

**(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.

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.

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| 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 | Overview of travel:  Example: Flying from London (Heathrow) to city [NAME] to deliver face-to-face training to client (client site postcode)  Details:  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). |



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| **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 | **Travel Arrangements**  Consultants will drive to the airport (avoiding public transport), and where necessary a mask will be worn and/or windows open for increased ventilation.  While in the airport and on the flight a facemask will be worn (wherever possible this will be face-fitted to the individual).  For travelling in taxis, a facemask will be worn.  Check local restrictions related to your destination prior to arrival and before departing.  **Hygiene Measures**  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.  Physical and social distancing guidance will be adhered to (2m distance and no more than 6 people gathering as of 14/09/20).  Consultants will monitor themselves for symptoms for up to 7 days following both flights.  New government control measures will be adhered to (came into effect 14/09/20) and consultants will not put themselves at risk.  Alcohol-based sanitisers, tissues and masks will be taken to the client site. | 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).  Staff reminded to catch coughs and sneezes in tissues – Follow **Catch it, Bin it, Kill it** and to avoid touching face (eyes, nose and mouth) with unclean hands.  Encourage staff to report any problems and carry out skin checks (e.g. a rash or reddening of the fingers/hands).    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 | 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>