## Operating during Covid-19 (Coronavirus) Pandemic

### Hazard Risk Rating

- **LOW**
- **Potential Risk Rating**
  - VERY LOW

### Keeping up-to-date with official guidance

- 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.

### Additional Control Measures Required

- Please select additional control measure or manually write it

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

- Workplace (Health, Safety & Welfare) Regulations, 1992
- Rlss Guidance
- Swim England Guidance

### 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>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>
</tr>
</tbody>
</table>

### Operating during Covid-19 (Coronavirus) Pandemic

### Ref No.

- EMB_4781

### Assessor Name

- Mark Dilks

### Date of Assessment

- 01-09-2020

### Next Review Date

- 01-09-2021

### Location of Activity

- Please select a location or manually write it

### OMS/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

### Names of Employees Consulted

- Please select an employee 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

- Workplace (Health, Safety & Welfare) Regulations, 1992
- Rlss Guidance
- Swim England Guidance

### Other Risk Assessments Cross Referenced

- Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff and Staff Areas
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities

### Potential Risk Rating

- VERY LOW

### Hazard Risk Rating

- LOW

### Additional Control Measures Required

- Please select additional control measure or manually write it

### Keeping up-to-date with official guidance

- government and NHS advice is regularly checked by the Management Team

### Sample of any Reviewed Control Measures

- Add Sample Measure

### Risk Rating

- Very Low Risk 1 - 2
- Low Risk 3 - 6
- Medium Risk 7 - 12
- High Risk 13 - 16
- Critical Risk 20 - 25

### Risk Rating

- No action required
- Monitor
- Action required
- Urgent Action
- Work Must Stop and take immediate action

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### Additional Control Measures Required

- Please select additional control measure or manually write it

### Additional Control Measures Required

- 1 x 1
### Preventing the spread of Covid-19 (Coronavirus) in the building

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Staff</th>
<th>Contractors</th>
<th>Customer - Adult</th>
<th>Customer - Child</th>
<th>Visitor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access Points to Premises</strong></td>
<td>No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area</td>
<td>Suitable locking/closing mechanisms available on non-emergency exit doors</td>
<td>Restricted entry/exit on some external doors (not compromising emergency exits)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Distancing</strong></td>
<td>Visitors in close contact with other visitors to the facility, incorrect social distancing</td>
<td>Equipment subject to thorough examination</td>
<td>Spectators of lessons encouraged to wait in vehicles or outside</td>
<td>Government guidance on social distancing followed</td>
<td>Gym occupancy reduced</td>
<td></td>
</tr>
<tr>
<td><strong>Toilet Tissue</strong></td>
<td>Lack of toilet paper increasing risk of unhygienic hand sanitation</td>
<td>Sufficient planning with consumables suppliers in place</td>
<td></td>
<td>Hot water and hand soap available at all times</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Hand Washing Facilities</strong></td>
<td>Lack of hand washing facilities leading to increased risk of spread of bacteria/virus</td>
<td>Hand sanitation points provided</td>
<td>Hand soap dispensers kept filled</td>
<td>Paper towels provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Door Mechanisms</strong></td>
<td>Robust cleaning regime in place</td>
<td></td>
<td>Hand sanitation provided on entry/exit</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contact points on doors / revolving doors creating increased risk of bacteria /virus contamination

Add Sample Measure

- View Files
- View Links

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

Add Sample Measure

- View Files
- View Links

Category

Handling staff/customers presenting symptoms whilst in the facility

Staff

- View Files
- View Links

Visitor Access

- View Files
- View Links

Category

Staff continuing to work if feeling unwell

Staff

- View Files
- View Links

Category

Customers presenting symptoms whilst in the facility

Staff

- View Files
- View Links

Category

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

Add Sample Measure

- View Files
- View Links

Category

Staff behaviour

Add Sample Measure

- View Files
- View Links
Staff in workplace increasing risk of community transmission

- Poor workspace hygiene leading to increased risk of transferring bacteria/virus
- Handshaking or other greeting increasing risk of transferring bacteria/virus
- Travel for business purposes

Category
- First Aid
  - Staff
    - First aid trained personnel available during opening hours
    - Preservation of life a priority
    - Strict hygiene protocols in place to try to reduce transmission and adhered to

- CPR
  - Staff
    - Cardiopulmonary Resuscitation (CPR) training
**Cleaning and Waste**

**Cleaning Staff**
- Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services
- 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 face 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

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

**Substances and Equipment**
- Untrained staff using cleaning substances and equipment
- Restrictions on areas available to staff/public to reduce facilities to be cleaned
- Business continuity plan in place
- 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 tasks monitored by Duty Manager
Handling post or packages

- **Handling post, packages or food**
  - Staff
  - Contractors
  - Customer - Adult
  - Customer - Child

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

  - COSHH assessment for all substances in place
  - Work instruction for tasks in place
  - Only staff trained in safe methods and use of cleaning equipment

Business Continuity

- **Facility closure**
  - Staff
  - Customer - Adult
  - Customer - Child

  - Deep clean and sanitisation of facility
  - Government advice followed

  - 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

- **Infected person**
  - Staff
  - Contractors
  - Customer - Adult
  - Customer - Child

  - Deep clean and sanitisation of facility
  - Government advice followed

  - Business continuity plan in place
  - Staff trained in cleaning tasks

- **Cleaning Provision**
  - Staff
  - Contractors
  - Customer - Adult
  - Customer - Child

  - Business continuity plan in place
  - Staff trained in cleaning tasks
<table>
<thead>
<tr>
<th>Reviewed By</th>
<th>Name</th>
<th>Comment</th>
<th>Date</th>
</tr>
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<td><a href="mailto:embassysp@stitch.com">embassysp@stitch.com</a></td>
<td>Mark Dilks</td>
<td>.</td>
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