



**Working Safely During Covid-19
Risk Assessment (Fundraising – Private Sites)**

Company Name: Capll Ltd
Assessment carried out by: Loretta Spencer

Date: 9th November 2020
Review Date: 31st March 2021

What are the hazards?	Who might be harmed and how?	Controls required	Additional Controls	Who needs to carry out the action?	When is the action needed by?	Done
Spread of Covid-19 Coronavirus	Staff Members of the public. Vulnerable groups; (elderly, pregnant workers, those with existing underlying health conditions).	<p>Hygiene Clear Covid-19 cleaning, hand washing and hygiene procedures in place.</p> <ul style="list-style-type: none"> • Increased frequency of handwashing and cleaning (as often as practically possible). • Hand sanitisers on all stands to be used after every interaction. • Sanitising wipes on all stands to be used to wipe down iPad and desk after every interaction. • Restrictions on the use of equipment wherever possible, and if it must be shared it must be frequently cleaned. • Daily Temperature checks must be carried out before attending work each day 	<p>Checks will be carried out by line managers to ensure that necessary procedures are being followed.</p> <p>Training will be provided to all fundraisers before returning to work.</p>	All staff, management to monitor.	12.06.2020	12.06.2020

	<p>Anyone else who physically comes in contact with you in relation to your business.</p>	<p>Social Distancing Social Distancing –Reducing the number of persons in any work area to a maximum of 1 to comply with the 2–metre (6.5 foot) gap recommended by the Public Health Agency.</p> <ul style="list-style-type: none"> • Redesigning processes to ensure social distancing in place. <ul style="list-style-type: none"> ○ QR Codes ○ Equipment provided for clear markings. ○ Gloves / stylus pen and antibacterial wipes to be used in every transaction • Zoom trainings to be used instead of face to face training sessions. • Guidelines in place for training sessions where Zoom is not feasible. • Due to risk of transmission, fundraisers should never shout to attract attention or during the course of a conversation. • Fundraisers will give way to the public. • Fundraisers will maintain a static position where possible, if moving closer to a member of public clear warning must be given while maintaining a 2m distance. • Review methods for exchanging items – including ‘Thank you cards’ and ‘Welcome packs’. We will work with our clients to ensure that this is done in a way that is safe. 	<p>Management checks to ensure this is adhered to. Management will make staff clear of measures in place and how to handle members of the public who are not respecting social distancing.</p> <p>If Company covid-19 policies are not followed, this could lead to disciplinary action as this is a potential break of Health and Safety Law.</p>	<p>All staff, management to monitor.</p>	<p>12.06.2020</p>	<p>12.06.2020</p>
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		<ul style="list-style-type: none"> • Crowding – if a place becomes particularly crowded, fundraisers will reposition where possible. • Ensure that ID badges and mandatory information is accessible for members of public to read. • Limit number of fundraisers per private site. <p>Staff must not set up inside the stores and must always adhere to Social Distancing measures and it will be made clear that if they do not, then it could lead to disciplinary action.</p> <p>If members of the public are not respecting Social Distancing measures, fundraisers will be informed to act quickly and ensure that a 2m distance is maintained.</p>				
		<p>Symptoms of Covid-19</p> <p>Confirm that all fundraisers are not showing any Covid-19 symptoms prior to return and they will be informed to inform HR should any symptoms arise.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they are advised to inform HR and follow up to date Government advice, including the NHS Test and Trace.</p>	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.	All staff, management to monitor.	12.06.2020	12.06.2020

		<p>If a fundraiser is told to self-isolate through the NHS Test and Trace service they must not go to work and follow the current government guidelines. Link; https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</p> <p>If a member of public becomes infected potentially as a result of contact with a member of staff, this will be investigated as per our complaints procedure to ensure all our staff members do not have Covid-19 related symptoms.</p> <p>Where possible also get members of the public to Scan the store QR code for track and trace purposes</p>	<p>Assist the NHS service by keeping a temporary record of shift patterns, locations and sign ups for 21 days.</p> <p>If Company covid-19 policies are not followed, this could lead to disciplinary action as this is a potential break of Health and Safety Law.</p>			
		<p>Mental Health Our Busy Bee's platform available to all employees offers support on mental health and wellbeing through LifeWorks.</p>	<p>HR will have an open door policy for those who need additional support.</p>	<p>All staff, management to monitor.</p>	<p>12.06.2020</p>	<p>12.06.2020</p>

		<p>Personal Protective Equipment (PPE) All fundraisers will be supplied with required PPE to perform their role following advice from Public Health England.</p> <p>If a fundraiser forgets any 'essential' item of PPE they should not work and return home asap. Moreover, if they run out of 'essential' PPE, they must not work until it has been replenished.</p> <p>No equipment sharing with the public, with the exception of the iPad, where gloves and stylus pens will be available. The iPad will be sanitised after each interaction and hand sanitiser used.</p>	<p>Where required, fundraisers will be given clear guidelines and instructions on using PPE safely. PPE is disposed of Safely.</p> <p>Line managers will monitor PPE levels to ensure staff members are always stocked with required PPE, also check daily that staff members have required PPE at work.</p>	<p>Any staff members where their role requires PPE.</p>	<p>12.06.2020</p>	<p>12.06.2020</p>
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		<p>Travel Fundraisers must be able to travel to and from work safely.</p> <ul style="list-style-type: none"> If you have no option but to travel together, we encourage the following: Journeys should be with the same individuals and limited in the number of people travelling per vehicle. Maintaining good ventilation, for example, keeping windows open and passengers facing away from one another to reduce risk of transmission. Vehicles regularly cleaned using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces. 	Minimise non-essential travel by considering remote options first.	All staff, management to monitor.	12.06.2020	12.06.2020
		<p>Protecting people who are higher risk Before returning to work, checks for staff who fall within the Clinically vulnerable or Clinically Extremely vulnerable individuals.</p> <p>Take into account vulnerable members of the public whilst fundraising and consider the particular needs of those with protected characteristics.</p>	<p>Ensure that the Government Guidelines are followed for staff who fall within these categories.</p> <p>Review existing policies on vulnerability. Ensuring not to pursue conversation with anyone who won't engage</p>	Management	12.06.2020	12.06.2020

		<p>Training/returning to work Develop communication and training materials for staff prior to returning to work.</p> <p>Ensure all staff are kept up to date with how safety measures are being implemented and updated.</p> <p>Trainings will be carried out virtually through Zoom.</p>	<p>Explain and agree any changes with staff. Provide ongoing training where necessary.</p>	<p>Management</p>	<p>12.06.2020</p>	<p>12.06.2020</p>
		<p>Assault If a staff member is assaulted by a member of the public which related to Covid-19, including;</p> <ul style="list-style-type: none"> • Spitting • Coughing <p>They should log an incident report from to Head Office immediately. They will be informed to be extra vigilant for Covid-19 symptoms and if they do develop any to inform HR and follow up to date Government guidelines.</p>	<p>Line managers will offer support to staff who are affected.</p>	<p>All staff, management to monitor.</p>	<p>12.06.2020</p>	<p>12.06.2020</p>