



Operating during Covid-19 (Coronavirus) Pandemic

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Right Directions

Operating during Covid-19 (Coronavirus) Pandemic

Location of Activity

Please select a location or manually write it

Ref No.

EMB_4781

Assessors Name *

Mark Dilks

Date of Assessment

01-09-2020

Next Review Date

01-09-2021

QMS/Work Instructions

Please select an instruction or manually write it

Names of Employees Consulted

Please select an 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 an equipment or manually write it

Legislation, guidance and information used in support of this assessment

- ▶ Workplace (Health, Safety & Welfare) Regulations, 1992 ▶ Riss 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

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
+ Category	Keeping up-to-date with official guidance					
+ Lack of information		government and NHS advice is regularly checked by the Management Team	3 x 1 3	Add Sample Measure	Please select additional control measure or manual	1 x 1 1

	Add Description/Detail of how harm is caused	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>				<input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	Category	Preventing the spread of Covid-19 (Coronavirus) in the building							
+	<input type="text" value="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	<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="Suitable locking/closing mechanisms available on non-emergency exit doors"/> <input type="text" value="Restricted entry/exit on some external doors (not compromising emergency exits)"/>	4 x 1	4	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	<input type="text" value="Social Distancing"/> Visitors in close contact with other visitors to the facility, incorrect social distancing	<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="Visitor"/>	<input type="text" value="Equipment subject to thorough examination"/> <input type="text" value="Spectators of lessons encouraged to wait in vehicles or outside"/> <input type="text" value="Government guidance on social distancing followed"/> <input type="text" value="Gym occupancy reduced"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	<input type="text" value="Toilet Tissue"/> Lack of toilet paper increasing risk of unhygienic hand sanitation	<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="Sufficient planning with consumables suppliers in place"/> <input type="text" value="Hot water and hand soap available at all times"/>	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	<input type="text" value="Hand Washing Facilities"/> Lack of hand washing facilities leading to increased risk of spread of bacteria/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="Hand sanitation points provided"/> <input type="text" value="Hand soap dispensers kept filled"/> <input type="text" value="Paper towels provided"/> <input type="text" value="Hot water system maintained to provide constant supply"/> <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="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	<input type="text" value="Door Mechanisms"/>		<input type="text" value="Robust cleaning regime in place"/> <input type="text" value="Hand sanitation provided on entry/exit"/>	3 x 1	3		Please select additional control measure or manual	1 x 1	1

	Contact points on doors / revolving doors creating increased risk of bacteria /virus contamination	<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="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>			
-	Visitor Access No restriction on visitor access to public areas increasing potential spread of bacteria/virus contamination	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	Restricted areas kept locked to prevent unauthorised access	3 x 1	3	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Category	Handling staff/customers presenting symptoms whilst in the facility							
+	Staff unwell Staff continuing to work if feeling unwell	<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 must self-isolate if they feel unwell and have flu like symptoms"/> <input type="text" value="Government guidance followed"/>	4 x 1	4	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Customers unwell Customers entering the premises with flu-like symptoms	<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="Customers should be tactfully refused entry and directed to self-isolate and call/email NHS 111"/> <input type="text" value="Government guidance followed"/>	4 x 1	4	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Category	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	<input type="text" value="Staff"/>	<input type="text" value="Government guidance followed"/> <input type="text" value="Home working arranged as appropriate"/> <input type="text" value="Social distancing encouraged"/> <input type="text" value="HR procedures in place for those unable to work from home and required to isolate as per government guidelines"/>	4 x 1	4	<input type="text" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	Please select additional control measure or manual	1 x 1	1
-	Category	Staff behaviour							
+				3 x 1	3			1 x 1	1

	<p>Staff behaviour</p> <p>Staff in workplace increasing risk of community transmission</p>	<p>Staff</p>	<p>Staff work from home if at all possible</p> <p>DSE risk assessment completed for those working from home</p> <p>Staff practice social distancing as much as possible</p>			<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>			
-	<p>Workspace</p> <p>Poor workspace hygiene leading to increased risk of transferring bacteria/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>Viricidal sprays available for wiping down work surfaces and equipment</p> <p>Hand sanitiser available</p> <p>Robust cleaning schedule in place which is monitored</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>Physical contact</p> <p>Handshaking or other greeting increasing risk of transferring bacteria/virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Handshaking and general close personal greetings are discouraged</p> <p>Hand washing protocols and hygiene facilities in place</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>Travel</p> <p>Travel for business purposes</p>	<p>Staff</p>	<p>Business related travel restricted to essential staff only</p> <p>Video conferencing used for meetings, contact with suppliers, and where necessary, customers</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	First Aid								
+	<p>First Aid</p> <p>Withdrawal of first aid to a person in need could put their life at risk</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>First aid trained personnel available during opening hours</p> <p>Preservation of life a priority</p> <p>Strict hygiene protocols in place to try to reduce transmission and adhered to</p>	4 x 1	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	
-	<p>CPR</p> <p>Cardiopulmonary Resuscitation (CPR) training</p>	<p>Staff</p>		4 x 1	4	<p>Add Sample Measure</p> <p>View Files</p>	<p>Please select additional control measure or manual</p>	1 x 1	1	

			<p>Staff displaying flu-like symptoms excluded from training</p> <p>Only compressions practiced during ongoing training</p> <p>Compressions and rescue breaths demonstrated during a qualification course</p> <p>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</p> <p>Manikin face thoroughly washed with disinfectant at the end of training session</p>			<p>View Links</p>			
-	Category	Cleaning and Waste							
+	<p>Cleaning Staff</p> <p>Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</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>Waste Disposal</p> <p>Inappropriate disposal of waste, in particular used tissues, increasing the risk of contamination</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Work instructions in place on disposal of waste in line with government guidance in link below</p> <p>Personal protective equipment available, including gloves, aprons, face masks</p> <p>Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle</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>Cleaning Practice</p> <p>Poor cleaning practice increasing risk of bacterial/viral contamination</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Robust general cleaning schedule in place</p> <p>Additional cleaning programmed for high touch points - including light switches, furniture, handrails, IT equipment, desks, phones, push plates, taps, dispensers, lockers etc.</p> <p>Government guidelines followed: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Cleaning tasks monitored by Duty Manager</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>Substances and Equipment</p> <p>Untrained staff using cleaning substances and equipment</p>			3 x 1	3	<p>Add Sample Measure</p> <p>View Files</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="COSHH assessment for all substances in place"/> <input type="text" value="Work instruction for tasks in place"/> <input type="text" value="Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment"/>		<input type="button" value="View Links"/>				
-	Category	Handling post or packages							
+	<input type="text" value="Handling"/> <input type="text" value="Handling post, packages or food"/>	<input type="text" value="Staff"/>	<input type="text" value="Work instructions in place"/> <input type="text" value="Personal protective equipment provided for handling items if required"/> <input type="text" value="Government guidelines followed: https://www.gov.uk/government/publications/guid-to-employers-and-businesses-about-covid-19/guid-for-employers-and-businesses-on-coronavirus-cov"/>	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
-	Category	Business Continuity							
+	<input type="text" value="Facility closure"/> <input type="text" value="Closure of building due to Covid-19 infected person having been or suspected to have been in the premises, or insufficient staff to"/>	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Business continuity plan in place and communicated to all users"/> <input type="text" value="Minimum staffing levels identified to safely operate. Building closed if such numbers are not available"/> <input type="text" value="Flexible emergency rosters introduced to maintain a level of service"/>	4 x 1	4	<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
-	<input type="text" value="Infected person"/> <input type="text" value="Covid-19 infected person having been or suspected to have been in the premises"/>	<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="Deep clean and sanitisation of facility"/> <input type="text" value="Government advice followed"/>	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
-	<input type="text" value="Cleaning Provision"/> <input type="text" value="Contracted cleaning provision interrupted or discontinued"/>	<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="Business continuity plan in place"/> <input type="text" value="Staff trained in cleaning tasks"/>	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

Revision History			
Reviewed By	Name	Comment	Date
embassysp@stitch.com	Mark Dilks	.	30-06-2020 07:44:16
embassysp@stitch.com	Mark Dilks	.	28-08-2020 14:01:41
embassysp@stitch.com	Mark Dilks	.	01-09-2020 13:36:29

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