

## Covid - 19 Overarching Risk Assessment For North West Air Ambulance

As the government takes steps to ease lockdown, plans are underway for the charity to adjust to our 'new normal', whilst continuing to prioritise the protection and safety of all our staff, volunteers, supporters, customers, contractors and visitors. Detailed plans and risk assessments are now in place to reduce the spread of COVID-19, whilst the charity continues to provide lifesaving care across the North West. This overarching Risk Assessment is supported by site specific Risk Assessments throughout the Organisation.

Activity/ Task	Hazard/ Risk	Persons at risk	Controls in place	Additional Controls
Working in the shop or office	Contact with persons suffering from Covid 19	Employees Volunteers Contractors Visitors Customers	<p>Limited staffing in place</p> <p>Limited numbers of customers allowed in the shop</p> <p>Controlled movement with directional flow where possible</p> <p>Sneeze Guards in place at the till point</p> <p>One way system and social distance floor markings for till area queuing</p> <p>Limited access and cleaning protocols to shared facilities</p> <p>If an employee or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>All specialist cleaning, including ULV Fogging will be carried out by a 3rd party cleaning contractor</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated weekly or when the latest government guidance is released.</p>

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Working in the shop or office		Employees Volunteers Contractors Visitors	<ul style="list-style-type: none"> <li>• All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>• All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>All specialist cleaning, including ULV Fogging will be carried out by a 3rd party cleaning contractor</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated weekly or when the latest government guidance is released.</p>
	Contact with packages or items handled by persons who may have been exposed to coronavirus		All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas. Donations of goods will be handled using disposable gloves and will be quarantined for 72 hours prior to sortation	
	Disposal of waste that may be contaminated by a coronavirus sufferer		All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the person tests positive, the Health Protection Team will provide instructions about what to do with the waste.	

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Working in the shop or office	Contact with persons who may have been exposed to coronavirus	Employees Volunteers Contractors Visitors	<p>Employees who are suspected to have coronavirus are to self-isolate in accordance with the government guidance.</p> <p>Other persons who may have been exposed to the coronavirus have been instructed by the government guidance to self-isolate.</p> <p>Employees who have returned from overseas should review the latest guidance from the Foreign and Commonwealth Office (FCO). Depending on which country they have returned from, they may need to self-isolate, even if they do not show any symptoms.</p> <p>Employees who have returned from other countries should self-isolate if they start showing symptoms of coronavirus.</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated weekly or when the latest government guidance is released.</p>
	Contracting and spreading of infection		<p>Limited staffing in place  Limited number of Customers  Controlled movement and flow of customers  Limited access and cleaning protocols to shared facilities  Sneeze Guards in place at the till point  One way system and social distance floor markings for till area queuing  Disposable gloves and Aprons providing for donated stock sortation  Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>• Always sanitise hands before and after using shared facilities such as kitchens and toilets</li> <li>• Social Distancing of remaining 2m away from another person at all times</li> </ul>	

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			<p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre. Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p>	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">http://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>
Visiting our Air Bases	Contact with persons exposed to coronavirus	Employees Volunteers Contractors Visitors	<p>No visits to the bases allowed by Charity staff or volunteers, with the exception of operationally critical need.</p> <p>Appointed contractors to be allowed access on the basis of operational critical need.</p> <p>No general public visits taking place.</p>	<p>Control measures will be revised and updated weekly or when the latest government guidance is released.</p>