



**COVID-19
RISK ASSESSMENT -
EXTERNAL
APPOINTMENTS**

Introduction

This risk assessment has been produced to outline essential requirements for attending meetings and visits with government officials, farmers and alike, in line with current Government guidance. This risk assessment should be used as a checklist to help your external appointment is safe for all parties involved. Remote meeting tools should be used where feasible.

Under the Health and Safety at Work etc Act 1974 it is the duty of all of us when at work to take reasonable care of our own safety, and of others who may be affected by what we do or fail to do.

Ensure that you understand and follow the Controls and Considered Actions in the following pages.

The Government advises that Coronavirus remains a serious health risk. About 1 in 3 people with COVID-19 do not have symptoms but can still infect others. You should stay cautious to help protect yourself and others, by following these safer behaviours and actions:-

- [Get vaccinated](#). **We encourage all colleagues to have two vaccinations for everyone's health and safety.**
- Let fresh air in if you meet indoors. Meeting outdoors is safer.
- Wear a face covering in crowded and enclosed spaces where you come into contact with people you do not normally meet.
- Take regular [lateral flow tests](#) if you do not have symptoms to help manage your risk.
- [Get tested](#) and self-isolate if required. Anyone with [symptoms](#) of COVID-19 should [self-isolate](#) and take a free PCR test as soon as possible.
- [Stay at home](#) if you are feeling unwell.
- Wash your hands with soap and water or use hand sanitiser regularly throughout the day.
- Download and use the NHS COVID-19 app.

Lateral flow testing - Testing regularly increases the chances of detecting COVID-19 when you are infectious but aren't displaying symptoms, helping to make sure you do not spread COVID-19.

We encourage colleagues to be responsible and to take part in regular COVID testing.

Colleagues who are attending a meeting at the office, or are attending a meeting elsewhere, are encouraged to be responsible and to have a lateral flow test the day prior to their meeting - [free lateral flow tests](#) are available to anyone without symptoms. Anyone can order test kits to be delivered to their home.

You should [get a PCR test](#) and follow the [stay at home guidance](#) if you have COVID-19 symptoms.

COVID-19 spreads mainly among people who are in close contact. The further away you can keep from other people, and the less time you spend in close contact with them, the less likely you are to catch COVID-19 and pass it on to others.

All businesses that are open are expected to follow [COVID-19 secure guidelines](#) Working Safely guidance to protect workers / visitors.

For colleagues in Wales, also refer to the current restrictions and [Welsh Government](#) information.

For colleagues in Brussels, follow [Belgium Government](#) information.

If you are planning to [Travel Overseas](#) please follow the latest Government advice as appropriate - for [England](#), for [Wales](#), or for [Belgium](#).

Meeting others for work

- For work purposes it is possible to hold / attend physical meetings, shows and events where it is reasonably necessary and as long as these are COVID secure and physical distancing is maintained.
- In order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. You should meet outdoors wherever possible and let fresh air into homes or other enclosed spaces.
- Please note that conference centres, business events, shows/exhibitions may restrict attendance numbers for both indoor and outdoor events and these must be complied with.
- If possible the meeting should be held outside, or inside in a COVID-19 secure environment, following the [Governments' Hands Face Space requirements to stop the spread of Coronavirus](#).

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EXTERNAL APPOINTMENTS

Farmers are key workers throughout the year irrespective of COVID-19 and we need to ensure rigorous precautions are established and maintained whenever visiting a Farm. The following controls relate to COVID-19 only and must be adhered to in addition to any current individual Farm requirements and guidelines for maintaining a safe environment. Public health is devolved in Wales and this guidance should be considered alongside local public health and safety requirements for Wales.

ACTIVITY / TASK	CONTROLS	YES / NO	CONSIDERED ACTION
PRIOR			
Contact the 'Individual / Representative'	On the morning of the pre-arranged meeting contact the individual / representative to establish if they are isolating because:		
	Anyone they have been in contact within the previous 48 hours suspected or has symptoms of COVID-19	<input type="checkbox"/> Yes <input type="checkbox"/> No	If 'Yes' you must avoid physically attending the meeting / visit
	The individual, representative or any member of their family whom they live with or associated with in a 'bubble' has been advised to self isolate	<input type="checkbox"/> Yes <input type="checkbox"/> No	If 'Yes' you must avoid attending the Farm
	Any person returning to the UK from a foreign country must follow Government advice about any necessary quarantining. https://www.gov.uk/guidance/travel-advice-novel-coronavirus		
	Agree how you are to meet, for example, telephone upon arrival and advise that you would prefer to minimise close contact, and wear a face covering if you choose to.		
Ask yourself	Are you showing any symptoms or been in contact with anyone within the previous 48 hours suspected or has symptoms of COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If 'Yes' you must avoid attending the meeting / visit and self isolate in accordance with current Government guidelines

EXTERNAL APPOINTMENTS

ACTIVITY / TASK	CONTROLS	CHECK	PURPOSE
PRIOR TO LEAVING HOME	In order to minimise stopping throughout your journey prepare the following:		
	Hand Santiser		Hand Sanitation.
	Tissues		To catch any coughs or Sneezes.
	Face covering	<input type="checkbox"/>	
	Antibacterial wipes	<input type="checkbox"/>	To clean any surfaces prior to and after touching
	Plastic bag	<input type="checkbox"/>	To act as a mobile bin for collecting any discarded tissues / wipes etc.

EXTERNAL APPOINTMENTS

ACTIVITY / TASK	CONTROLS	CHECK	CONSIDERATIONS
<p>TRAVELLING TO APPOINTMENT</p>	<p>Proposed mode of transport / travel</p> <p>Motor Vehicle Bicycle Walk</p> <p>Employees are to travel alone using their own transport or hired vehicle from our approved Hire Company as far as is possible.</p> <p>Where vehicles have to be shared, ensure fixed travel partners, don't sit face to face and ensure all windows remain open.</p> <p>Cleaning vehicles regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>The use of public transport should be avoided where possible but where necessary it is advisable to wear face coverings throughout the entire journey</p> <p>The recommended mode of transport is car or bicycle, or if possible, walk</p>

EXTERNAL APPOINTMENTS

ACTIVITY / TASK	CONTROLS	CHECK	CONSIDERATIONS
<p>TRAVELLING TO APPOINTMENT</p>	<p>Use of Motor Vehicle</p> <p>Petrol / Service Stations Limit any time spent at petrol stations and motorway service areas.</p> <p>Always use disposable gloves provided when handling fuel pumps and consider using the 'pay at pump' facilities where possible to reduce your contact with other people.</p> <p>For electric vehicle drivers, consider using disposable gloves. If you don't use gloves, avoid touching your face afterwards and always wash your hands thoroughly as soon as you can.</p>		<p>Limit the amount of time you refuel your vehicle to reduce your contact with other people.</p> <p>Avoid purchasing other items from Petrol / Service Stations</p>

EXTERNAL APPOINTMENTS

ACTIVITY / TASK	CONTROLS	CHECK	CONSIDERATIONS
<p>TRAVELLING TO APPOINTMENT</p>	<p>Use of Bicycle</p> <p>Prior to leaving home Use an antibacterial wipe to clean all the surfaces you are likely to touch whilst cycling including:</p> <ul style="list-style-type: none"> • Safety helmet • Handlebars • Seat • Any warning devices (i.e. Bell) <p>Whilst cycling</p> <p>Avoid close contact whilst cycling</p> <p>Avoid narrow paths</p> <p>Avoid any unnecessary stops en-route.</p> <p>Walking</p> <p>Avoid close contact as much as possible whilst walking</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p>Plan ahead, avoid making any stops en-route to reduce your contact with other people.</p>

EXTERNAL APPOINTMENTS

ACTIVITY / TASK	CONTROLS	CHECK	CONSIDERATIONS
<p>UPON ARRIVAL AT APPOINTMENT</p>	<p>Upon arrival by Motor Vehicle</p> <p>Use an antibacterial wipe to clean the following surfaces prior to vacating your vehicle including:</p> <ul style="list-style-type: none"> • Door handles (Internal and external) <input type="checkbox"/> • Steering Wheel <input type="checkbox"/> • Dashboard Touch Panels <input type="checkbox"/> • Indicator / windscreen wands <input type="checkbox"/> • Radio / CD Controls <input type="checkbox"/> • Glove box <input type="checkbox"/> • Seat Belts <input type="checkbox"/> <p>Upon arrival by bicycle</p> <p>Use an antibacterial wipe to clean the following surfaces prior to meeting the member including:</p> <ul style="list-style-type: none"> • Safety helmet <input type="checkbox"/> • Handlebars <input type="checkbox"/> • Seat <input type="checkbox"/> • Any warning devices (i.e. Bell) <input type="checkbox"/> <p>Irrespective on mode of transport or if arriving by foot, upon arrival immediately wash your hands.</p>		<p>If there are any adverse weather conditions requiring use of umbrellas etc ensure these are wiped clean with an antibacterial wipe prior to and after use</p>

EXTERNAL APPOINTMENTS

ACTIVITY / TASK	CONTROLS	CONSIDERATIONS
<p>UPON ARRIVAL AT APPOINTMENT</p>	<p>Ensure you maintain an appropriate physical distance as much as possible and only greet with the shaking of hands or any other physical contact if you are comfortable doing so.</p> <p>Politely ask other persons to follow physical distancing guidelines of 1 metre if you feel necessary for your own safety.</p> <p>If meeting indoors at a pre-determined location and where environmental conditions allow, request that doors and windows are opened to increase air flow and further reduce the risk of transmission.</p> <p>Where applicable consider using Barns / Farm Buildings as they generally provide good physical distancing environments.</p> <p>Remember to regularly wash your hands for a minimum 20 seconds and in the following instances:</p> <ul style="list-style-type: none"> • Prior to eating – do not accept food or drink, take your own. • Whenever you go to the bathroom • If you either cough or sneeze. 	<p>If there are any adverse weather conditions requiring use of umbrellas etc ensure these are wiped clean with an antibacterial wipe prior to and after use</p>

USE OF HOSTS TOILET FACILITIES DURING APPOINTMENTS

ACTIVITY / TASK CONTROLS

WASH YOUR HANDS - Prior to entering the toilet / bathroom

WASH YOUR HANDS AGAIN - Once you have entered the toilet and closed the door

Where possible AVOID STANDING - When using the toilet avoid standing as this will reduce the risk of any spray and avoid the need to lift the toilet seat.

Where Practical AVOID TURNING THE LIGHT 'ON' - Many bathrooms have cord light switches. If the room is naturally lit, don't be tempted to turn the light on unless you really need to. This also applies to traditional switches; pathogens are easily transferred from your hands onto the plastic switch. If the room is too dark, if possible, ask your host for an antibacterial wipe to wrap around the cord or disinfect the switch before you go inside.

Use A HAND TOWEL OR KITCHEN ROLL – When the same hand towel is used by multiple people; germs can quickly spread. Use either disposable paper towels to dry your hands, or use the toilet tissue, rather than drying your hands with a cotton towel.

Use a disposable towel or piece of toilet tissue to turn on and off the tap before and after washing your hands thoroughly. Do the same when pressing down the top of the soap dispenser and dispose of all wipes and towels in a bin after use. Avoid touching the toilet roll holder

LEAVE THE TOILET SEAT UP AND WIPE DOWN THE HANDLE - Pathogens can survive on surfaces, such as door handles or toilet cistern handles, for several hours. Use a disposable antibacterial wipe on the handle of the door when opening and closing it again and the door lock.

Use a separate wipe to clean down the flush handle and toilet seat before you leave. Never use the same wipe on two different surfaces.

Leave the toilet seat lid up to reduce the number of people needing to touch it. To be courteous to the host clean the toilet seat with an antibacterial wipe after use.

OPEN THE WINDOW if available and close the door when leaving the room.

PHYSICAL DISTANCING THROUGHOUT APPOINTMENT

HAZARD	WHO IS AT RISK	REQUIRED CONTROLS	ACTION WHOM	ACTION WHEN
Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Anyone else who physically comes in contact with our teams. 	<p>PLEASE NOTE THE REQUIRED PHYSICAL DISTANCING IN WALES IS CURRENTLY RETAINED AT 2 METRES</p> <p>Staff are reminded to minimise close contacts by keeping a safe distance from other people.</p> <p>Follow Government advice: Coronavirus remains a serious health risk. It's important to stay cautious and help protect yourself and others. In England:</p> <ul style="list-style-type: none"> • Meet up outside or if you're indoors open windows or doors if you have visitors. • If you think you might have COVID-19 symptoms, take a PCR test and stay home. • Wear face coverings in crowded places to help protect others. • Check in with the NHS COVID-19 app when you're out. • Wash your hands regularly and for at least 20 seconds with soap. • Get vaccinated if you are 18 or over 	All staff	Continuous implementation and review

TRAINING AND INFORMATION

HAZARD	WHO IS AT RISK	REQUIRED CONTROLS	ACTION WHOM	ACTION WHEN
Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Anyone else who physically comes in contact with our teams. 	Comply with agreed safe systems of work for all areas to provided to all employees.	All staff	Reopening of business

WHAT CAN I DO TO PROTECT MYSELF AND PREVENT THE SPREAD OF THE DISEASE?

Government advice: simple actions to keep on protecting each other:

- Booking your first or second vaccine if eligible without delay
- Letting fresh air into enclosed spaces
- Regular twice weekly testing
- Taking a PCR test even if you only have mild symptoms
- Checking into venues using the NHS COVID-19 app
- Washing hands often and carrying hand sanitizer
- Wearing face masks when in close proximity to others and distancing is not possible, particularly in enclosed spaces

HYGIENE CONTROLS

HAZARD	WHO IS AT RISK	REQUIRED CONTROLS	ACTION WHOM	ACTION WHEN
Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Anyone else who physically comes in contact with our teams. 	<p>Use available hand washing facilities.</p> <p>Use available hand sanitisers</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap.</p> <p>Also reminded to catch coughs and sneezes in tissues –</p> <p>Follow Respiratory Hygiene guidelines and to avoid touching face, eyes, nose or mouth with unclean hands</p>	All staff	Continuous implementation and review

CLEANING

HAZARD	WHO IS AT RISK	REQUIRED CONTROLS	ACTION WHOM	ACTION WHEN
Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Anyone else who physically comes in contact with our teams. 	<p>Frequently clean and disinfect objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, using appropriate cleaning products and methods</p> <p>Non-wipe Anti-Bacterial spray to be used after each interaction on hard surfaces/high traffic areas.</p> <p>Avoid sharing IT Equipment and ensure all items are adequately cleaned prior to and after use.</p> <p>Regular checks must be completed.</p>	All staff	Continuous implementation and review

SYMPTOMS OF COVID-19

HAZARD	WHO IS AT RISK	REQUIRED CONTROLS	ACTION WHOM	ACTION WHEN
Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff 	<p>Employees are required to self-monitor for signs / symptoms of COVID-19 if they suspect possible exposure and stay at home.</p> <p>Employees with signs / symptoms of COVID-19 must follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised after your visit by your host that they or a member of their family or 'bubble' have contracted COVID-19 you must follow the guidance on self-isolation and not return to work until the period of self-isolation has been completed.</p>	All staff	Continuous implementation and review

CLINICALLY VULNERABLE PEOPLE

HAZARD	WHO IS AT RISK	REQUIRED CONTROLS	ACTION WHOM	ACTION WHEN
<p>Covid-19 Coronavirus</p>	<p>Clinically Vulnerable People</p> <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): • chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis • chronic heart disease, such as heart failure • chronic kidney disease • chronic liver disease, such as hepatitis • chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy • diabetes • a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) • being seriously overweight (a body mass index (BMI) of 40 or above) • pregnant women. 	<p>Any Employees or members listed under 'Who is at Risk' may be clinically vulnerable, meaning they could be at higher risk of severe illness from Coronavirus.</p> <p>They are advised to work from home as much as possible and, if required to go to work take particular care to minimise contact with others outside their household or support bubble.</p>	<p>All staff</p>	<p>Continuous implementation and review</p>

CLINICALLY EXTREMELY VULNERABLE PEOPLE

WHO IS AT RISK

Clinically Extremely Vulnerable People

Clinically extremely vulnerable people may include:

1. Solid organ transplant recipients.
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.
7. Other people have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions.

REQUIRED CONTROLS

If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:

- should be especially careful to follow the rules and minimise your contacts with others
- should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

Clinically extremely vulnerable people should follow the latest government advice. Please see link below

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

WEARING A FACE COVERING

- A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head.
- Wash your hands or use hand sanitiser before putting it on and after taking it off. Avoid touching your eyes, nose, or mouth at all times and store used face coverings in a plastic bag until you have an opportunity to wash them.
- Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose. Once removed, make sure you clean any surfaces the face covering has touched.
- You should wash a face covering regularly. It can go in with other laundry, using your normal detergent.
- When wearing a face covering, take care to tuck away any loose ends.

How a cloth covering should fit:



For further details on how to make your own face covering please visit

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>