

# COVID-19 RISK ASSESSMENT FOR MOBILE PERSONNEL

## (Consultants/Contractors/Sales teams visiting clients/sites)

This Risk Assessment covers mobile personnel, such as consultants, contractors and sales/trade personnel visiting clients, sites and customers.

In keeping in line with Government advice, wherever possible, do NOT use public transport.

Risk Assessor	Enter name of risk assessor
Date of Assessment	Date the risk assessment was completed – best time to complete the day before travelling due to local lockdown measures
Issue to and Date	The name(s) of the person(s) travelling and the date(s) of travel
Details of Travel	<p><b>Overview of travel:</b>  <b>Example:</b> Flying from London (Heathrow) to city [NAME] to deliver face-to-face training to client (client site postcode)</p> <p><b>Details:</b>            How you are getting from home to airport (e.g. home to Heathrow via road)? Include transport to destination and any further transport to and from client-site, etc (and reverse journey).            Details of flight/train including dates, times (departure and arrival times) and flight numbers.            Details of hotel (name and address).</p>

The following example travel arrangement risk assessment covers a flight from a city to another city for two consultants within the same country to deliver face-to-face training for a client.



The Hazard	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of SARS-CoV-2 leading to COVID-19	Member of Staff  Anyone else who may come in contact with you in relation to your business	<p><b><u>Travel Arrangements</u></b> Consultants will drive to the airport (avoiding public transport), and where necessary a mask will be worn and/or windows open for increased ventilation.</p> <p>While in the airport and on the flight a facemask will be worn (wherever possible this will be face-fitted to the individual).</p> <p>For travelling in taxis, a facemask will be worn.</p> <p>Check local restrictions related to your destination prior to arrival and before departing.</p> <p><b><u>Hygiene Measures</u></b> Consultants are familiar in COVID-Safe hygiene measures, and will wash hands frequently with soap and water, where this is not available, will use alcohol-based hand sanitiser.</p> <p>Physical and social distancing guidance will be adhered to (2m distance and no more than 6 people gathering as of 14/09/20).</p> <p>Consultants will monitor themselves for symptoms for up to 7 days following both flights.</p> <p>New government control measures will be adhered to (came into effect 14/09/20) and consultants will not put themselves at risk.</p> <p>Alcohol-based sanitisers, tissues and masks will be taken to the client site.</p>	<p>At least 2m distance will be adhered to while at the airport and 1m+ will be adhered to while on the flight (where possible) (and any other measures the airline deems prudent).</p> <p>Staff reminded to catch coughs and sneezes in tissues – Follow <b>Catch it, Bin it, Kill it</b> and to avoid touching face (eyes, nose and mouth) with unclean hands.</p> <p>Encourage staff to report any problems and carry out skin checks (e.g. a rash or reddening of the fingers/hands).</p> <p>Consultants will keep themselves updated with any new government guidance for the devolved nation that they are in. Risk Assessor to complete (should be assigned to the person(s) travelling</p>	Risk Assessor to complete (should be assigned to the person(s) travelling	Date of travel	

## COVID-19 General Government Advice

England – <https://www.gov.uk/coronavirus>

N Ireland – <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

Scotland – <https://www.gov.scot/coronavirus-covid-19/>

Wales – <https://gov.wales/coronavirus>

## Government Advice on Travel

England – <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

N Ireland – <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-travel-advice>

Scotland – <https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/>

Wales – <https://gov.wales/coronavirus-travel>

