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| Date of Assessment: Name of Freelancer  Review date : | | | | | | | | | Background information: This risk assessment is intended to describe how the freelancer’s usual working practices will be adjusted in order to manage the risks of Contraction or transmission of Coronavirus Covid19 during a generic learning activity. Additions may be required to cover a specific learning activity. This is a template risk assessment for a freelancer to submit. | | | | | | | | | | |
| Activity/ **Task** | Hazards(Factors to Consider) | | | Persons at Risk | Likelihood | Severity | | Risk | **Control Measures/Measures**  **to Minimize risk** | | | | | | Further Actions Required  State Responsible persons:  Completion date: | | Residual Risk Rating | | |
| Presence on XXX premises | Contraction or transmission - Coronavirus Covid19  General | | | S,C, P |  |  | |  | -I will follow the protocols being used within the XXX building I am working in, If I am uncertain about anything I will ask my point of contact for help or another member of staff as appropriate.  -If I become unwell with any of these symptoms: cough, loss of smell / taste or fever, I will report it immediately to my point of contact, self-isolate immediately off-site and contact NHS to request a test. (<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-andtreatment/>)  - After testing, I will update my point of contact with the test results.  -If I have symptoms of coronavirus, I will self-isolate for at least 7 days.  -If I live with someone who has symptoms, I will self-isolate for 14 days.  -If someone in my support bubble has symptoms, I will self-isolate for 14 days.  -I am not classed as vulnerable and am therefore able to work on site.  -If travelling to XXX by public transport I will follow government advice on the use of public transport, for example by wearing a face covering.  - I will wear PPE where necessary, as described in the situations below, and I will ensure that disposable PPE is disposed of safely after use. | | | | | | Freelancer and external party will not be allowed access to XXX site(s) unless they have provided XXX with their Covid 19 Risk assessment. | | L | | |
| Presence on XXX premises | Contraction or transmission - Coronavirus Covid19    Cleaning , Respiratory or hand hygiene systems being ineffective | | | S,C, P |  |  | |  | I will follow Infection control hygiene practices as follows:  -covering my mouth and nose with a tissue when coughing or sneezing and disposing of used tissues immediately, before thoroughly washing hands for at least 20 seconds.  -If no tissues are available, using the crook of my elbow to sneeze into  -Washing my hands regularly, and using a hand sanitiser gel soap if normal soap and water for handwashing is not available  -Avoiding touching my eyes, nose and mouth with unwashed hands  -Reporting any adverse effects such as rashes due to wearing PPE  -Following advisory XXX signage at entry points and in hand washing areas. | | | | | |  | | L | | |
| Working in shared spaces | Contraction or transmission - Coronavirus Covid19  Shared spaces and shared equipment | | | S, C, P |  |  | |  | -When using materials such as art materials or equipment such as cameras, I will not share these during the session and will ensure that only I touch them. I will ensure that participants also have their own set of materials and equipment for their exclusive use during the session. If there is a piece of equipment which must be shared, this will only be used if it can be wiped down with anti bac wipes before each use. (REFERENCE OR ALIGN WITH HANDLING KIT GUIDANCE)  -I will only work in the agreed gallery/learning room  - I will wash my hands with soap and water, before and after using shared welfare facilities, and follow the rules in place such as wiping down surfaces before and after use.  -I will follow all one way and entry control systems in place in building in which I am working  -I will bring my own pen to use to sign into the building/log books etc | | | | | |  | | L | | |
| Working in shared spaces | Contraction or transmission - Coronavirus Covid19  Shared spaces and potential for contamination of personal belongings | | | S, C, P |  |  | |  | -I will store personal belongings eg coat and bag in dedicated space given to me. If this requires touching a door or key for example on a locker, then I will wipe down the surface with an anti bac wipe and wash my hands (or use hand sanitiser) with soap and water for at least 20 seconds | | | | | |  | |  | | |
| Requirement to use small enclosed spaces eg lifts | Contraction or transmission - Coronavirus Covid19  Inability to maintain appropriate social distancing | | | S, C, P |  |  | |  | -Lifts should only be used by people who need them for mobility reasons  -Where possible a single person should use the lift and they will be met at the lift door whilst maintaining appropriate social distancing  -If another person eg freelancer is required to accompany the person in the lift they will stand side by side or back to back  -Both parties (unless exempt by government guidance) should wear a face covering  -Lift buttons to be pressed using elbow is possible. If not possible, hands should be washed afterwards with soap and water for at least 20 seconds | | | | | |  | |  | | |
| Presence on XXX premises during fire evacuation | Contraction or transmission - Coronavirus Covid19  Inability to maintain appropriate social distancing during fire evacuation | | | S, C, P |  |  | |  | -I will ensure that I am aware of the reviewed fire procedures.  -I will make myself familiar with the nearest fire call points in the locations I am working in.  -I will follow staff instructions in all emergency situations.  - If the fire alarm sounds I will make my way out of the building by the nearest route and take the group I am leading with me.  -I will put on a face covering | | | | | |  | | L | | |
| Presence on XXX premises and requiring first aid | Contraction or transmission - Coronavirus Covid19  Requirement for first aid | | | S, C, P |  |  | |  | -If I or a member of my group requires first aid I will follow the instructions of the XXX first aider. | | | | | |  | | L | | |
| Activities which require talking or presenting to groups for sustained time | Contraction or transmission - Coronavirus Covid19  Transmitting droplets during speech | | | S, C, P |  |  | |  | -I will maintain 2 metres distance from adults and children 12 and over at all times where possible.  -I will wear a suitable face covering eg mask or visor  -I will devise session that minimises talking time or use a microphone to reduce risk of transmitting droplets | | | | | |  | | L | | |
| Activities which require kit such as hearing loops | Contraction or transmission - Coronavirus Covid19 | | | S, C, P |  |  | |  | -All equipment will be wiped with anti bac wipes before and after use.  -After use equipment will be placed in quarantine area and not be used again within 72 hours  -Log book to be completed noting date last used | | | | | |  | | L | | |
| Delivering activities with other people | Contraction or transmission - Coronavirus Covid19  Potential inability to maintain appropriate social distancing while carrying out activities | | | S, C, P |  |  | |  | -I will maintain 2 metres distance from adults and children 12 and over at all times where possible. I will devise activities and plan the sessions so that this is possible eg I will not design an activity that requires me to be within 2 metres of another freelancer. If a situation arises where I am unable to maintain 2 metres distance from adults or children over 12 a face covering must be worn  - I will endeavour to remain aware of other people around me to maintain appropriate social distancing in public spaces, for example by waiting for a person(s) to move on before moving into a particular area | | | | | |  | | L | | |
| Waste  Arrangement considerations | Contact with waste material that may be infected with Covid 19 | | | S, C, P |  |  | |  | - I will ensure that any disposable PPE eg masks is disposed of safely after use and will check with staff onsite which ones can be used. | | | | | |  | | L | | |
| Storage arrangement considerations | Materials being stored within XXX may be infected with Covid 19 | | | S, C, P |  |  | |  | After the session I will ensure that materials remaining in XXX will be wiped down with anti bac wipes after handling where possible and practical. For art materials and other resources that cannot be wiped down they will be put away in correct storage place for 72 hours before used again. The log sheet provided in the learning room must be completed to show when the room and cupboards were last used. | | | | | |  | | L | | |
| **Conclusion & Recommendations**  This risk assessment assesses the potential for the contraction or transmission of the Covid 19 virus by freelancers working on site at XXX. It takes into consideration all relevant Government, NHS, HSE and public health authority’s guidance. | | | | | | | | | | | | | | | | | | | |
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| **Person at Risk** | | P | **Likelihood of Accident Circumstances** | | | | L | **Severity of Injury** | | S | Risk Matrix  **(**L x S = R) | | | | | | | | |
| Staff  Contractor  /freelancers  Public | | **S**  **C**  **P** | Likely or frequent, occurs repeatedly, to be expected  Possible, could occur sometimes  Improbable, so unlikely that probability is close to zero | | | | **H**  **M**  **L** | Fatality  Injury  No injuries, no damage to property or equipment | | **H**  **M**  **L** | **Severity** | | | *H* | | **M** | | **H** | **H** |
|  | | *M* | | | **M** | | **M** | **H** |
| *L* | | | **L** | | **M** | **M** |
|  | | | *L* | | *M* | *H* |
|  | **Likelihood** | | | | | | | |

**Instructions for Completion**

1. Identify the Activity/Task find the associated hazard, enter persons affected i.e. employee, contractor or public.
2. Enter the likelihood or Frequency of the hazard i.e. low, medium or high according to the table above. Do the same for the severity of the injury.
3. Use the risk matrix in the table above to multiply the likelihood and severity. This gives the overall risk rating after risk control measures are instigated. **NB**. If there are no controls in place enter the required control to mitigate the risk into the further actions column and notify the required personnel to implement the controls as required.
4. Put in further actions required e.g. signage, changes in working practice or procedures. Try to remove the process if possible; if not try to remove personnel from the hazard; if not use engineering controls; as a last resort use PPE. Finally enter the overall risk after the control measures have been put in place.
5. Enter a review date. Review in 6 months, or sooner if there is a significant chance to circumstances.
6. Obtain sign-off by a colleague and the H&S Manager.

Signed : (Title) : Freelance contractor Date:

Signed : (Title): Freelance contractor Date:

Signed : (Title) Date: