



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.

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 has announced that England will move to Plan B in response to the risks of the Omicron variant. [Find out what you must do to help prevent the spread.](#)

- Wear a face covering in most indoor public places and on public transport
- [Get tested](#) and self-isolate if required
- [Work from home, if you can](#)
- If you haven't already, [get vaccinated](#)
- Let fresh air in if you meet indoors. Meeting outdoors is safer.
- Take regular [lateral flow tests](#) if you do not have symptoms to help manage your risk.
- **Stay at home if you're feeling unwell** - If you feel unwell but do not have COVID-19 symptoms, or your COVID-19 test is negative, you may still have an illness which could be passed on to other people. Many common illnesses, like flu or a common cold, are spread from one person to another.
- Wash your hands with soap and water or use hand sanitiser regularly, and cover coughs and sneezes.
- Download and use the NHS COVID-19 app.
- **If you have been in close contact with a person who has tested positive for COVID-19** - Anyone who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate in order to protect other people.

Read the Government guidance [here](#).

Government in England – Work from home if you can - Office workers who can work from home should do so. If you need to continue to go into work, consider taking lateral flow tests regularly to manage your own risk and the risk to others. In indoor settings where a face covering is not legally required, you should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.

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, 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.

Meeting others for work purposes

Currently it is still possible to attend external appointments (meetings or events) if there is a strong business need to meet physically in person, as long this is done following all COVID-19 secure guidance, but please use remote working tools to hold meetings otherwise e.g. Microsoft Teams.

- 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.
- Required use of [NHS COVID Pass](#) - From 15 December, certain venues and events will be required by law to check that all visitors aged 18 years or over are fully vaccinated, have proof of a negative test in the last 48 hours, or have an exemption.

COVID-19 spreads mainly among people who are in close contact. The further away you are 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](#).

Contents	Page
External Appointments	4
External Appointments – Prior Arrangements	4
External Appointments– Prior to leaving home	5
External Appointments – Travelling to appointment	6
External Appointments – Upon arrival	9
External Appointments – Use of Hosts Toilet Facilities	11
Physical Distancing throughout Appointment	12
Training and Information	13
Hygiene Controls	14
Cleaning	15
PPE	16
Symptoms of COVID-19	17
Clinically Vulnerable Workers	18
Clinically Extremely Vulnerable Workers	19
Wearing a Face Covering	20

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
<p>PRIOR</p> <p>Contact the 'Individual / Representative'</p>	<p>On the morning of the pre-arranged meeting contact the individual / representative to establish if they are isolating because:</p> <p>Anyone they have been in contact within the previous 48 hours suspected or has symptoms of COVID-19</p> <p>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</p> <p>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</p> <p>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.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If 'Yes' you must avoid physically attending the meeting / visit</p> <p>If 'Yes' you must avoid attending the Farm</p>
<p>Ask yourself</p>	<p>Are you showing any symptoms or been in contact with anyone within the previous 48 hours suspected or has symptoms of COVID-19?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If 'Yes' you must avoid attending the meeting / visit and self isolate in accordance with current Government guidelines</p>

EXTERNAL APPOINTMENTS

ACTIVITY / TASK	CONTROLS	CHECK	PURPOSE
PRIOR TO LEAVING HOME	In order to minimise stopping throughout your journey prepare the following:		
	Hand Santiser	<input type="checkbox"/>	Hand Sanitation.
	Tissues	<input type="checkbox"/>	To catch any coughs or Sneezes.
	Face covering	<input type="checkbox"/>	Reduce the risk to others and yourself against the spread of infection.
	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 Avoid close contact whilst cycling</p> <p>Avoid narrow paths</p> <p>Avoid any unnecessary stops en-route.</p> <p>Walking Avoid close contact as much as possible whilst walking</p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <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 at least a 1 metre physical distance and avoid greeting with the shaking of hands or any other physical contact.</p> <p>Politely ask other persons to follow physical distancing guidelines of at least 1 metre 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>In indoor settings where a face covering is not legally required, you should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet.</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	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners 	<p>You are advised to minimise close contact with other people, keeping at least a 1metre physical distance, to avoid the risk of transmission of Coronavirus, and wear a face covering, but particularly in crowded or enclosed areas and with that you do not normally meet.</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>	All staff	Continuous Implementation And review

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 2 METRES</p> <p>Staff are reminded to minimise close contacts by keeping a safe physical distance of at least 1 metre from other people.</p>	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

Follow Government advice:

COVID-19 remains a serious health risk. You should stay cautious to help protect yourself and others.

- Let fresh air in if you meet indoors. Meeting outdoors is safer
- You must wear a face covering in shops and on all public transport
- [Get tested](#) and self-isolate if required
- If you haven't already, [get vaccinated](#)

[Find out how to stay safe and help prevent the spread](#)

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

PPE

HAZARD	WHO IS AT RISK	REQUIRED CONTROLS	ACTION WHOM	ACTION WHEN
Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors 	<p>Face Coverings</p> <p>The wearing of face coverings are encouraged in indoor areas where you may come into contact with people you do not normally meet.</p> <p>Face covering should be worn in lifts, toilets and kitchen facilities and generally when moving about to be considerate to others.</p> <p>There are some circumstances where people may not be able to wear a face covering – this includes people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</p> <p>Face coverings will be provided for meetings either from HQ or via Regional offices, from central supplies at HQ</p>	All staff	Continuous implementation and review
	<ul style="list-style-type: none"> • Cleaners • Anyone else who physically comes in contact with our teams. 			

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>