



Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General

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Right Directions

Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General

Location of Activity

Throughout facility

Ref No.

MER_4709

Assessors Name *

Adam Dalton

Date of Assessment

08-09-2020

Next Review Date

08-09-2021

QMS/Work Instructions

Please select a instruction or manually write it

Names of Employees Consulted

Naomi Baker

Hazard Risk Rating

LOW

Training/Qualifications Required to Complete this Activity

Please select a qualification or manually write it

Personal Protective Equipment (PPE) Required to Complete this Activity

Please select a equipment or manually write it

Legislation, guidance and information used in support of this assessment

Other Risk Assessments Cross Referenced

Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff & Staffing Areas
 Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities

Potential Risk Rating

LOW

Potential Harm/Consequence		Likelihood That Harm Will Occur		Risk Rating	
1	Insignificant	1	Very Unlikely	Very Low Risk 1 - 2	No action required
2	Minor	2	Unlikely	Low Risk 3 - 6	Monitor
3	Moderate	3	Possible	Medium Risk 8 - 12	Action required
4	Major	4	Likely	High Risk 15 - 16	Urgent Action
5	Catastrophic	5	Very Likely	Critical Risk 20 - 25	Work Must Stop and take immediate action
If the Risk Rating is 15 or more and no further control measures are practicable, add the risk to the H&S Risk Register.					

The risk rating indicates the level of response required to be taken when adding actions to the improvement plan (RRP). Ratings between 15 and 25 require an urgent review of existing control measures.

Hazard	Who May be Harmed	Current Control Measure in Place	Risk Rating With Current Control Measures In Place	Sample of any Reviewed Control Measures	Additional Control Measures Required	Potential Risk Rating After Additional Control Measures Implemented
+ Category Keeping up to date with official guidance			3 x 1 3	Add Sample Measure	Please select additional control measure or manual	3 x 1 3

	Lack of up-to-date information regarding the virus	<ul style="list-style-type: none"> Staff Contractors Customer - Adult Customer - Child 	<ul style="list-style-type: none"> Attendance at Covid-19 clinics, webinars and other CPD Regular review of NGB advice and guidance Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG Reviewing best practice examples from within the industry Reviewing other sectors where applicable 							
-	Information - Responsibilities Lack of up-to-date information regarding the virus	<ul style="list-style-type: none"> Staff Contractors Customer - Adult Customer - Child 	COVID-19 Response Team established. Aeneas Richardson – Director of Operations to develop sources of information to keep up to date with the latest guidance available on managing response to the pandemic and feed this into the risk assessment process.	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3	
-	Information - Responsibilities Lack of up-to-date information regarding the virus	<ul style="list-style-type: none"> Staff Contractors Customer - Adult Customer - Child 	Government (www.gov.uk) and NHS (www.nhs.uk) advice is regularly checked and followed by Aeneas Richardson – Director of Operations.	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3	
<div style="background-color: #0056b3; color: white; padding: 2px;"> + Category </div>										
+	<input type="text" value="Add Description/Detail of how harm is caused"/>			1 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>		1 x 1	3	
<div style="background-color: #0056b3; color: white; padding: 2px;"> - Category Preventing the spread of Covid-19 in the building - General </div>										
+	Access points to premises No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	<ul style="list-style-type: none"> Staff Contractors Customer - Adult Customer - Child 	<ul style="list-style-type: none"> Suitable locking/closing mechanisms available on non-emergency exit doors Restricted entry/exit on some external doors (not compromising emergency exits) 	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3	
-	Capacity - Group Exercise		Group Exercise class capacity reduced to allow for adequate social distancing.	3 x 1	3		Please select additional control measure or manual	3 x 1	3	

	Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>				<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	<input type="text" value="Capacity - Gym"/> Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Gym Capacity Areas reduced to allow for adequate social distancing"/> <input type="text" value="gym Capacity 25"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	<input type="text" value="Capacity - Swimming pool"/> Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Pool bather loads to be reduced in line with Swim england COVID guidance"/> <input type="text" value="Lane Swimming - Directional lane and etiquette signage to be displayed. Duration of passing is limited - 6m2 per person"/> <input type="text" value="General swimming - Unstructured and direction of travel removed - 9m2 per person"/> <input type="text" value="Instructor lead activity - Movement in sync. Direction and movement controlled. - 6m2 per person"/> <input type="text" value="General family swimming - Unstructured and direction of travel removed -6m2 per person"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	<input type="text" value="Touch points"/> High touch points increasing risk of transmission of virus	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	<input type="text" value="Door mechanisms"/> Contact points on doors / revolving doors creating increased risk of virus contamination	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Additional / enhanced cleaning regime in place"/> <input type="text" value="Hand sanitisation provided on entry / exit to activity areas"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	<input type="text" value="Lack of handwashing facilities"/> Lack of handwashing facilities leading to increased risk of spread of the virus			3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/>	Please select additional control measure or manual	3 x 1	3

		<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Hand soap dispensers checked regularly and refilled</p> <p>Hot water system maintained to provide constant supply</p> <p>Additional hand sanitiser points provided around the facility to complement existing hand washing facilities</p> <p>Sanitiser is either anti-viral or minimum 60% alcohol based</p> <p>Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime</p> <p>Sufficient planning with consumables suppliers in place</p> <p>Hand dryers marked out of action. Towels provided to reduce air particles. Bins in high risk areas are double bagged in case of splitting</p>			<p>View Links</p>			
-	<p>Incorrect social distancing</p> <p>Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Cafe tables removed or closed off</p> <p>Spectators of lessons encouraged to wait in vehicles or outside</p> <p>Signage is in place in toilet areas outlining restrictions (regarding closeness of sinks and urinals)</p> <p>Government guidance on social distancing followed</p>	3 x 1	3	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	3 x 1	3
-	<p>Customer awareness</p> <p>Customer unaware of good hygiene and social distancing practices</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Signage in key facility areas (entrance, reception, changing rooms, toilets, activity areas, staff areas) promoting good hygiene practices and facility social distancing guidelines</p> <p>Government guidance followed and promoted</p>	3 x 1	3	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	3 x 1	3
-	<p>Access points to premises</p> <p>Opening of entry and exit points to premises to reduce touch points and increase ventilation during Covid-19 compromises</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Restricted areas kept locked to prevent unauthorised access</p> <p>Existing access controls maintained for high risk areas, e.g. access to pool hall, access to trampolines</p> <p>Or where this is not the case, identify the new controls implemented for these high risk areas</p> <p>Sports Hall Louvers to be set to 'open' when an activity is taking place</p>	3 x 1	3	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	3 x 1	3
-	Category	Handling customers presenting symptoms whilst in the facility							
+	<p>Covid-19 symptoms</p> <p>Customers entering the premises with Covid-19 symptoms</p>			4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p>	Please select additional control measure or manual	4 x 1	4

		<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Clear statement on website and at entrance for customers not to participate or attend if exhibiting any symptoms or been in contact with anyone exhibiting symptoms within the last 14 days</p> <p>Customers are tactfully refused entry and directed to stay home, self-isolate and call/email NHS 111</p> <p>Government guidance is followed</p>			<p>View Links</p>			
-	Category	Social Distancing - Car Parking and Entrance to Building							
+	<p>Over crowding / social distan</p> <p>Possible transmission of Covid-19 due to over-crowded parking / failure to maintain social distancing</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Cones, tape or barriers used to direct individuals towards the entrance and to any queuing system</p> <p>Directional signage used to direct individuals</p> <p>The queuing system is positioned closed to the building to ensure segregation of pedestrians and vehicles</p> <p>The ground is marked at 2m intervals to encourage social distancing whilst queuing</p> <p>Bike racks are cleaned and sanitised regularly</p> <p>Secure points for cycles are increased to avoid overcrowding</p> <p>Notices are displayed encouraging customers to pay for parking by phone or mobile app</p> <p>Step/slope handrails are cleaned frequently</p> <p>Litter bins are emptied regularly arranged by East Lindsey District Council</p> <p>• Activity start times staggered to try to avoid pinch point times in car parks, Where possible</p>	3 x 1	3	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	3 x 1	3
-	Category	Social Distancing - Entering and Exiting the Building							
+	<p>Social distancing</p> <p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>		3 x 1	3	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	3 x 1	3

- Social separation queuing system in place from outside areas through to reception
- The flooring is marked at 2m intervals to encourage social distancing
- Occupancy levels are controlled via booking systems
- Hand sanitiser is available at the point of entrance and exit to encourage good hand hygiene practice
- Staff check sanitiser levels regularly
- Doors are kept open, unless automatic, to prevent touching and aid fresh air movement
- Where possible, entrance and exit doors are separate and are clearly defined
- Retractable queue barriers used to define the access/egress routes to doors/separation

Category Social Distancing and Preventing the Spread of Covid-19 - Reception

+ Social distancing / hygiene

Possible transmission of Covid-19 due to not following 2m social distancing guidelines

Spread of virus due to

- Staff
- Contractors
- Customer - Adult
- Customer - Child

3 x 1 3

Add Sample Measure

[View Files](#)

[View Links](#)

Please select additional control measure or manual

3 x 1 3

The flooring is marked at 2m intervals to encourage social distancing
Sanitiser stations are positioned in reception for customers
Staff check sanitiser levels regularly
Perspex screens are fitted to reception desks to help maintain social distancing
Reception desks are extended where it is not possible for reception staff to maintain 2m distance with one another (where more than one receptionist is needed, unless able to work back to back)
Only one receptionist is situated at reception where desks cannot be extended and where 2m distance cannot be maintained
Floor marking indicate where customers should stand at reception
Hand sanitiser is available to receptionists to be used if having to handle cash
Card payments and contactless is strongly encouraged
Card payment machines are sanitised frequently
Customers are encouraged to book online
Tills/touchscreens are sanitised on staff changeover
Desks, telephones, radios and PA controls are sanitised on staff changeover and immediately after another member of staff touches them
Regular cleaning of the Perspex screen takes place
Returned retail stock is isolated for 72 hours prior to placing back on display
Hire equipment is sanitised between use / re-issue
Staff receiving back hire equipment wash / sanitise their hands immediately after handling it
Contractors and visitors are signed in/out by receptionists
Contractors are provided with guidelines and any rules related to Covid-19 arrangements in advance of their attendance
Any visitor passes an keys that are handed out to contractors are sanitised upon return
Screen are fitted at reception to provide a barrier

<p>+</p>	<p>Social distancing / hygiene</p> <p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Where practical, flooring is marked to indicate direction of travel through the building</p> <p>Prominent signage is displayed reminding of social distancing guidelines</p> <p>Prominent signage is displayed encouraging the use of hand sanitiser</p> <p>Hand sanitiser stations are fitted throughout, especially at entrances to each activity area, by key touch points and in areas where customers congregate</p> <p>Staff check sanitiser levels regularly</p> <p>Where possible, doors (except fire doors) are kept open throughout the building, ensuring air handling is not compromised or any building plant or fabric is not adversely affected</p> <p>Door handles, push plates and door edges are frequently sanitised throughout the day</p> <p>Where practical, seats and tables are removed or taped over to prevent customers congregating</p> <p>Lifts are restricted to a maximum of one person or more if from one household at a time, e.g. one parent and their child or a disabled customer and their carer</p> <p>Drinks fountains are removed</p>	<p>3 x 1</p> <p>3</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>3 x 1</p> <p>3</p>
<p>- Category Social Distancing and Preventing the Spread of Covid-19 - Technical and Maintenance</p>							
<p>+</p>	<p>Social Distancing / Hygiene</p> <p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p>	<p>Staff</p> <p>Contractors</p>	<p>Access to plant rooms and workshops restricted to authorised persons only</p> <p>Staff trained in social distancing good practice</p>	<p>3 x 1</p> <p>3</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>3 x 1</p> <p>3</p>
<p>-</p>	<p>Hygiene arrangements</p> <p>Spread of virus due to insufficient hygiene arrangements in plant rooms and technical areas and through</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Only essential tasks completed to maintain safety and quality standards where two people are required to complete the task</p> <p>Where practical, work is completed outside of opening hours to reduce potential for contact with customers</p> <p>Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible</p>	<p>3 x 1</p> <p>3</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>3 x 1</p> <p>3</p>
<p>-</p>	<p>Hygiene arrangements</p> <p>Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment</p>	<p>Staff</p>	<p>Shared tools and equipment is sanitised by staff at the start of shift or on handover</p> <p>Hand sanitiser and wipes are available</p>	<p>3 x 1</p> <p>3</p>	<p>Add Sample Measure</p> <p>View Files</p>	<p>Please select additional control measure or manual</p>	<p>3 x 1</p> <p>3</p>

-	Hygiene arrangements Spread of virus due to insufficient hygiene arrangements on the control of contractors	Staff Contractors Customer - Adult Customer - Child	Contracted work kept to a minimum to maintain safety standards, compliance and essential quality/environmental standards Where possible, contractors complete work outside of opening hours RAMS are requested and reviewed and include Covid-19 considerations Contractors are advised of facility standards on social distancing and hygiene in advance and when entering the facility Contractors are signed in by receptionist or receiving member of staff Quotation work completed remotely where possible Service/inspection sheets are sent electronically	3 x 1	3	View Links Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1	3
-	Category	Statutory Inspections Past Expiry Date							
+	Fixed electrical Fixed electrical past due date for inspection	Staff Contractors Customer - Adult Customer - Child	Inspection body contacted weekly to establish an inspection date Housekeeping standards focussed in areas of electrical intake points and distribution boards Daily check of building and electrical points to establish if any issues Access to local/company electrician to resolve any faults Controls reviewed weekly to ensure valid and up-to-date	3 x 1	3	Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1	3
-	Fire alarm Fire alarm past due date for inspection	Staff Contractors Customer - Adult Customer - Child	Inspecting body contacted weekly to establish an inspection date Guidance from inspecting body to be obtained in interim period Daily checks on fire panel to take place Test of all call points prior to re-opening Daily test on at least one break glass call point to take place and be recorded in place of weekly test Controls reviewed weekly to ensure valid and up-to-date Guidance received is followed	3 x 1	3	Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1	3
-	Emergency lighting Emergency lighting past due date for inspection			3 x 1	3	Add Sample Measure View Files	Please select additional control measure or manual	3 x 1	3

		<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Guidance from inspecting body to be obtained in interim period"/> <input type="text" value="Daily recorded visual check on all lighting to confirm operational"/> <input type="text" value="Weekly recorded flick tests on lighting to take place instead of monthly"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Guidance received is followed"/>		<input type="button" value="View Links"/>				
-	<input type="text" value="Passenger lift"/> <input type="text" value="Passenger lift past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Assessment made to determine whether lift is critical for essential work"/> <input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Inspecting body consulted for guidance"/> <input type="text" value="Insurers notified and consulted for advice"/> <input type="text" value="Daily recorded checks of lift operation and alarm completed prior to opening to test safe to use"/> <input type="text" value="Additional service of lift arranged until examination completed"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Guidance from inspecting body has been received and is followed"/> <input type="text" value="Justification for keeping the lift operational is documented, including why it is deemed essential, no significant history of issues from previous examinations, and this is verified by competent person or inspection body"/>	3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	3 x 1	3
-	<input type="text" value="Pool hoist and disabled hoist"/> <input type="text" value="Pool hoist and disabled hoist past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Inspecting body consulted for guidance"/> <input type="text" value="Daily recorded checks of hoist operation completed prior to opening to test safe to use"/> <input type="text" value="Additional service of hoist arranged until examination completed"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Hoists closed off to public as deemed not essential for use"/> <input type="text" value="Guidance from inspecting body is received and followed"/> <input type="text" value="Justification for keeping the hoist(s) operational due to it being essential is documented, along with justification on the basis that there have been no history of issues. This is verified by competent person or inspecting body"/>	3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="text" value="Please select additional control measure or manual"/>	3 x 1	3

-	Pressure vessels Pressure vessels past due date for inspection	Staff Contractors	Inspecting body contacted weekly to establish an inspection date Inspecting body consulted for guidance Additional service of pressure vessel arranged until examination completed Controls reviewed weekly to ensure valid and up-to-date Coffee machine/pressure vessel closed off as deemed not essential for use Guidance from inspecting body is received and followed Justification that the pressure vessel/system is essential is documented and includes evidence of no significant issues. Justification is verified by competent person / inspection body	3 x 1 3	Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1 3
-	Fire extinguishers Fire extinguishers past due date for inspection	Staff Contractors Customer - Adult Customer - Child	Inspecting body contacted weekly to establish an inspection date Guidance from inspecting body to be obtained in interim period Weekly recorded check on extinguishers' operational ability to take place Controls reviewed weekly to ensure valid and up-to-date Guidance received from inspecting body is followed	3 x 1 3	Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1 3
-	Gas boiler Gas boiler past due date for inspection	Staff Contractors Customer - Adult Customer - Child	Inspecting body contacted weekly to establish an inspection date Guidance from inspection body to be obtained in interim period Daily recorded check on boiler operation takes place Local contractor available to complete remedial works and repairs Controls reviewed weekly to ensure valid and up to date Review of recent service examinations highlights no significant history of issues Guidance received from inspection body is followed	3 x 1 3	Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1 3
-	Kitchen canopy Kitchen canopy past due date for inspection	Staff Contractors	Inspecting body contacted weekly to establish an inspection date Internal deep clean of canopy to take place prior to re-opening Weekly clean of canopy to take place Controls reviewed weekly to ensure valid and up-to-date	3 x 1 3	Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1 3
-	Lightning protection			3 x 1 3		Please select additional control measure or manual	3 x 1 3

	Lightening protection past due date for inspection	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/>			<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	<input type="text" value="Fall arrest equipment"/> <input type="text" value="Fall arrest equipment past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Contractors"/>	<input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Guidance from inspecting body to be obtained in interim period"/> <input type="text" value="Weekly and pre-use recorded check on fall arrest equipment takes place"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Fall arrest equipment isolated and staff not to complete any work that requires its use until examination takes place"/> <input type="text" value="Previous examinations highlights no significant history of issues"/> <input type="text" value="Guidance received from inspecting body is followed"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	Category	Legionella							
+	<input type="text" value="Hot and cold water system"/> <input type="text" value="Re-starting of water system and potential for release of legionella bacteria"/>	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Flushing regime maintained during closure"/> <input type="text" value="Temperature checks maintained during closure"/> <input type="text" value="PWTAG guidance followed on close down and re-commissioning of boilers"/> <input type="text" value="System cleaned, disinfected and re-commissioned by external competent contractor or competent staff member"/> <input type="text" value="Samples taken and tested for legionella, with results satisfactory, prior to re-opening"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	<input type="text" value="Swimming / spa pool"/> <input type="text" value="Swimming / spa pool return to operation"/>	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Pool water monitoring completed during close down"/> <input type="text" value="PWTAG guidance followed throughout and on re-opening"/> <input type="text" value="Samples taken and tested for legionella, with results satisfactory, prior to re-opening"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	Category	Cleaning and Waste							
+	<input type="text" value="Cleaning staffing"/>			3 x 1	3	<input type="text" value="Add Sample Measure"/>	Please select additional control measure or manual	3 x 1	3

	Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Additional multi-skilled staff trained and rostered to carry out cleaning tasks"/> <input type="button" value="Restriction of areas available to staff/public to reduce facilities to be cleaned"/> <input type="button" value="Business continuity plan in place"/>			<input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	<input type="button" value="Untrained staff"/> <input type="button" value="v"/> Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="COSHH assessments for all staff have been undertaken"/> <input type="button" value="Work instructions for all tasks in place"/> All staff who complete cleaning duties are trained in the use of new substances and tasks as part of their return to work training Only staff trained in safe methods and use of substances carry out cleaning tasks, including the use of mechanical cleaning equipment Staff are trained to wash their hands prior to placing PPE on and wash their hands again after removing their PPE	3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	<input type="button" value="Ineffective cleaning"/> <input type="button" value="v"/> Poor cleaning practice increasing risk of viral contamination	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Robust general cleaning schedule in place"/> Additional cleaning programmed for high touch points, including door handles, switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers etc. Government guidelines followed in the event of known or suspected Covid-19 contamination: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings <input type="button" value="Cleaning tasks monitored by Duty Manager"/>	3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	<input type="button" value="Cross contamination"/> <input type="button" value="v"/> Contamination transferred from waste	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Personal protective equipment available, including gloves and aprons"/> <input type="button" value="Staff wash hands following removal/transfer of waste"/> <input type="button" value="Waste bins are emptied frequently"/> Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle Where additional claning and waste is required following a suspected case of someone with symptoms of Covid-19, the waste is double bagged and safely set aside for 72 hours prior to placing in general waste as per government guidelines	3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	3 x 1	3
-	Category	Handling Post, Packages and Deliveries							
+	<input type="button" value="Deliveries"/> <input type="button" value="v"/>			3 x 1	3		Please select additional control measure or manual	3 x 1	3

	Deliveries exposing staff and drivers to transmission of the virus	Staff Delivery Drivers	<p>Bulk purchasing to reduce the number of deliveries required</p> <p>Electronic delivery notes not used and staff verbally confirm name</p> <p>One person to handle the delivery, unless manual handling required two. If two persons required, the same pair to try and partner up</p> <p>Hands to be washed or sanitised after opening and disposing of packaging</p> <p>Delivery points designated depending on type of product</p> <p>Delivery times agreed as far as possible with supplier</p>			Add Sample Measure View Files View Links			
-	Post, Packages and Food Handling post, packages and food	Staff	<p>Work instructions in place</p> <p>Personal protective equipment provided for handling items if required</p> <p>Government guidelines followed: https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19</p> <p>Hands are washed or sanitised after handling post or packages</p>	3 x 1	3	Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1	3
- Category Lost and Found Property									
+	Lost and Found Property Spread of virus due to insufficient hygiene arrangements	Staff	<p>Found property, apart from valuables, is bagged up and secured</p> <p>Personal clothing such as underwear and swimwear is disposed of</p> <p>Valuables are bagged up and placed in a safe</p> <p>Staff will not access property other than valuables for at least 72 hours after finding</p> <p>Staff handling lost property to wash or sanitise hands immediately after touching</p>	3 x 1	3	Add Sample Measure View Files View Links	Please select additional control measure or manual	3 x 1	3

Revision History

Q 10

Reviewed By ▲	Name ◇	Comment ◇	Date ◇
meridianlc	Adam Dalton	.	25-06-2020 12:50:07
meridianlc	Adam Dalton	.	25-06-2020 13:00:43
meridianlc	Adam Dalton	.	25-06-2020 14:08:15
meridianlc	Adam Dalton	.	25-06-2020 15:03:20
meridianlc	Adam Dalton	.	25-06-2020 15:13:49
meridianlc	Adam Dalton	.	25-06-2020 15:26:04
meridianlc	Adam Dalton	.	25-06-2020 15:31:44
meridianlc	Adam Dalton	.	25-06-2020 15:37:06
meridianlc	Adam Dalton	.	30-06-2020 12:10:17
meridianlc	Nick Marshall	Update regards Capacities, Hand dryers being out of action, activity staggered start times	29-08-2020 12:20:47

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