



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

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Right Directions

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

Location of Activity

Throughout the facility

Ref No.

EMB_4679

Assessors Name *

Mark Dilks

Date of Assessment

01-09-2020

Next Review Date

01-09-2021

QMS/Work Instructions

Please select a instruction or manually write it

Names of Employees Consulted

Please select a employee or manually write it

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 - Building/Facility General

Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities

Potential Risk Rating

VERY LOW

Potential Harm/Consequence		Likelihood That Harm Will Occur		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.	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.						

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
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> + Keeping Up-to-date with Official Guidance </div>						
<div style="border: 1px solid #ccc; padding: 5px;"> + Lack of information Lack of up-to-date information regarding the Covid-19 virus </div>			2 x 1 2	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Add Sample Measure</div> <div style="text-align: center; background-color: #0070C0; color: white; padding: 2px;">View Files</div>	Please select additional control measure or manual	1 x 1 1

		<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="Attendance at Covid-19 clinics, webinars and other CPD"/> <input type="text" value="Regular review of NGB advice and guidance"/> <input type="text" value="Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG"/> <input type="text" value="Reviewing best practice examples from within the industry"/> <input type="text" value="Reviewing other sectors where applicable"/> <input type="text" value="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"/> <input type="text" value="Government and NHS advice regularly checked by the mangement team"/>			<input type="button" value="View Links"/>			
-	<input type="text" value="Information - Responsibilities"/> <input type="text" value="Lack of up-to-date information regarding the Covid-19 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="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 2	4	<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="Information - Responsibilities"/> <input type="text" value="Lack of up-to-date information regarding the Covid-19 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="Government and NHS advice is regularly checked bt the management team"/>	2 x 1	2	<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
-	Category	Staff Planning							
+	<input type="text" value="Staff attendance"/> <input type="text" value="Possible transmission of Covid-19 due to staff being in work when not necessary"/>	<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="Staff audit completed to determine roles essential to be physically in the facility and minimum staffing levels necessary within each department"/> <input type="text" value="Remote working encouraged where possible"/> <input type="text" value="Remote access systems in place for remote workers"/>	1 x 1	1	<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="Staff contact"/> <input type="text" value=""/>	<input type="text" value="Staff"/>		1 x 1	1	<input type="button" value="Add Sample Measure"/>	<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1

	Possible transmission of Covid-19 due to staff coming into increased contact with one another		<p>Staff levels per shift kept to a minimum to maintain safety standards, hygiene standards and to allow facility to operate effectively</p> <p>Review shift rotas to maximise opportunities to work in fixed teams or partnering to limit interaction between staff</p> <p>Drop off zones in place to leave essential office supplies (pens, stationery, etc.)</p> <p>Business related travel restricted to essential staff only</p> <p>Staff discouraged from car sharing unless absolutely essential or from the same household</p> <p>Shared company vehicle touch points (keys, handles, steering wheel, gear stick, radio, instruments, petrol cap etc.) cleaned pre and post use</p> <p>Deliveries to other facilities kept to a minimum and drop off zones in place at each facility</p>		<p>View Files</p> <p>View Links</p>				
-	Category	High Risk Employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)							
+	<p>High risk employees</p> <p>Employees who are at higher risk of contracting Covid-19</p>	<p>Staff</p>	<p>Management / HR complete individual pre-opening 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</p> <p>Government guidance followed</p> <p>Home working arranged as appropriate</p> <p>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</p> <p>Social distancing and good hygiene practices encouraged</p> <p>HR procedures in place for those unable to work from home and required to isolate as per government guidelines</p> <p>individual staff questionnaires was sent to staff to identify whether, when and how they can return to work</p>	2 x 2	4	<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 staff presenting symptoms whilst in the facility							
+	<p>Staff with symptoms</p> <p>Staff continuing to work if feeling unwell or presenting Covid-19 symptoms</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>		2 x 2	4	<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

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

Government / NHS guidance followed:
<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

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

-		Category		Staff Behaviour			
+		Staff behaviour	Staff	2 x 1	2	Add Sample Measure View Files View Links	Please select additional control measure or manual 1 x 1 1
		Staff in workplace increasing the risk of community transmission					

			<p>Staff practice social distancing as much as possible</p> <p>Staff to be limited to their own work areas</p> <p>Clear policy that social distancing requirements apply to everyone in the workplace</p> <p>Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible</p> <p>All senior managers conversant with social distancing requirements and lead from the front as role models</p> <p>All supervisors / managers on duty are trained in the requirements and their role in acknowledging good practice and taking action to ensure compliance</p> <p>Training is delivered to all staff to ensure understanding of what is required and why</p> <p>All staff are encouraged to challenge anyone (staff, public, management) who is not observing social distancing protocols</p> <p>Reinforcement - message refreshed in staff briefings, reinforced in procedures, work instructions, signage, website, social media</p> <p>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</p> <p>HR disciplinary process to deal with non-compliance</p>						
-	<p>Workspace hygiene</p> <p>Poor workspace hygiene leading to increased risk of transferring virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance</p> <p>Deep clean completed prior to re-opening</p> <p>Revised routine cleaning and monitoring regime in place</p> <p>All staff instructed on personal hygiene - frequent handwashing / sanitising as part of return to work training</p> <p>Hand sanitiser provided at key points throughout the facility where hand washing facilities are not available</p> <p>Training delivered to all staff involved in cleaning tasks</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 greetings</p> <p>Handshaking or other greeting increasing risk of transferring the virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Handshaking and general close personal greetings are not permitted</p> <p>Handwashing protocols and hygiene facilities in place</p>	1 x 1	1	<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 and preventing the spread of Covid-19 - Offices							
+	Offices	Staff	<p>Office staff work from home where possible</p> <p>If not possible, staff alternate days / shifts in/out to keep numbers in the office at a minimum</p> <p>Workstations arranged to ensure 2m person separation and walkways that minimise passing in close contact</p> <p>Workstations arranged for staff to work back to back or side to side rather than face to face</p> <p>When face to face is the only option, screens are put up to separate workstations</p> <p>Staggered start times for staff to minimise pinch points</p> <p>Hot desking is discouraged but where necessary, workstation cleaning and sanitising is undertaken between users, to include calculators, staplers, keyboards, mouse etc.</p> <p>Telephones to be sanitised between users</p> <p>All pens, pencils are removed from desks and kept individually for workstation user</p> <p>Hand sanitiser is available</p> <p>Offices are kept well ventilated with windows open where possible</p> <p>Good practice social distancing and hygiene promoted in office areas</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
	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas								
- Category		Social distancing and preventing the spread of Covid-19 - Staff Room(s)							
+	Staff Room(s)	Staff		2 x 1	2	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	staffroom numbers permitted to 1	1 x 1	1
	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms								

			<p>Shift start times staggered to reduce pressure on staff changing/locker areas</p> <p>Break times staggered to keep numbers in room to a minimum</p> <p>Safe outside seating area provided with seating (spaced 2m apart) encouraged for breaks</p> <p>2m separation markings in place</p> <p>Signage on entrance to staff room to remind of occupancy levels</p> <p>Staff encouraged to leave personal items in lockers to avoid need to keep on returning to staff rooms</p> <p>Staff are instructed to wash hands with soap and water for 20 seconds minimum before using a kettle, microwave, opening a fridge etc.</p> <p>Signage reminders of expected good hygiene practices to be displayed</p> <p>Enhanced cleaning regime extends to staff rooms</p>						
-	<p>Staff Room(s) - Occupancy</p> <p>Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas</p>	Staff	<p>Signage on entrance to staff room(s) to remind of occupancy levels</p>	1 x 1	1	<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 Social distancing and preventing the spread of Covid-19 - Meetings</p>									
+	<p>Meetings</p> <p>Possible transmission of Covid-19 through poor hygiene and lack of social distancing in meetings</p>	Staff		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

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

-		Category	Staff qualifications past expiry date					
+	Qualification expiry - lifeguard Lifeguard qualification past expiry date	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	3 x 1	3	<input type="text" 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

			<p>HR contacted and renewal assessment arranged at earliest opportunity</p> <p>Lifeguards complete the ten free RLSS online training modules prior to return to duties to continue their ongoing training</p> <p>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</p> <p>Competency test completed prior to re-opening</p> <p>Ongoing competency tests completed each month</p> <p>Lifeguard not permitted to work until re-qualified - note RLSS qualifications extended</p> <p>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</p> <p>RLSS guidance followed</p>						
-	<p>Qualification expiry - first aid</p> <p>First aid at work past expiry date</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>HR contacted and renewal date arranged at earliest opportunity</p> <p>Utilise online opportunities for refresher and/or revalidation where practical training is not possible</p> <p>Rotas reviewed to ensure there are always sufficient first aiders available in the facility with qualifications in date</p> <p>HSE advised an extension to qualification expiry until 30th September 2020 (England)</p>	2 x 1	2	<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>Qualification expiry - pool pla</p> <p>Pool plant operation (PPO) past expiry date</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>HR contacted and renewal training and assessment at earliest opportunity</p> <p>Utilise online opportunities for revalidation where possible (e.g. IOS, STA)</p>	2 x 1	2	<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	First Aid							
+	<p>First aid</p> <p>Illness or injury requiring first aid</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

		<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="Continued provision:"/> <input type="text" value="First aid trained personnel available during all opening hours"/> <input type="text" value="First aiders to continue to use disposable gloves for all first aid treatment"/> <input type="text" value="Regular checks resumed prior to reopening to ensure first aid equipment is fit for purpose and in date"/> <input type="text" value="First aiders continue to maintain good hygiene practices and those providing first aid should cover any open wounds"/> <input type="text" value="In addition, during this period first aiders should:"/> <input type="text" value="Adhere to revised CPR protocols"/> <input type="text" value="Encourage self-treatment where appropriate, to help maintain social distancing guidance"/> <input type="text" value="Wear PPE when providing first aid and if possible and appropriate, casualties may also be encouraged to wear a face mask"/> <input type="text" value="Contact with casualties' faces are minimised"/> <input type="text" value="PPE and soiled dressings are disposed of safely in biohazard bins"/> <input type="text" value="First aiders wash hands before and after administering first aid"/> <input type="text" value="First aiders report to their line manager if they develop Covid-19 symptoms"/> <input type="text" value="all first aider to wear facemasks, gloves and aprons"/>						
-	<input type="text" value="CPR training"/> <input type="text" value="v"/> <input type="text" value="Cardiopulmonary Resuscitation (CPR) training"/>	<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="Staff displaying Covid-19 type symptoms are excluded from training"/> <input type="text" value="Only compressions practiced during ongoing training"/> <input type="text" value="Compressions and rescue breaths demonstrated during a qualification course"/> <input type="text" value="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"/> <input type="text" value="Manikin face thoroughly washed with disinfectant at the end of training session"/> <input type="text" value="RLSS guidance followed: https://www.rlss.org.uk/guidance-for-swimming-pool-operators-managing-lifeguards-during-covid-19"/> <input type="text" value="Resus Council guidance followed: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19coronavirus-cpr-and-resuscitation/covid-community/"/>	2 x 1	2	<input type="text" 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
-	Category	Training - General							

<p>+</p>	<p>Training sessions</p> <p>Possible transmission of virus through attendance at training courses</p>	<p>Staff</p>	<p>Non-essential training postponed if only available in face to face setting</p> <p>Essential training completed in line with good social distancing protocols (2m)</p> <p>Sanitisation points provided in training rooms</p> <p>Close group work discouraged in training sessions</p> <p>Where possible, online/video training completed to obtain and maintain qualifications</p> <p>Review of training matrix completed to identify essential and non-essential training</p> <p>Non-essential training postponed unless available remotely, e.g. online or virtual formats</p> <p>Essential training completed via online or virtual formats where possible</p> <p>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.</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>1 x 1</p> <p>1</p>
<p>- Category Staff stress / mental wellbeing</p>							
<p>+</p>	<p>Stress / mental wellbeing</p> <p>Staff concerned on returning to work following lockdown and entering the facility with numerous other people</p>	<p>Staff</p>	<p>Return to work chats to be completed with all staff prior to re-opening</p> <p>Staff refresher training in NOP/EAP and changes to procedures completed</p> <p>Staff training in specific Covid-19 control measures completed</p> <p>Occupational health services available for staff to discuss concerns</p> <p>One-to-one chats with line manager encouraged at any time and frequency</p> <p>High risk staff referred to earlier in this risk assessment</p> <p>Clear, concise and regular communications to the team on Covid-19 controls/updates taking place and facility performance</p> <p>Staff actively encouraged to bring forward suggestions and concerns to their line manager</p>	<p>1 x 1</p> <p>1</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1</p> <p>1</p>
<p>-</p>	<p>Stress / mental wellbeing</p> <p>Staff working remotely feeling isolated</p>	<p>Staff</p>	<p>Regular contact and welfare chats maintained with line manager to maintain communications and involvement</p> <p>Company employee support services available for further welfare chats and promoted to staff</p>	<p>1 x 1</p> <p>1</p>	<p>Add Sample Measure</p> <p>View Files</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1</p> <p>1</p>

[View Links](#)

Category Equality

+ Equality **Government guidance followed** 1 x 1 1 **Add Sample Measure** Please select additional control measure or manual 1 x 1 1

Discrimination of staff due to inappropriate Covid-19 control measures

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

[View Files](#)

[View Links](#)

Revision History - ↗ ✕

10 [Export](#)

Reviewed By	Name	Comment	Date
embassysp@stitch.com	Mark Dilks	Unfinished	23-06-2020 13:26:50
embassysp@stitch.com	Mark Dilks	Completed 23/6/20	23-06-2020 13:39:29
embassysp@stitch.com	Mark Dilks	.	30-06-2020 10:24:53
embassysp@stitch.com	Mark Dilks	.	28-08-2020 13:49:56
embassysp@stitch.com	Mark Dilks	.	01-09-2020 11:58:42

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