**Corporate General Risk Assessment Proforma – To be completed as a Documentary Record of Risk Assessments and signed by Managers**

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| **Risk Assessment Information** | | **Assessment Undertaken By** | | |
| **Reference Number:** | Recruitment 2 | **Name:** | Paula Richardson | **Date:** October 2020 |
| **Directorate:** | People Services | **Position:** | Clinical Team Lead |  |
| **Section:** | ICES | **Signature:** |  |  |
| **Location:** | Widdrington Road, Bishopsgate Business Park | **Authorised / Approved By** | | |
| **Area / Activity Assessed:** | COVID pandemic | **Manager** | Sheila Stirling | **Date:** |
| **Review Date** | When local COVID risk rasie or when recommended by Public Health England | **Signature:** |  |  |

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| **HAZARD**  **(What are the Hazards)** | **WHO WILL BE AFFECTED?** | **RISK**  **(Possible harm)** | **RISK RATING** | | | | **CONTROL MEASURES** | | **WHO BY? WHEN?** | | **ACHIEVED?** |
| **L** | **S** | **T** | **RL** | **IN PLACE** | **ACTION REQUIRED**  **(to reduce rick)** | **NAME** | **DATE** |
| Contamination of the Coronavirus to candidates attending face to face interviews for practical tasks at the ICES/Opal premises during the COV-ID 2019 period. | * Candidate * Assessors | Cross infection or cross contamination when using moving and handling specialist equipment during practical tasks  Cross infection or cross contamination when accessing amenities within the ICES/Opal buildings | 4 | 3 | 12 | Substantial | Vera assessments will be completed for all candidates shortlisted prior taking part in the practical part of interview  Two metre social distancing will be in place throughout the practical assessment  Full PPE will be available for both interviewer and interviewee; mask, gloves, apron, visor and hand sanitiser  All interviewees will be asked if they have any COVID symptoms/been in contact with someone/recently travelled to high risk area etc prior to participating in practical test  Cleaning rota devised to decontaminate and clean all equipment used during practical test, including all door handles, exit/entry automated door buttons. Shared toilet handles and communal areas | Interviewers to complete Pre-Vera checklist and Vera risk assessment if required for each candidate prior to participating in face to face test  Candidate to advise if they have any symptoms of COVID prior to attending practical test  Hand sanitiser, gloves, mask, apron and visor will be readily available for all candidates on arrival for practical test  Cleaning resources will be available for decontamination process to be completed between each interviewee practical test. | Candidate/assessor | Assessment slot |  |