### Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff and Staff Areas

#### Hazard Risk Rating
- LOW

#### Potential Risk Rating
- VERY LOW

#### Risk Rating Indications
- **Very Low Risk** 1 - 2: No action required
- **Low Risk** 3 - 6: Monitor
- **Medium Risk** 8 - 12: Action required
- **High Risk** 15 - 16: Urgent Action
- **Critical Risk** 20 - 25: Work Must Stop and take immediate action

#### Additional Control Measures Required
- Please select additional control measure or manually write it

- **Add Sample Measure**
  - **Add Sample Measure**
  - Please select additional control measure or manually write it

---

<table>
<thead>
<tr>
<th>Potential Harm/Consequence</th>
<th>Likelihood That Harm Will Occur</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Insignificant</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Minor</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Moderate</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Major</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Catastrophic</td>
<td>5</td>
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</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.

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<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who May Be Harmed</th>
<th>Current Control Measure in Place</th>
<th>Risk Rating With Current Control Measures in Place</th>
<th>Sample of any Reviewed Control Measures</th>
<th>Additional Control Measures Required</th>
<th>Potential Risk Rating After Additional Control Measures Implemented</th>
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<tbody>
<tr>
<td>+ Category</td>
<td>Keeping Up-to-date with Official Guidance</td>
<td>2 x 1</td>
<td>2 Add Sample Measure</td>
<td>Please select additional control measure or manually write it</td>
<td>1 x 1</td>
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#### Ref No.
EMB_4679

#### Assessors Name
Mark Dilks

#### Date of Assessment
01-09-2020

#### Next Review Date
01-09-2021

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#### Location of Activity
Throughout the facility

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#### QMS/Work Instructions
Please select a instruction or manually write it

#### Training/Qualifications Required to Complete this Activity
Please select a qualification or manually write it

#### Legislation, guidance and information used in support of this assessment

---

**Hazard:**
- Lack of up-to-date information regarding the Covid-19 virus

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**Names of Employees Consulted:**

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**Personal Protective Equipment (PPE) Required to Complete this Activity:**

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**QMS/Work Instructions:**

---

**Names of Employees Consulted:**

---

**Personal Protective Equipment (PPE) Required to Complete this Activity:**

---

**Legislation, guidance and information used in support of this assessment**

---

**Other Risk Assessments Cross Referenced**
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities
<table>
<thead>
<tr>
<th>Category</th>
<th>Staff Planning</th>
</tr>
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<tbody>
<tr>
<td><strong>Information - Responsibilities</strong></td>
<td><strong>Possible transmission of Covid-19 due to staff being in work when not necessary</strong></td>
</tr>
<tr>
<td><strong>Lack of up-to-date information regarding the Covid-19 virus</strong></td>
<td>Attendance at Covid-19 clinics, webinars and other CPD</td>
</tr>
<tr>
<td></td>
<td>Regular review of NGB advice and guidance</td>
</tr>
<tr>
<td></td>
<td>Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG</td>
</tr>
<tr>
<td></td>
<td>Reviewing best practice examples from within the industry</td>
</tr>
<tr>
<td></td>
<td>Reviewing other sectors where applicable</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>Government and NHS advice regularly checked by the management team</td>
</tr>
</tbody>
</table>

| **Information - Responsibilities** | **Possible transmission of Covid-19 due to staff being in work when not necessary** |
| **Lack of up-to-date information regarding the Covid-19 virus** | Government and NHS advice is regularly checked by the management team |

| **Information - Responsibilities** | **Possible transmission of Covid-19 due to staff being in work when not necessary** |
| **Lack of up-to-date information regarding the Covid-19 virus** | Staff audit completed to determine roles essential to be physically in the facility and minimum staffing levels necessary within each department |
| | Remote working encouraged where possible |
| | Remote access systems in place for remote workers |

| **Information - Responsibilities** | **Possible transmission of Covid-19 due to staff being in work when not necessary** |
| **Lack of up-to-date information regarding the Covid-19 virus** | Staff contact |

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<thead>
<tr>
<th><strong>Category</strong></th>
<th><strong>Staff Planning</strong></th>
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<tr>
<td><strong>Staff attendance</strong></td>
<td><strong>Possible transmission of Covid-19 due to staff being in work when not necessary</strong></td>
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<tr>
<td></td>
<td>Staff audit completed to determine roles essential to be physically in the facility and minimum staffing levels necessary within each department</td>
</tr>
<tr>
<td></td>
<td>Remote working encouraged where possible</td>
</tr>
<tr>
<td></td>
<td>Remote access systems in place for remote workers</td>
</tr>
</tbody>
</table>
Possible transmission of Covid-19 due to staff coming into increased contact with one another

| Staff levels per shift kept to a minimum to maintain safety standards, hygiene standards and to allow facility to operate effectively |
| Review shift rotas to maximise opportunities to work in fixed teams or partnering to limit interaction between staff |
| Drop off zones in place to leave essential office supplies (pens, stationery, etc.) |
| Business related travel restricted to essential staff only |
| Staff discouraged from car sharing unless absolutely essential or from the same household |
| Shared company vehicle touch points (keys, handles, steering wheel, gear stick, radio, instruments, petrol cap etc.) cleaned pre and post use |
| Deliveries to other facilities kept to a minimum and drop off zones in place at each facility |

Category: Employees who are at higher risk of contracting Covid-19

High Risk Employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)

| Management / HR complete individual pre-reopening chats with each member of staff to identify staff members at increased risk, providing a one-to-one opportunity to raise and discuss issues and invite suggestions and ideas |
| Government guidance followed |
| Home working arranged as appropriate |
| Where clinically vulnerable staff cannot work from home and have to be in the facility, they are reminded to 2m social distancing and work as remotely as possible from other people |
| Social distancing and good hygiene practices encouraged |
| HR procedures in place for those unable to work from home and required to isolate as per government guidelines |
| Individual staff questionnaires was sent to staff to identify whether, when and how they can return to work |

Category: Handling staff presenting symptoms whilst in the facility

| Staff with symptoms |
| Staff continuing to work if feeling unwell or presenting Covid-19 symptoms |

Handling staff presenting symptoms whilst in the facility

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

Please select additional control measure or manual

- Handling staff presenting symptoms whilst in the facility
  + Staff with symptoms
    - Staff
      - Contractors
      - Customer - Adult
      - Customer - Child
Clear policy is in place that staff must self-isolate if they (or a member of their household) feel unwell and have Covid-19 symptoms in accordance with NHS advice.

Training and information prior to starting / returning to work for every member of staff to ensure that they are clear about the requirements and what to do if they or a member of their household is exhibiting Covid-19 symptoms.

Efforts made to enable self-isolating staff to complete duties and/or CPD whilst working from home.


HR disciplinary process to deal with non-compliance.

Staff required to verbally confirm and the start of each shift that they are feeling well and free of symptoms of Covid-19 and have not been contacted by track and trace the they have been in contact with someone with symptoms.

Please select additional control measure or manual.
### Workspace hygiene

- **Poor workspace hygiene leading to increased risk of transferring virus**
  - Staff practice social distancing as much as possible
  - Staff to be limited to their own work areas
  - Clear policy that social distancing requirements apply to everyone in the workplace
  - Specific risk assessment completed for any essential tasks (e.g., maintenance tasks) where social distancing is not possible
  - All senior managers conversant with social distancing requirements and lead from the front as role models
  - All supervisors/managers on duty are trained in the requirements and their role in acknowledging good practice and taking action to ensure compliance
  - Training is delivered to all staff to ensure understanding of what is required and why
  - All senior managers conversant with social distancing requirements and lead from the front as role models
  - All staff are encouraged to challenge anyone (staff, public, management) who is not observing social distancing protocols
  - Reinforcement - message refreshed in staff briefings, reinforced in procedures, work instructions, signage, website, social media
  - Staff from the same household to observe social distancing requirements whilst at work to avoid misunderstanding from third parties and perception that rules are not being adhered to
  - HR disciplinary process to deal with non-compliance

- **Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance**
- **Deep clean completed prior to re-opening**
- **Revised routine cleaning and monitoring regime in place**
- **All staff instructed on personal hygiene - frequent handwashing/sanitisation as part of return to work training**
- **Hand sanitiser provided at key points throughout the facility where hand washing facilities are not available**
- **Training delivered to all staff involved in cleaning tasks**

### Personal greetings

- **Handshaking or other greeting increasing risk of transferring the virus**
  - Handshaking and general close personal greetings are not permitted
  - Handwashing protocols and hygiene facilities in place

- **Please select additional control measure or manual**
### Social distancing and preventing the spread of Covid-19 - Offices

**Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas**

- Office staff work from home where possible
  - If not possible, staff alternate days / shifts in/out to keep numbers in the office at a minimum

- Workstations arranged to ensure 2m person separation and walkways that minimise passing in close contact

- Workstations arranged for staff to work back to back or side to side rather than face to face

- When face to face is the only option, screens are put up to separate workstations

- Staggered start times for staff to minimise pinch points

- Hot desking is discouraged but where necessary, workstation cleaning and sanitising is undertaken between users, to include calculators, staplers, keyboards, mouse etc.

- Telephones to be sanitised between users

- All pens, pencils are removed from desks and kept individually for workstation user

- Hand sanitiser is available

- Offices are kept well ventilated with windows open where possible

- Good practice social distancing and hygiene promoted in office areas

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### Social distancing and preventing the spread of Covid-19 - Staff Room(s)

**Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms**

- Staff room numbers permitted to 1
  - Hot desking is discouraged but where necessary, workstation cleaning and sanitising is undertaken between users, to include calculators, staplers, keyboards, mouse etc.

- Telephones to be sanitised between users

- All pens, pencils are removed from desks and kept individually for workstation user

- Hand sanitiser is available

- Offices are kept well ventilated with windows open where possible

- Good practice social distancing and hygiene promoted in office areas
<table>
<thead>
<tr>
<th>Category</th>
<th>Social distancing and preventing the spread of Covid-19 - Meetings</th>
</tr>
</thead>
</table>

**Possible transmission of Covid-19 through poor hygiene and lack of social distancing in meetings**

- Shift start times staggered to reduce pressure on staff changing/locker areas
- Break times staggered to keep numbers in room to a minimum
- Safe outside seating area provided with seating (spaced 2m apart) encouraged for breaks
- 2m separation markings in place
- Signage on entrance to staff room to remind of occupancy levels
- Staff encouraged to leave personal items in lockers to avoid need to keep on returning to staff rooms
- Staff are instructed to wash hands with soap and water for 20 seconds minimum before using a kettle, microwave, opening a fridge etc.
- Signage reminders of expected good hygiene practices to be displayed
- Enhanced cleaning regime extends to staff rooms

**Staff Room(s) - Occupancy**

- Signage on entrance to staff room(s) to remind of occupancy levels

**Additional control measure or manual**

- Please select additional control measure or manual

**View Files**

**View Links**
<table>
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<tr>
<th>Category</th>
<th>Lifeguard qualification past expiry date</th>
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<tbody>
<tr>
<td></td>
<td>Staff meetings to be held remotely via video conferencing where possible</td>
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<tr>
<td></td>
<td>If not possible to video conference, staff to sit 2m apart in meeting room</td>
</tr>
<tr>
<td></td>
<td>The need for face to face meetings is reviewed, reducing to essential meetings only</td>
</tr>
<tr>
<td></td>
<td>Use remote working tools to avoid in-person meetings, especially if the attendees would be travelling from different locations</td>
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<tr>
<td></td>
<td>Only absolutely necessary participants should attend face-to-face meetings and maintain 2m separation throughout</td>
</tr>
<tr>
<td></td>
<td>Meetings are held outdoors or in well-ventilated rooms whenever possible</td>
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<tr>
<td></td>
<td>Transmission opportunities are reduced pens are not shared, handouts are not given out, one person only to control mouse, clicker, pointer etc.</td>
</tr>
<tr>
<td></td>
<td>Agenda and any documents are shared on a screen rather than using paper copies</td>
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<tr>
<td></td>
<td>Refreshments are not provided</td>
</tr>
<tr>
<td></td>
<td>Hand sanitiser is provided in meeting rooms</td>
</tr>
<tr>
<td></td>
<td>Meeting room layout facilitates social distancing and removes pinch points</td>
</tr>
<tr>
<td></td>
<td>In areas where regular meetings take place, floor signage is used to help staff maintain social distancing</td>
</tr>
</tbody>
</table>

### Qualification expiry - lifeguard

- Staff
- Customer - Adult
- Customer - Child

### Additional control measure or manual

- Add Sample Measure
- Please select additional control measure or manual

### View Files

- View Files

### View Links

- View Links
<table>
<thead>
<tr>
<th>Category</th>
<th>First Aid</th>
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<tbody>
<tr>
<td>Illness or injury requiring first aid</td>
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</table>

<table>
<thead>
<tr>
<th>Staff</th>
<th>First aid at work past expiry date</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Staff</th>
<th>Pool plant operation (PPO) past expiry date</th>
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<table>
<thead>
<tr>
<th>Staff</th>
<th>Qualification expiry - first aid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First aid expiry date</td>
</tr>
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</table>

HR contacted and renewal assessment arranged at earliest opportunity

Lifeguards complete the ten free RLSS online training modules prior to return to duties to continue their ongoing training

Lifeguards attend ongoing training sessions to demonstrate competency. This can be completed during furlough but can be completed on return to work for any staff who do not have access to internet etc. Contributes five hours towards the 20 hours required for revalidation

Competency test completed prior to re-opening

Ongoing competency tests completed each month

Lifeguard not permitted to work until re-qualified - note RLSS qualifications extended

Lifeguard qualification validity checked prior to return to work to confirm that they fall within the permitted qualification extension. Where the qualification does not fall within the extension and is out of date, the lifeguard is not permitted to work in role until re-qualified

RLSS guidance followed

- Qualification expiry - first aid
  - Staff
  - Customer - Adult
  - Customer - Child
  - Customer - Child

- Qualification expiry - pool plant
  - Staff
  - Customer - Adult
  - Customer - Child

HR contacted and renewal training and assessment at earliest opportunity

Utilise online opportunities for refresher and/or revalidation where practical training is not possible

Rotas reviewed to ensure there are always sufficient first-aiders available in the facility with qualifications in date

HSE advised an extension to qualification expiry until 30th September 2020 (England)

- First Aid
  - Staff
  - Customer - Adult
  - Customer - Child
  - Customer - Child

- First aid
  - Staff
  - Customer - Adult
  - Customer - Child

- Illness or injury requiring first aid
  - Staff
  - Customer - Adult
  - Customer - Child

Add Sample Measure

Please select additional control measure or manual

View Files

View Links

9
Cardiopulmonary Resuscitation (CPR) training

Staff
- Contractors
- Customer - Adult
- Customer - Child

Continued provision:
- First aid trained personnel available during all opening hours
- First aiders to continue to use disposable gloves for all first aid treatment
- Regular checks resumed prior to reopening to ensure first aid equipment is fit for purpose and in date
- First aiders continue to maintain good hygiene practices and those providing first aid should cover any open wounds
- In addition, during this period first aiders should
  - Adhere to revised CPR protocols
  - Encourage self-treatment where appropriate, to help maintain social distancing guidance
  - Wear PPE when providing first aid and if possible and appropriate, casualties may also be encouraged to wear a face mask
  - Contact with casualties' faces are minimised
  - PPE and soiled dressings are disposed of safely in biohazard bins
  - First aiders wash hands before and after administering first aid
  - First aiders report to their line manager if they develop Covid-19 symptoms
  - all first aider to wear facemasks, gloves and aprons

- CPR training
  - Staff displaying Covid-19 type symptoms are excluded from training
  - Only compressions practiced during ongoing training
  - Compressions and rescue breaths demonstrated during a qualification course
  - If rescue breaths carried out, lungs/airways to be replaced and disposed of safely, face and mouth of manikin wiped with disinfectant wipes in between each use, with wipes disposed of safely
  - Manikin face thoroughly washed with disinfectant at the end of training session
### Possible transmission of virus through attendance at training courses

- Non-essential training postponed if only available in face to face setting
- Essential training completed in line with good social distancing protocols (2m)
- Sanitisation points provided in training rooms
- Close group work discouraged in training sessions
- Where possible, online/video training completed to obtain and maintain qualifications
- Review of training matrix completed to identify essential and non-essential training
- Non-essential training postponed unless available remotely, e.g. online or virtual formats
- Essential training completed via online or virtual formats where possible
- Where essential face to face training is required, e.g. lifeguard training/competency assessment, a specific risk assessment for the activity is completed to consider social distancing, sanitisation etc.

### Sta concerned on returning to work following lockdown and entering the facility with numerous other people

- Return to work chats to be completed with all sta prior to re-opening
- Staff refresher training in NOP/EAP and changes to procedures completed
- Staff training in specific Covid-19 control measures completed
- Occupational health services available for sta to discuss concerns
- One-to-one chats with line manager encouraged at any time and frequency
- High risk sta referred to earlier in this risk assessment
- Clear, concise and regular communications to the team on Covid-19 controls/updates taking place and facility performance
- Staff actively encouraged to bring forward suggestions and concerns to their line manager

### Sta working remotely feeling isolated

- Regular contact and welfare chats maintained with line manager to maintain communications and involvement
- Company employee support services available for further welfare chats and promoted to sta

### Sta stress / mental wellbeing

- Return to work chats to be completed with all sta prior to re-opening
- Staff refresher training in NOP/EAP and changes to procedures completed
- Staff training in specific Covid-19 control measures completed
- Occupational health services available for sta to discuss concerns
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- Regular contact and welfare chats maintained with line manager to maintain communications and involvement
- Company employee support services available for further welfare chats and promoted to sta
Discrimination of staff due to inappropriate Covid-19 control measures

- Government guidance followed
- Individual assessments are completed with staff members
- Reasonable adjustments are made to accommodate staff who fall under Equality Act
- Disabled staff/customer use is prioritised in changing rooms, toilets and lifts

Please select additional control measure or manual

Revision History

<table>
<thead>
<tr>
<th>Reviewed By</th>
<th>Name</th>
<th>Comment</th>
<th>Date</th>
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Showing 1 to 5 of 5 entries