## Operating during Covid-19 (Coronavirus) Pandemic

### Potential Harm/Consequence

<table>
<thead>
<tr>
<th>Category</th>
<th>Likelihood That Harm Will Occur</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insignificant</td>
<td>Very Unlikely</td>
</tr>
<tr>
<td>2</td>
<td>Minor</td>
<td>Unlikely</td>
</tr>
<tr>
<td>3</td>
<td>Moderate</td>
<td>Possible</td>
</tr>
<tr>
<td>4</td>
<td>Major</td>
<td>Likely</td>
</tr>
<tr>
<td>5</td>
<td>Catastrophic</td>
<td>Very Likely</td>
</tr>
</tbody>
</table>

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.

If the Risk Rating is 15 or more and no further control measures are practicable, add the risk to the H&S Risk Register.

### Current Control Measure in Place

- **Category:** Keeping up-to-date with official guidance
- **Sample of any Reviewed Control Measures:**
  - Add Sample Measure

### Additional Control Measures Required

- **Potential Risk Rating After Additional Control Measures Implemented:**
  - Low Risk 1 - 2: No action required
  - Low Risk 3 - 6: Monitor
  - Medium Risk 7 - 12: Action required
  - High Risk 13 - 16: Urgent Action
  - Critical Risk 17 - 25: Work Must Stop and take immediate action

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**Location of Activity:** Please select a location or manually write it

**Ref No.:** MER_4957

**Assessors Name:** Adam Dalton

**Date of Assessment:** 07-09-2020

**Next Review Date:** 07-09-2021

**Hazard Risk Rating:** LOW

**Potential Risk Rating:** LOW
### Preventing the spread of Covid-19 (Coronavirus) in the building

#### Category: 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
- Suitable locking/closing mechanisms available on non-emergency exit doors
- Restricted entry/exit on some external doors (not compromising emergency exits)

#### Social Distancing
- Visitors in close contact with other visitors to the facility, incorrect social distancing
- Spectators of lessons encouraged to wait in vehicles or outside
- Government guidance on social distancing followed
- Group Exercise class capacity reduced to 10 to allow for adequate social distancing
- Gym capacity reduced to 20 initially with a maximum of 40

#### Toilet Tissue
- Lack of toilet paper increasing risk of unhygienic hand sanitation
- Sufficient planning with consumables suppliers in place
- Hot water and hand soap available at all times

#### Hand Washing Facilities
- Additional control measures or manual

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**Staff**

**Contractors**

**Customer - Adult**

**Customer - Child**
Lack of hand washing facilities leading to increased risk of spread of bacteria/virus

- View Files
- View Links

Hand sanitation points provided
- Hand soap dispensers kept filled
- Paper towels provided
- Hot water system maintained to provide constant supply
- Non-touch dispensers in place
- Hand dryers marked out of action. Towels provided to reduce air particles. Bins in high risk areas are double bagged in case of splitting

Door Mechanisms

Contact points on doors / revolving doors creating increased risk of bacteria / virus contamination

- View Files
- View Links

Sensor operated mechanisms in place
- Robust cleaning regime in place
- Hand sanitisation provided on entry/exit

Visitor Access

No restriction on visitor access to public areas increasing potential spread of bacteria / virus contamination

- View Files
- View Links

Restricted areas kept locked to prevent unauthorised access

Handling staff / customers presenting symptoms whilst in the facility

Staff unwell

Staff must self-isolate if they feel unwell and have flu-like symptoms
- Government guidance followed

- View Files
- View Links

Customers unwell

Customers should be tactfully refused entry and directed to self-isolate and call/email NHS 111
- Government guidance followed

- View Files
- View Links

High Risk Employees (as defined by government, including those who are pregnant, have underlying health issues, employees over the age of 70 years)
### High risk employees

- Those employees who are at higher risk if contracting Covid-19

  - Government guidance followed
  - Home working arranged as appropriate
  - Social distancing encouraged
  - HR procedures in place for those unable to work from home and required to isolate as per government guidelines

### Staff behaviour

- Staff in workplace increasing risk of community transmission

  - Staff work from home if at all possible
  - DSE risk assessment completed for those working from home
  - Staff practice social distancing as much as possible

### Workspace

- Poor workspace hygiene leading to increased risk of transferring bacteria/virus

  - Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance
  - Viricidal sprays available for wiping down work surfaces and equipment
  - Hand sanitiser available
  - Robust cleaning schedule in place which is monitored

### Physical contact

- Handshaking or other greeting increasing risk of transferring bacteria/virus

  - Handshaking and general close personal greetings are discouraged
  - Hand washing protocols and hygiene facilities in place

### Travel

- Travel for business purposes

  - Business related travel restricted to essential staff only
  - Video conferencing used for meetings, contact with suppliers, and where necessary, customers

### First Aid

- First Aid
Withdrawal of first aid to a person in need could put their life at risk.

Cardiopulmonary Resuscitation (CPR) training

Staff displaying flu-like symptoms excluded from training.

Only compressions practiced during ongoing training.

Compressions and rescue breaths demonstrated during a qualification course.

If rescue breaths carried out, then lungs/airways to be replaced and disposed of safely and mouth of manikin wiped with disinfectant wipes in between each use and disposed of safely.

Manikin face thoroughly washed with disinfectant at the end of training session.

Category: Cleaning and Waste

Cleaning Staff

Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services.

Additional multiskilled staff rostered to carry out cleaning tasks.

Restriction of areas available to staff/public to reduce facilities to be cleaned.

Business continuity plan in place.

Waste Disposal

Inappropriate disposal of waste, in particular used tissues, increasing the risk of contamination.

Work instructions in place on disposal of waste in line with government guidance in link below.

Personal protective equipment available, including gloves, aprons, face masks.

Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle.

Cleaning Practice

Poor cleaning practice increasing risk of bacterial/viral contamination.

Please select additional control measure or manual.
Untrained staff using cleaning substances and equipment

- Robust general cleaning schedule in place
- Cleaning tasks monitored by supervisor
- Additional cleaning programmed for high touch points - including light switches, furniture, handrails, IT equipment, desks, phones, push plates, taps, dispensers, lockers etc.

Handling post or packages

- Work instructions in place
- Personal protective equipment provided for handling items if required

Covid-19 infected person having been or suspected to have been in the premises

- Deep clean and sanitisation of facility
- Government advice followed

Closure of building due to Covid-19 infected person having been or suspected to have been in the premises, or insufficient staff to continue operations

- Business continuity plan in place and communicated to all users
- Minimum staffing levels identified to safely operate. Building closed if such numbers are not available
- Flexible emergency rosters introduced to maintain a level of service

Category: Substances and Equipment
- COSHH assessment for all substances in place
- Work instruction for tasks in place

Category: Handling
- Work instructions in place

Category: Business Continuity
- Work instructions in place