**CHECKLIST AND RISK ASSESSMENT FOR VISITORS RE. COVID-19**

Step 1

The checklist should be completed first before entering the college/clinical area: This will help you to identify any hazards.

Step 2

Where you have answered YES in the checklist and identified there is a hazard, you should assess the risk by determining existing controls/further action required etc. Please enter this onto the risk assessment pro forma.A copy of the overall college risk assessment will be provided to assist with this.

We will endeavour to put any control measures in place to eliminate any risks identified not already detailed in the college risk assessment to an acceptable level to enable you to enter the college / sills area / .

Note

This checklist is not exhaustive: other issues may need to be considered.

The risk assessment should be reviewed every two months and any necessary control measures put in place.

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| **Visitors’s name:** | **Date:** |
| **Role:** | **College contact’s name:** |
|  | **College /Skills Location:** |
| **Form completed by:** |  |

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| **Any known recommendations made by Doctor and/or Occupational Health Specialist relating to health:** |

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| **Covid-19 exposure** | | **Yes/No** | **Existing control/Further Action Required** |
| *If the answer to any question is* ***Yes*** *then identify the additional control measures introduced to mitigate the risk.* | | | |
| 1.1 | <2m distancing: Are you required to carry out activities in breach of 2 metre social distancing from both colleagues and students? |  |  |
| 1.2 | Contaminated surfaces: Do skills involve touching surfaces that are potentially contaminated? |  |  |
| 1.3 | Inadequate welfare facilities: Are welfare facilities inadequate to facilitate regular handwashing e.g. lack of number of facilities or lack of soap and hot water or hand sanitiser where soap and water cannot be made available? |  |  |
| 1.4 | Pre-existing chronic conditions: Do you have any known pre- existing chronic condition (listed below) that may make you more vulnerable if exposed to the covid-19 virus? |  |  |
| 1.5 | Increased vulnerability: Have you expressed concern about any other condition which you feel would make you more vulnerable e.g. mild asthma? |  |  |
| 1.6 | High risk work environment: Is there a higher risk of infection due to the environment e.g. clinical skills area, classrooms, grooming area, densely populated workplace, etc? |  | . |
| 1.7 | High risk of infection: Is there a higher risk of infection due to your geographic location e.g. those areas with high infection rates? |  |  |
| 1.8 | Increased risk of infection: Is there an increased risk of infection due to travel to and from skills requirements e.g. travel on public transport? |  |  |

**To be returned to Barbara Cooper** [**bcconfidential@caw.ac.uk**](mailto:bcconfidential@caw.ac.uk)

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| Risk  The level of risk will depend on;   * the environment * the type of skills carried out * the distance that can be maintained between you and any possible source of infection * the level of hand cleaning regime in place * the level of information provided * the effectiveness of existing controls that are in place   In some cases, students may be more vulnerable to infection because of an existing condition such as;   * chronic (long-term) 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), a learning disability or cerebral palsy * diabetes * problems with your spleen - for example, sickle cell disease or if you have had your spleen removed * a weakened immune system as the result of conditions such as HIV, or medicines such as steroid tablets or chemotherapy * being seriously overweight (a BMI of 40 or above) | How to minimise the Risk  When assessing the infection risks to you the following controls should be considered:  Avoid contact with possible sources of infection by;   * Avoiding having to work in areas where there is a known covid-19 sufferer where possible * always ensure safe distance (2 metres) is maintained between individuals (this includes welfare areas), if not possible for certain activities then minimise time spent in closer proximity * wearing gloves, where practicable, to prevent contact with potentially contaminated surfaces * ensure you have the facilities to carry out regular hand washing using soap and water for 20 seconds or hand sanitiser * provide visitors with information about the symptoms and the control measures required * provide with the correct PPE * to report situations which they feel may have exposed them to the virus   If a person is suffering from any of the chronic conditions as described then they should have been advised to shield and stay away from the clinical area.  If you have expressed concern about any other condition which you may feel could make you vulnerable. Follow government advice regarding the condition and advise the college contact . |

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| **Any other issues** | **Further Action Required** |
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If a risk has been identified, indicate below the action to be taken to remove the hazard or reduce the risk.

**INDIVIDUAL VISITOR’S RISK ASSESSMENT**

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| **Visitors’s Name:** |  | **Centre:** |  | **Assessor(s):** |  |
| **Date:** |  | **College contact’s Name:** |  | **Review Date:** |  |

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| **Source of Hazard** | **Persons Affected** | **Control measures in place now** | **Still high risk?** | **Still medium risk?** | **Still low risk?** | **Further action required, by whom, timescale or reference to other assessments** |
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| **Personal Tutors Signature:** |  | **Visitor’s Signature:** |  |