



Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General

Powered By

Right Directions

Covid-19 (Coronavirus) Pandemic - Safe Operation - Building/Facility General

Location of Activity

Throughout facility

Ref No.

HOR_4588

Assessors Name *

Craig Hobson

Date of Assessment

28-09-2020

Next Review Date

28-09-2021

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

Other Risk Assessments Cross Referenced

Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff & Staffing Areas

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

Potential Risk Rating

VERY LOW

Legislation, guidance and information used in support of this assessment

- ▶ Health and Safety (Safety Signs and Signals) Regulations 1996
- ▶ Management of Health and Safety at Work Regulations 1999
- ▶ Control of Substances Hazardous to Health (Amendment) Regulations 2004
- ▶ Personal Protective Equipment at Work Regulations 1992
- ▶ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- ▶ Health & Safety (First-Aid) Regulations 1981 ▶ Regulatory Reform (Fire Safety) Order 2005
- ▶ Swimming Pool Water: Treatment and quality standards for pools and spas ▶ NPLQ Generation 9 Syllabus
- ▶ Control of Substances Hazardous to Health Regulations, 2002

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				
+			3 x 1	3		1 x 1

	Information	<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 			Add Sample Measure	Please select additional control measure or manual		
-	Information - Responsibilities	<ul style="list-style-type: none"> Staff Contractors Customer - Adult Customer - Child 	<ul style="list-style-type: none"> COVID-19 Response Team established. Aeneas Richardson – 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 into the risk assessment process. 	3 x 1	3	<ul style="list-style-type: none"> Add Sample Measure View Files View Links 	Please select additional control measure or manual	1 x 1	1
-	Information - Responsibilities	<ul style="list-style-type: none"> Staff Contractors Customer - Adult Customer - Child 	<ul style="list-style-type: none"> Government (www.gov.uk) and NHS (www.nhs.uk) advice is regularly checked and followed by Aeneas Richardson – Director of Operations. 	3 x 1	3	<ul style="list-style-type: none"> Add Sample Measure View Files View Links 	Please select additional control measure or manual	1 x 1	1
+ Category									
+	Add Description/Detail of how harm is caused			1 x 1	3	<ul style="list-style-type: none"> Add Sample Measure View Files View Links 		1 x 1	1
- Category Preventing the spread of Covid-19 in the building - General									
+	Access points to premises	<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) 	3 x 1	3	<ul style="list-style-type: none"> Add Sample Measure View Files View Links 	Please select additional control measure or manual	1 x 1	1
-	Capacity - Group Exercise			3 x 1	3		Please select additional control measure or manual	1 x 1	1

	Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<p>group exercise class capacity reviewed per venue and exercise.</p> <p>'stationary' classes, such as yoga, calculated at 6m2 and 'active' classes calculated at 9m2</p>		<p>Group Exercise not currently available at Horncastle Pool & Fitness suite 01/09/20.</p> <p>View Files</p> <p>View Links</p>				
-	<p>Capacity - Gym</p> <p>Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing</p>	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	Gym occupancy limited to maximum 8 participants with potential to increase to 14.	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>Capacity - Pool</p> <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"/>	<p>Pool bather loads set at 35 for 6m2 and 24 for 9m2.</p> <p>Maximum bather loads to be calculated depending on the specific activity.</p>	3 x 1	3	<p>Swim England guidance currently set to 6m2 per person. Numbers to be assessed per session.</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
-	<p>Touch points</p> <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"/>	High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes	3 x 2	6	<p>touch points checklist created</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
-	<p>Door mechanisms</p> <p>Contact points on doors / revolving 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"/>	<p>Additional / enhanced cleaning regime in place</p> <p>Hand sanitisation provided on entry / exit to activity areas</p> <p>Magnetic door hold opener linked to fire alarm panel / noise operated door hold open / foot grips to assist in opening doors</p> <p>front doors set to open (weather permitting)</p>	3 x 2	6	<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>Lack of handwashing facilities</p> <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"/>	<p>Hand soap dispensers checked regularly and refilled</p> <p>Hot water system maintained to provide constant supply</p> <p>Sanitiser is either anti-viral or minimum 60% alcohol based</p> <p>Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime</p> <p>Sufficient planning with consumables suppliers in place</p>	3 x 1	3	<p>70+% alcohol sanitiser provided</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	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>Cafe tables removed or closed off</p> <p>Spectators of lessons encouraged to wait in vehicles or outside</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>	3 x 2	6	<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>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>	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>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>Existing access controls maintained for high risk areas, e.g. access to pool hall, access to trampolines</p> <p>Or where this is not the case, identify the new controls implemented for these high risk 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
-	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>	Please select additional control measure or manual	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>	Please select additional control measure or manual	1 x 1	1

- Cones, tape or barriers used to direct individuals towards the entrance and to any queuing system
- Directional signage used to direct individuals
- Activity start times staggered to try to avoid pinch point times in car parks
- Parking bays adjacent to queuing system are cordoned off, without compromising disabled parking bays
- The queuing system is positioned closed to the building to ensure segregation of pedestrians and vehicles
- The ground is marked at 2m intervals to encourage social distancing whilst queuing
- Bike racks are cleaned and sanitised regularly
- Litter bins are emptied regularly by staff wearing PPE

<div style="background-color: #0056b3; color: white; padding: 2px;"> - Category </div>		Social Distancing - Entering and Exiting the Building			▼				
<div style="background-color: #0056b3; color: white; padding: 2px;"> + </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Social distancing ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Possible transmission of Covid-19 due to not following 2m social distancing guidelines </div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Staff</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Contractors</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Customer - Adult</div> <div style="border: 1px solid #ccc; padding: 2px;">Customer - Child</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Social separation queuing system in place from outside areas through to reception</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">The flooring is marked at 2m intervals to encourage social distancing</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Staff are positioned at the entrance door to control entry to reception and maintain 2m separation</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">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</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Occupancy levels are controlled via booking systems</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Hand sanitiser is available at the point of entrance and exit to encourage good hand hygiene practice</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Staff check sanitiser levels regularly</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Doors are kept open, unless automatic, to prevent touching and aid fresh air movement</div> <div style="border: 1px solid #ccc; padding: 2px;">Where possible, entrance and exit doors are separate and are clearly defined</div>	3 x 1	3	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">Add Sample Measure</div> <div style="border: 1px solid #0056b3; color: white; padding: 2px; margin-bottom: 2px; text-align: center;">View Files</div> <div style="border: 1px solid #007040; color: white; padding: 2px; margin-bottom: 2px; text-align: center;">View Links</div>	Please select additional control measure or manual	1 x 1	1
<div style="background-color: #0056b3; color: white; padding: 2px;"> - Category </div>		Social Distancing and Preventing the Spread of Covid-19 - Reception			▼				
<div style="background-color: #0056b3; color: white; padding: 2px;"> + </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Social distancing / hygiene ▼ </div>			3 x 1	3	<div style="border: 1px solid #ccc; padding: 2px;">Add Sample Measure</div>	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
- 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
- Hand sanitiser is available to receptionists to be used if having to handle cash
- 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
- Returned retail stock is isolated for 72 hours prior to placing back on display
- 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

[View Files](#)
[View Links](#)

- Category Social Distancing and Preventing the Spread of Covid-19 - Circulation Areas and Seating/Spectator Areas **+**

+ Social distancing / hygiene **v**
Possible transmission of Covid-19 due to not following 2m social distancing guidelines
Spread of virus due to

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

3 x 1 **3**

Add Sample Measure
[View Files](#)
[View Links](#)

Please select additional control measure or manual

1 x 1 **1**

			<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>						
-	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	Inspection body contacted weekly to establish an inspection date 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 fixed electrical testing up to date by external contractors	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	Inspecting body contacted weekly to establish an inspection date 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 Controls reviewed weekly to ensure valid and up-to-date Weekly testing of break points to be recorded System service up to date by external contractors	4 x 1	4	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
-	Emergency lighting			3 x 1	3	Add Sample Measure	Please select additional control measure or manual	1 x 1	1

	Emergency lighting past due date for inspection	<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="Access control"/> <input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Guidance from inspecting body to be obtained in interim period"/> <input type="text" value="Daily recorded visual check on all lighting to confirm operational"/> <input type="text" value="Weekly recorded flick tests on lighting to take place instead of monthly"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="External contractors testing up to date"/>		<input type="button" value="View Files"/> <input type="button" value="View Links"/>				
-	<input type="text" value="Pool hoist and disabled hoist"/> <input type="text" value="Pool hoist and disabled hoist past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Inspecting body consulted for guidance"/> <input type="text" value="Daily recorded checks of hoist operation completed prior to opening to test safe to use"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Guidance from inspecting body is received and followed"/> <input type="text" value="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"/> <input type="text" value="Equipment servicing up to date by external contractors"/>	3 x 1	3	<input type="text" value="pool not opening during initial phase"/> <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="Pressure vessels"/> <input type="text" value="Pressure vessels past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Contractors"/>	<input type="text" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="text" value="Inspecting body consulted for guidance"/> <input type="text" value="Additional service of pressure vessel arranged until examination completed"/> <input type="text" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="text" value="Guidance from inspecting body is received and followed"/> <input type="text" value="Justification that the pressure vessel/system is essential is documented and includes evidence of no significant issues. Justification is verified by competent person / inspection body"/>	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="Fire extinguishers"/> <input type="text" value="Fire extinguishers past due date for inspection"/>	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>		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

			<p>Inspecting body contacted weekly to establish an inspection date</p> <p>Guidance from inspecting body to be obtained in interim period</p> <p>Weekly recorded check on extinguishers' operational ability to take place</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Guidance received from inspecting body is followed</p> <p>equipment servicing up to date by external contractors</p>						
-	<p>Gas boiler</p> <p>Gas boiler past due date for inspection</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Inspecting body contacted weekly to establish an inspection date</p> <p>Guidance from inspection body to be obtained in interim period</p> <p>Daily recorded check on boiler operation takes place</p> <p>Local contractor available to complete remedial works and repairs</p> <p>Controls reviewed weekly to ensure valid and up to date</p> <p>Review of recent service examinations highlights no significant history of issues</p> <p>Guidance received from inspection body is followed</p> <p>Equipment Servicing up to date by external contractors</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>Lightning protection</p> <p>Lightening protection past due date for inspection</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Inspecting body contacted weekly to establish an inspection date</p> <p>Controls reviewed weekly to ensure valid and up-to-date</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	Legionella							
+	<p>Hot and cold water system</p> <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>		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>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>External contractor completed up to date risk assessment</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> <p>Microbiological tests completed and satisfactory prior to re-opening</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	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>	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>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>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	<p>Ineffective cleaning</p>			3 x 1	3	<p>Add Sample Measure</p>	<p>Please select additional control measure or manual</p>	1 x 1	1

	Poor cleaning practice increasing risk of viral contamination	<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>View Files</p> <p>View Links</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> <p>waste bins are double bagged to contain any contamination if split.</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	Handling Post, Packages and Deliveries							
+	<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>	Please select additional control measure or manual	1 x 1	1
-	<p>Post, Packages and Food</p>	<p>Staff</p>		3 x 1	3	<p>Add Sample Measure</p>	Please select additional control measure or manual	1 x 1	1

Handling post, packages and food

Work instructions in place

Personal protective equipment provided for handling items if required

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>

Hands are washed or sanitised after handling post or packages

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Lost and Found Property

Spread of virus due to insufficient hygiene arrangements

Staff

Found property, apart from valuables, is bagged up and secured

Personal clothing such as underwear and swimwear is disposed of

Valuables are bagged up and placed in a safe

Staff will not access property other than valuables for at least 72 hours after finding

Staff handling lost property to wash or sanitise hands immediately after touching

3 x 1

3

Add Sample Measure

View Files

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Please select additional control measure or manual

1 x 1

1

Revision History			
Reviewed By	Name	Comment	Date
horncastlesp	Craig Hobson	no comments	19-06-2020 15:49:08
horncastlesp	Craig Hobson	designated COVID officer - AR	29-06-2020 10:12:57
horncastlesp	Craig Hobson	reviewed risk rating	03-07-2020 16:39:52
horncastlesp	Craig Hobson	Insertion of designated individual officer	01-09-2020 14:32:38
horncastlesp	Craig Hobson	change to wording of procedures	28-09-2020 14:47:21

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