

TRUST COVID-19 RISK ASSESSMENT PROTOCOL

THIRD-PARTY PREMISES

UPDATED 18 SEPTEMBER 2020

1 INTRODUCTION

- 1.1 Trust people visit a range of third-party premises as part of their role, these include enclosed premises and residential premises, including boats and moorings.
- 1.2 This protocol details the measures to be taken by all Trust people undertaking visits to third-party premises during the period of Covid-19 restrictions.

2 ASSESSING THE RISK

- 2.1 Trust people visiting third party premises are exposed to the risk of Covid-19 transmission in the following ways
 - airborne transmission due to physical proximity to other Trust people undertaking the visit
 - airborne transmission due to physical proximity to third parties when undertaking visits
 - surface transmission from hand contact with surfaces at third-party premises

3 GENERAL

- 3.1 Visits to third-party premises should be minimised through the use of other communication methods (e.g. phone, on-line technology) wherever possible.
- 3.2 A task-specific risk assessment should be carried out in accordance with the Trust's Covid-19 Risk Assessment Principles document prior to any visit to third-party premises, which should include an assessment of the need for the visit and the specific nature and layout of the premises.
- 3.3 The duration and extent of any visit should be minimised, particularly time spend indoors or in any enclosed space.
- 3.4 Any use of vehicles to get to or from the premises should be in accordance with the Trust's Covid-19 Vehicles & Workboats protocol.

4 SOCIAL DISTANCING

- 4.1 Trust people should endeavour to keep to social distancing guidelines (in accordance with the Trust's Covid-19 Risk Assessment Principles document) throughout the visit
- 4.2 Where possible, visits should be made at a time in the working day when there is likely to be least contact with other people.
- 4.3 If possible, conversations should be held outdoors.
- 4.4 Prior contact with the premises should be made, to ensure minimal contact with other people, particularly clinically vulnerable people
- 4.5 Visits to the homes of extremely clinically people who are shielding should only be made for essential reasons of health and safety.

5 HYGIENE

- 5.1 Trust people should always wash or sanitise their hands immediately prior to and after the visit, in accordance with the Trust's Covid-19 Risk Assessment Principles document.
- 5.2 If social distancing is not possible throughout the visit, face coverings should be worn in accordance with the Trust's Covid-19 Risk Assessment Principles document.
- 5.3 Use of welfare facilities at third party premises should be minimised
- 5.4 The consumption of food and drink at third party premises should be avoided.

6 SURFACE CONTACT

- 6.1 Gloves should be worn throughout the visit and disposed of immediately after the visit, unless this would inhibit the use of equipment (e.g. smartphones)
- 6.2 Sharing of equipment (e.g. cameras, phone, clipboards) should be avoided, wherever possible