



## Risk Assessment

### Preparation and Delivery of Newsletter and Collection of Subscriptions during Covid -19 Pandemic

**Issue 2 1 June 2021**

Purpose:	Prevention of exposure to Covid-19 virus
Participants:	Road Stewards, Area Distributors, Publicity & Comms Executive, Membership Secretary and Support Volunteers
Tasks/activities:	Preparation and Delivery of Newsletter and Collection of Subscriptions
Other information:	Risk assessment to be updated in accordance with the latest government guidance on Covid-19

### Risk assessment sign off

Prepared by:	Name: Carolyn Elson	Signature:		Date:	
	Position: Membership Secretary				
Reviewed by:	Name:	Signature:		Date:	
	Position:				
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Acceptability of risk guidance	<b>High risk:</b>	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	<b>Medium risk:</b>	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	<b>Low risk:</b>	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.

Risk Assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	M	H		L	M	H
Controlling the spread of Covid-19 (the virus)	Road Stewards Area Distributors Membership Secretary Publicity & Comms Executive Support Volunteers	Persons being exposed to the bio aerosol and contracting and spreading the virus	L			<ul style="list-style-type: none"> <li>Anyone who meets one of the following criteria must follow the Government's guidance on Self-Isolation:               <ul style="list-style-type: none"> <li>➤ Has a high temperature or a new persistent cough</li> <li>➤ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)</li> <li>➤ Is living with someone in self-isolation or a vulnerable person</li> </ul> </li> </ul>	L		
Preparation of Road Steward Packs	Membership Secretary Publicity & Comms Executive Support Volunteers	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Maintain social distance of 2m</li> <li>Regular hand washing and use of hand sanitiser</li> <li>Cleansing of work surfaces</li> </ul>	L		
Delivery of Packs to Area Distributors	Membership Secretary Publicity & Comms Executive Support Volunteers	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Maintain social distance of 2m</li> <li>Regular hand washing and use of hand sanitiser</li> </ul>	L		
Delivery of Packs to Road Stewards and Support Volunteers	Area Distributors Membership Secretary Publicity & Comms Executive Support Volunteers	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Maintain social distance of 2m</li> <li>Regular hand washing and use of hand sanitiser</li> </ul>	L		
Delivery of Newsletter to residents' homes	Road Stewards Membership Secretary Publicity and Comms Executive Support Volunteers	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Maintain social distance of 2m</li> <li>Regular hand washing and use of hand sanitiser</li> </ul>	L		

Collecting subscriptions and Issuing Membership cards	Road Stewards	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Wear a face covering (if able to do so)</li> <li>Maintain social distance of 2m</li> <li>Regular hand washing and use of hand sanitiser</li> <li>Carry a suitable receptacle eg carrier bag into which the resident can place their subscription</li> <li>Complete membership cards in advance cards in advance (residents can be asked to fill in their name themselves)</li> </ul>	L		
Subscriptions collected in envelopes	Road Stewards	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Regular hand washing and use of hand sanitiser</li> </ul>	L		
Counting of money	Road Stewards	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Regular hand washing and use of hand sanitiser</li> </ul>	L		
Delivery of subscriptions/schedules to Membership Secretary	Road Stewards Membership Secretary	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Wear a face covering (if able to do so)</li> <li>Maintain social distance of 2m</li> <li>Regular hand washing and use of hand sanitiser</li> </ul>	L		
Counting of money and handling of cheques	Membership Secretary	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Regular hand washing and use of hand sanitiser</li> </ul>	L		
Deposit of monies at the Bank	Membership Secretary	Catching / spreading the virus	L			<ul style="list-style-type: none"> <li>Follow Government and Bank guidelines</li> <li>Regular hand washing and use of hand sanitiser</li> <li>Wear a face covering (if able to do so)</li> </ul>	L		