



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

Ref No.

Assessors Name *

Date of Assessment

Next Review Date

QMS/Work Instructions

Names of Employees Consulted

Hazard Risk Rating

LOW

Training/Qualifications Required to Complete this Activity

Personal Protective Equipment (PPE) Required to Complete this Activity

Legislation, guidance and information used in support of this assessment

Other Risk Assessments Cross Referenced

-
-

Potential Risk Rating

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

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					
+	Information		3 x 1 3	Add Sample Measure	Please select additional control measure or manual	1 x 1 1

	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 			<ul style="list-style-type: none"> View Files View Links 				
-	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. 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 info into the risk assessment process	2 x 1	2	Add Sample Measure <ul style="list-style-type: none"> View Files View Links 	Please select additional control measure or manual	1 x 1	1	
-	Information - Responsibilities Lack of up-to-date information regarding the virus	<ul style="list-style-type: none"> Staff Contractors Customer - Adult Customer - Child 	Government and NHS advice is regularly checked and followed by the management team	2 x 1	2	Add Sample Measure <ul style="list-style-type: none"> View Files View Links 	Please select additional control measure or manual	1 x 1	1	
-	Category									
	Preventing the spread of Covid-19 in the building - General									
+	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) 	2 x 1	2	Add Sample Measure <ul style="list-style-type: none"> View Files View Links 	Please select additional control measure or manual	1 x 1	1	
-	Capacity - Group Exercise Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing	<ul style="list-style-type: none"> Staff Customer - Adult Customer - Child 	Group Exercise class Capacity to be reduced	3 x 1	3	Add Sample Measure <ul style="list-style-type: none"> View Files View Links 	Please select additional control measure or manual	1 x 1	1	
-	Capacity - Gym Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing		Gym occupancy reduced to 8 upon opening. To be increased	3 x 1	3	Add Sample Measure <ul style="list-style-type: none"> View Files 	Please select additional control measure or manual	1 x 1	1	

		<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>				<input type="button" value="View Links"/>			
-	<input type="text" value="Capacity - Pool"/> <p>Customers in close contact with other customers resulting in incorrect social distancing</p>	<input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Bather loads are worked out on a 9m2 ruling (6m2 where bather are from the same household) 6m2 for structured sessions"/>	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"/>	1 x 1	1
-	<input type="text" value="Touch points"/> <p>High touch points increasing risk of transmission of virus</p>	<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="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"/>	1 x 1	1
-	<input type="text" value="Door mechanisms"/> <p>Contact points on doors creating increased risk of virus contamination</p>	<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="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"/>	1 x 1	1
-	<input type="text" value="Lack of handwashing facilities"/> <p>Lack of handwashing facilities leading to increased risk of spread of the virus</p>	<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="Hand soap dispensers checked regularly and refilled"/> <input type="text" value="Paper towels provided along with foot operated pedal bins"/> <input type="text" value="Hot water system maintained to provide constant supply"/> <input type="text" value="Additional hand sanitiser points provided around the facility to complement existing hand washing facilities"/> <input type="text" value="Sanitiser is either anti-viral or minimum 60% alcohol based"/> <input type="text" value="Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime"/> <input type="text" value="Sufficient planning with consumables suppliers in place"/> <input type="text" value="Hand dryers are marked out of action. towels are provided to reduce ait particles. Bins in high risk areas are double bagged in case of splitting"/>	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"/>	1 x 1	1
				3 x 1	3			1 x 1	1

-	<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>Signage is in place in toilet areas outlining restrictions (regarding closeness of sinks and urinals)</p> <p>Government guidance on social distancing followed</p>			<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>		
-	<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>	2 x 1	2	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	<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>Or where this is not the case, identify the new controls implemented for these high risk areas</p> <p>Existing access controls maintained for high risk areas. e.g swimming pool</p>	2 x 1	2	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	Category	Handling customers presenting symptoms whilst in the facility							
+	<p>Covid-19 symptoms</p> <p>Customers entering the premises with Covid-19 symptoms</p>	<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>	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>	1 x 1	1
-	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>		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>	1 x 1	1

		<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>Litter bins are emptied regularly by staff wearing PPE</p> <p>Activity start times where possible, are staggered to avoid pinch points in the car park</p>							
-	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>	<p>Social separation queuing system in place from outside areas through to reception</p> <p>The flooring is marked at 2m intervals to encourage social distancing</p> <p>Staff are positioned at the entrance door to control entry to reception and maintain 2m separation</p> <p>The staff member positioned at the entrance door keeps 2m away from persons queuing</p> <p>Radio communication is in place between the staff member on the door and the manager on duty to not permit further customer admissions to the facility if it has reached maximum capacity</p> <p>Occupancy levels are controlled via booking systems</p> <p>Hand sanitiser is available at the point of entrance and exit to encourage good hand hygiene practice</p> <p>Staff check sanitiser levels regularly</p> <p>Doors are kept open, unless automatic, to prevent touching and aid fresh air movement</p> <p>Where possible, entrance and exit doors are separate and are clearly defined</p> <p>Retractable queue barriers used to define the access/egress routes to doors/separation</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	1 x 1	1
-	Category	Social Distancing and Preventing the Spread of Covid-19 - Reception							
+	<p>Social distancing / hygiene</p>			2 x 1	2	<p>Add Sample Measure</p>	Please select additional control measure or manual	1 x 1	1

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

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

- 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
- 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
- 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

- View Files
- View Links

-		Category		Social Distancing and Preventing the Spread of Covid-19 - Circulation Areas and Seating/Spectator Areas		v			
+	Social distancing / hygiene	v	Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to	3 x 1	3	Add Sample Measure	Please select additional control measure or manual	1 x 1	1
						View Files			

		<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>Drinks fountains other than dispensers which can only be used to enable a water bottle to be filled, are removed or isolated</p>		<p>View Links</p>				
-	Category	Social Distancing and Preventing the Spread of Covid-19 - Technical and Maintenance							
+	<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>	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>	1 x 1	1
-	<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>	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>	1 x 1	1
-	<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>	3 x 1	3	<p>Add Sample Measure</p> <p>View Files</p>	<p>Please select additional control measure or manual</p>	1 x 1	1

-	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	1 x 1	1	
Category Statutory Inspections Past Expiry Date									
+	Fixed electrical Fixed electrical past due date for inspection	Staff Contractors Customer - Adult Customer - Child	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	1 x 1	1	
-	Fire alarm Fire alarm past due date for inspection	Staff Contractors Customer - Adult Customer - Child	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	3 x 1	3 Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1	
-	Emergency lighting Emergency lighting past due date for inspection	Staff Contractors Customer - Adult Customer - Child	Guidance from inspecting body to be obtained in interim period Daily recorded visual check on all lighting to confirm operational Weekly recorded flick tests on lighting to take place instead of monthly 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	1 x 1	1	

-	Pool hoist and disabled hoist Pool hoist and disabled hoist past due date for inspection	Staff Customer - Adult Customer - Child	Inspecting body contacted weekly to establish an inspection date Inspecting body consulted for guidance Daily recorded checks of hoist operation completed prior to opening to test safe to use Additional service of hoist arranged until examination completed Controls reviewed weekly to ensure valid and up-to-date Hoists closed off to public as deemed not essential for use Guidance from inspecting body is received and followed 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	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1	
-	Fire extinguishers Fire extinguishers past due date for inspection	Staff Contractors Customer - Adult Customer - Child	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	1 x 1	1	
-	Gas boiler Gas boiler past due date for inspection	Staff Contractors Customer - Adult Customer - Child	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	1 x 1	1	
-	Lightning protection Lightning protection past due date for inspection	Staff Contractors Customer - Adult Customer - Child	Controls reviewed weekly to ensure valid and up-to-date	2 x 1	2	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1	
-	Category	Legionella								-
+	Hot and cold water system			3 x 1	3		Please select additional control measure or manual	1 x 1	1	

	<p>Re-starting of water system and potential for release of legionella bacteria</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Flushing regime maintained during closure</p> <p>Temperature checks maintained during closure</p> <p>PWTAG guidance followed on close down and re-commissioning of boilers</p> <p>System cleaned, disinfected and re-commissioned by external competent contractor or competent staff member</p> <p>Samples taken and tested for legionella, with results satisfactory, prior to re-opening</p>			<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>			
-	<p>Swimming / spa pool</p> <p>Swimming / spa pool return to operation</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Pool water monitoring completed during close down</p> <p>PWTAG guidance followed throughout and on re-opening</p> <p>Samples taken and tested for legionella, with results satisfactory, prior to re-opening</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	1 x 1	1
-	Category	Cleaning and Waste							
+	<p>Cleaning staffing</p> <p>Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Additional multi-skilled staff trained and rostered to carry out cleaning tasks</p> <p>Restriction of areas available to staff/public to reduce facilities to be cleaned</p> <p>Business continuity plan in 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	1 x 1	1
-	<p>Untrained staff</p> <p>Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>COSHH assessments for all staff have been undertaken</p> <p>Work instructions for all tasks in place</p> <p>All staff who complete cleaning duties are trained in the use of new substances and tasks as part of their return to work training</p> <p>Only staff trained in safe methods and use of substances carry out cleaning tasks, including the use of mechanical cleaning equipment</p> <p>Staff are trained to wash their hands prior to placing PPE on and wash their hands again after removing their PPE</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	1 x 1	1
-	<p>Ineffective cleaning</p> <p>Poor cleaning practice increasing risk of viral contamination</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	1 x 1	1

		<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Robust general cleaning schedule in place</p> <p>Cleaning tasks monitored by supervisor</p> <p>Additional cleaning programmed for high touch points, including door handles, switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers etc.</p> <p>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</p>						
-	<p>Cross contamination</p> <p>Contamination transferred from waste</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Personal protective equipment available, including gloves and aprons</p> <p>Staff wash hands following removal/transfer of waste</p> <p>Waste bins are emptied frequently</p> <p>Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle</p> <p>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</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>	1 x 1	1
<p>Category Handling Post, Packages and Deliveries</p>									
+	<p>Deliveries</p> <p>Deliveries exposing staff and drivers to transmission of the virus</p>	<p>Staff</p> <p>Delivery Drivers</p>	<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>	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>	1 x 1	1
-	<p>Post, Packages and Food</p> <p>Handling post, packages and food</p>	<p>Staff</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>	1 x 1	1

			<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>			
<div style="background-color: #0056b3; color: white; padding: 2px;"> - Category Lost and Found Property </div>						
+	Lost and Found Property v 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	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f0f0f0;">Add Sample Measure</div> <div style="background-color: #0056b3; color: white; text-align: center; padding: 2px; margin-top: 5px;">View Files</div> <div style="background-color: #4f7942; color: white; text-align: center; padding: 2px; margin-top: 5px;">View Links</div>	Please select additional control measure or manual 1 x 1 1

Revision History [Close] [Refresh] [Maximize]			
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Reviewed By	Name	Comment	Date
embassysp@stitch.com	Mark Dilks	.	24-06-2020 09:29:07
embassysp@stitch.com	Mark Dilks	.	30-06-2020 10:21:04
embassysp@stitch.com	Mark Dilks	.	28-08-2020 14:00:14
embassysp@stitch.com	Mark Dilks	.	01-09-2020 13:30:39
embassysp@stitch.com	mark dilks	.	01-09-2020 13:32:21
Showing 1 to 5 of 5 entries			Previous 1 Next