

COVID-19 Risk Assessment Form

<b>Event Name:</b>	FRESH MEAL DELIVERY SERVICE	<b>Date:</b>	19 MAY 2020	<b>Venue:</b>	COMMUNITY
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What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
Spread of Covid-19	<ul style="list-style-type: none"> <li>Staff</li> <li>Clients, vulnerable and elderly</li> </ul>	<p>Door step delivery service to limit staff entering properties, to protect the client and the staff from COVID-19.</p> <p>Patients discharged from hospital will be required to provide evidence that they are COVID-19 free.</p>	<p>Age UK North West Kent; Infection Control Policy, Risk Assessment and Food Hygiene, Lone Worker Policy. Training, Infection Control, Risk Assessment Food Hygiene Policy and Lone Worker Training.</p> <p>Ring door bell and leave in prearranged place and observe social distancing measures.</p>	<p>Kate Smith, Community Services Manager Tracey Johnson, Community Services Deputy Manager Kirsty Groves, Community Services Administrator</p>	01 JUNE 2020	23 MARCH 2020
		<p>Clinically vulnerable clients have been identified, who are unable to mobilize safely to their front door, staff will enter their property to deliver their meal.</p>	<p>The team are advised on how the individual will have their meal delivered to them, using key safe to enter and placing meal on the clients table and removing container lids. PPE (personal protective equipment) will be worn, disposable gloves, face shield and disposable aprons.</p>	<p>Management and CS Administrator</p>	01 JUNE 2020	23 MARCH 2020
		<p>Communicating with clients prior to arrival to ensure households understand the social distancing and hygiene measures that should be followed.</p>	<p>Contacting next of kin or representative where appropriate to advise on social distancing and hygiene control measures.</p>	<p>Management and Administrator</p>	June 2020	23 March 2020

		Checking with customers if they have COVID-19 symptoms, persistent cough, high temperature and loss of taste.	Staff can get tested; visit <a href="http://www.kentandmedwayccg.nhs.uk/your-health/coronavirus/coronavirus-testing-essential-workers">www.kentandmedwayccg.nhs.uk/your-health/coronavirus/coronavirus-testing-essential-workers</a>	Management, CS Administrator and staff.	01JUNE 2020	23 MARCH 2020
		Washing hands with hand sanitizer between visits and at the beginning and end of each shift.		All staff	01 JUNE 2020	23 MARCH 2020
		Uniforms/clothes; laundered at a hot wash after each shift.		All staff	01 JUNE 2020	23 MARCH 2020
		Cash payments; collected in a sealed envelope of clear polythene bag.		All staff	01 JUNE 2020	23 MARCH 2020
		Equipment: Schedule boards and thermal boxes need wipe down after each use with anti-bacterial wipes.	Anti-bacterial wipes.	Fresh Meal Staff and Catering Team.	01 JUNE 2020	23 MARCH 2020
		Key Worker sign-displayed on dash board, visible, to show that it is essential travel.		All staff	01 JUNE 2020	23 MARCH 2020
		Ensure vehicle is kept road worthy, has fuel and is clean. Wipe down surfaces after shift.	Anti-bacterial wipes.	All staff	01 JUNE 2020	23 MARCH 2020

Name of person completing Risk Assessment (printed): KATE SMITH      Signature: .....      Date: 19 MAY 2020