	
		Wipe surfaces inside vehicle after each use.	Anti-bacterial wipes.		20/03/2020	
		Hand sanitizer to be used between deliveries/visits and hand washing with soap and water for 20 seconds at the end of the shift.			23/03/2020	
		Digital thermometers to check staffs temperature at each centre. If over 37 deg C, advised to return home and seek medical advice.				
		Staff can get tested for COVID-19 at Ebbsfleet; www.kentandmedwayccg.nhs.uk/your-health/coronavirus/coronavirus-testing-essential-workers				

Name of person completing Risk Assessment (printed): Kate Smith, Community Services Manager

Signature: KATE SMITH..... Date: 10 JUNE 2020.....