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

#### Location of Activity
- Throughout facility

#### 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
- 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

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

#### Likelihood That Harm Will Occur

| 1 | Very Unlikely |
| 2 | Unlikely      |
| 3 | Possible      |
| 4 | Likely        |
| 5 | Very Likely   |

#### Risk Rating

- 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.

#### Hazard Risk Rating

- Low

#### Potential Risk Rating

- Very Low

#### 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

<table>
<thead>
<tr>
<th>Additional Control Measures Required</th>
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</thead>
<tbody>
<tr>
<td>Work Must Stop and take immediate action</td>
</tr>
</tbody>
</table>

### Other Risk Assessments Cross Referenced
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Staff & Staffing Areas
- Covid-19 (Coronavirus) Pandemic - Safe Operation - Activities

---

**Hazard Risk Rating**

**Potential Risk Rating**

**Risk Rating**

- Very Low Risk 1 - 2
- Low Risk 3 - 6
- Medium Risk 8 - 12
- High Risk 15 - 16
- Critical Risk 20 - 25

**Risk Rating After Additional Control Measures Implemented**

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

---

**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

**Names of Employees Consulted**
- Please select a employee or manually write it

**Personal Protective Equipment (PPE) Required to Complete this Activity**
- Please select a equipment or manually write it

---

**Potential Risk Rating**

- Very Low

---

**Keeping up to date with official guidance**

- 3 x 1

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**Potential Risk Rating After Additional Control Measures Implemented**

- 1 x 1
<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Preventing the spread of Covid-19 in the building - General</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access points to premises</td>
<td></td>
<td></td>
</tr>
<tr>
<td>No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area</td>
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<tr>
<td>3 x 1</td>
<td>Add Sample Measure</td>
<td>Please select additional control measure or manual</td>
</tr>
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<td>3 x 1</td>
<td>View Files</td>
<td>View Links</td>
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<td>Capacity - Group Exercise</td>
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</tbody>
</table>
### Group Exercise

- **Group Exercise not currently available at Horncastle Pool & Fitness suite 01/09/20.**

### Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing

- **3 x 1**
  - **3 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Gym occupancy limited to maximum 8 participants with potential to increase to 14.
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Pool bather loads set at 35 for 6m² and 24 for 9m².
    - Maximum bather loads to be calculated depending on the specific activity.

### Capacity - Gym

- **3 x 1**
  - **3 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Gym occupancy limited to maximum 8 participants with potential to increase to 14.
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Pool bather loads set at 35 for 6m² and 24 for 9m².
    - Maximum bather loads to be calculated depending on the specific activity.

### Capacity - Pool

- **3 x 1**
  - **3 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Gym occupancy limited to maximum 8 participants with potential to increase to 14.
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Pool bather loads set at 35 for 6m² and 24 for 9m².
    - Maximum bather loads to be calculated depending on the specific activity.

### Touch points

- **3 x 2**
  - **3 x 2**
    - Staff
      - Contractors
      - Customer - Adult
      - Customer - Child
    - High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes
  - **1 x 1**
    - Staff
      - Contractors
      - Customer - Adult
      - Customer - Child
    - High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes

### Door mechanisms

- **3 x 2**
  - **3 x 2**
    - Staff
      - Contractors
      - Customer - Adult
      - Customer - Child
    - Additional / enhanced cleaning regime in place
    - Hand sanitisation provided on entry / exit to activity areas
    - Magnetic door hold opener linked to fire alarm panel / noise operated door hold open / foot grips to assist in opening doors
    - Front doors set to open (weather permitting)
  - **1 x 1**
    - Staff
      - Contractors
      - Customer - Adult
      - Customer - Child
    - Additional / enhanced cleaning regime in place
    - Hand sanitisation provided on entry / exit to activity areas
    - Magnetic door hold opener linked to fire alarm panel / noise operated door hold open / foot grips to assist in opening doors
    - Front doors set to open (weather permitting)

### Lack of handwashing facilities

- **3 x 1**
  - **3 x 1**
    - Staff
      - Contractors
      - Customer - Adult
      - Customer - Child
    - Hand soap dispensers checked regularly and refilled
    - Hot water system maintained to provide constant supply
    - Sanitiser is either anti-viral or minimum 60% alcohol based
    - Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime
    - Sufficient planning with consumables suppliers in place
  - **1 x 1**
    - Staff
      - Contractors
      - Customer - Adult
      - Customer - Child
    - Hand soap dispensers checked regularly and refilled
    - Hot water system maintained to provide constant supply
    - Sanitiser is either anti-viral or minimum 60% alcohol based
    - Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime
    - Sufficient planning with consumables suppliers in place

### Swim England guidance currently set to 6m² per person. Numbers to be assessed per session.

- **1 x 1**
  - Staff
    - Customer - Adult
    - Customer - Child
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Pool bather loads set at 35 for 6m² and 24 for 9m².
    - Maximum bather loads to be calculated depending on the specific activity.

### Touch points checklist created

- **1 x 1**
  - Staff
    - Customer - Adult
    - Customer - Child
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes

### Door mechanisms checklist

- **1 x 1**
  - Staff
    - Customer - Adult
    - Customer - Child
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Additional / enhanced cleaning regime in place
    - Hand sanitisation provided on entry / exit to activity areas
    - Magnetic door hold opener linked to fire alarm panel / noise operated door hold open / foot grips to assist in opening doors
    - Front doors set to open (weather permitting)

### Lack of handwashing facilities checklist

- **1 x 1**
  - Staff
    - Customer - Adult
    - Customer - Child
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Hand soap dispensers checked regularly and refilled
    - Hot water system maintained to provide constant supply
    - Sanitiser is either anti-viral or minimum 60% alcohol based
    - Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime
    - Sufficient planning with consumables suppliers in place

### Number of measures implemented

- **3 x 1**
  - **3 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Gym occupancy limited to maximum 8 participants with potential to increase to 14.
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Pool bather loads set at 35 for 6m² and 24 for 9m².
    - Maximum bather loads to be calculated depending on the specific activity.

### Numbers to be assessed per session.

- **1 x 1**
  - Staff
    - Customer - Adult
    - Customer - Child
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Pool bather loads set at 35 for 6m² and 24 for 9m².
    - Maximum bather loads to be calculated depending on the specific activity.

### Touch points checklist created

- **1 x 1**
  - Staff
    - Customer - Adult
    - Customer - Child
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes

### Door mechanisms checklist

- **1 x 1**
  - Staff
    - Customer - Adult
    - Customer - Child
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    - Additional / enhanced cleaning regime in place
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    - Front doors set to open (weather permitting)

### Lack of handwashing facilities checklist

- **1 x 1**
  - Staff
    - Customer - Adult
    - Customer - Child
  - **1 x 1**
    - Staff
      - Customer - Adult
      - Customer - Child
    - Hand soap dispensers checked regularly and refilled
    - Hot water system maintained to provide constant supply
    - Sanitiser is either anti-viral or minimum 60% alcohol based
    - Hand washing, sanitising, toilet facilities and consumables checked and replenished regularly as part of the enhanced cleaning and inspection regime
    - Sufficient planning with consumables suppliers in place

---

**Summary**

- 3 x 1 measures are currently implemented.
- Each measure includes specific actions and responsibilities.
- Numbers to be assessed per session and specific activities.
- Touch points and door mechanisms are under enhanced cleaning regimes.
- Handwashing facilities are checked regularly and maintained.
- Sufficient planning with suppliers to ensure consistent supply of consumables.

---

**Additional Notes**

- Group exercise availability: Horncastle Pool & Fitness suite is temporarily closed.
- Capacity limits are set based on Swim England guidelines.
- Touch points and door mechanisms are being monitored and cleaned regularly.
- Handwashing facilities are being maintained to reduce the spread of the virus.
Incorrect social distancing

- Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing
  - **Staff**
  - Contractors
  - **Customer - Adult**
  - **Customer - Child**
  - Coffee tables removed or closed off
  - Spectators of lessons encouraged to wait in vehicles or outside
  - Signage is in place in toilet areas outlining restrictions (regarding closeness of sinks and urinals)
  - Government guidance on social distancing followed

Customer awareness

- Customer unaware of good hygiene and social distancing practices
  - **Staff**
  - **Customer - Adult**
  - **Customer - Child**
  - Signage in key facility areas (entrance, reception, changing rooms, toilets, activity areas, staff areas) promoting good hygiene practices and facility social distancing guidelines
  - Government guidance followed and promoted

Access points to premises

- Opening of entry and exit points to premises to reduce touch points and increase ventilation during Covid-19 compromises
  - **Staff**
  - Contractors
  - **Customer - Adult**
  - **Customer - Child**
  - Restricted areas kept locked to prevent unauthorised access
  - Existing access controls maintained for high risk areas, e.g. access to pool hall, access to trampolines
  - Or where this is not the case, identify the new controls implemented for these high risk areas

Handling customers presenting symptoms whilst in the facility

- Covid-19 symptoms
  - **Staff**
  - Contractors
  - **Customer - Adult**
  - **Customer - Child**
  - 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
  - Customers are tactfully refused entry and directed to stay home, self-isolate and call/email NHS 111
  - Government guidance is followed

Social Distancing - Car Parking and Entrance to Building

- Possible transmission of Covid-19 due to over-crowded parking / failure to maintain social distancing
  - **Staff**
  - Contractors
  - **Customer - Adult**
  - **Customer - Child**
  - Government guidance on social distancing followed
### Social Distancing - Entering and Exiting the Building

- 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.

### Social Distancing and Preventing the Spread of Covid-19 - Reception

- Social separation queuing system in place from outside areas through to reception.
- The flooring is marked at 2m intervals to encourage social distancing.
- Staff are positioned at the entrance door to control entry to reception and maintain 2m separation.
- 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.
- Occupancy levels are controlled via booking systems.
- Hand sanitiser is available at the point of entrance and exit to encourage good hand hygiene practice.
- Staff check sanitiser levels regularly.
- Doors are kept open, unless automatic, to prevent touching and aid fresh air movement.
- Where possible, entrance and exit doors are separate and are clearly defined.
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

Please select additional control measure or manual control
Possible transmission of Covid-19 due to insufficient social distancing guidelines

- Prominent signage is displayed reminding of social distancing guidelines
- Prominent signage is displayed encouraging the use of hand sanitiser
- Hand sanitiser stations are fitted throughout, especially at entrances to each activity area, by key touch points and in areas where customers congregate
- Staff check sanitiser levels regularly
- 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
- Door handles, push plates and door edges are frequently sanitised throughout the day
- Where practical, seats and tables are removed or taped over to prevent customers congregating
- Drinks fountains other than dispensers which can only be used to enable a water bottle to be filled, are removed or isolated

Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment

- Shared tools and equipment is sanitised by staff at the start of shift or on handover
- Hand sanitiser and wipes are available

Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment and technical areas and through plant rooms and workshops

- Prominent signage is displayed encouraging the use of hand sanitiser
- Hand sanitiser stations are fitted throughout, especially at entrances to each activity area, by key touch points and in areas where customers congregate
- Staff check sanitiser levels regularly
- 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
- Door handles, push plates and door edges are frequently sanitised throughout the day
- Where practical, seats and tables are removed or taped over to prevent customers congregating
- Drinks fountains other than dispensers which can only be used to enable a water bottle to be filled, are removed or isolated

Social Distancing and Preventing the Spread of Covid-19 - Technical and Maintenance

- Where practical, flooring is marked to indicate direction of travel through the building
- Prominent signage is displayed reminding of social distancing guidelines
- Prominent signage is displayed encouraging the use of hand sanitiser
- Hand sanitiser stations are fitted throughout, especially at entrances to each activity area, by key touch points and in areas where customers congregate
- Staff check sanitiser levels regularly
- 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
- Door handles, push plates and door edges are frequently sanitised throughout the day
- Where practical, seats and tables are removed or taped over to prevent customers congregating
- Drinks fountains other than dispensers which can only be used to enable a water bottle to be filled, are removed or isolated

- Access to plant rooms and workshops restricted to authorised persons only
- Staff trained in social distancing good practice

- Only essential tasks completed to maintain safety and quality standards where two people are required to complete the task
- Where practical, work is completed outside of opening hours to reduce potential for contact with customers
- Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible
### 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

---

### Statutory Inspections Past Expiry Date

#### Fixed electrical

- **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

---

#### Fire alarm

- **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

---

#### Emergency lighting

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

---
Emergency lighting past due date for inspection

- Inspecting body contacted weekly to establish an inspection date
- Guidance from inspecting body to be obtained in interim period
- Daily recorded visual check on all lighting to confirm operational
- Weekly recorded flick tests on lighting to take place instead of monthly
- Controls reviewed weekly to ensure valid and up-to-date
- External contractors testing up to date

Pool hoist and disabled hoist past due date for inspection

- Inspecting body consulted for guidance
- Daily recorded checks of hoist operation completed prior to opening to test safe to use
- Controls reviewed weekly to ensure valid and up-to-date
- Guidance from inspecting body is received and followed
- 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
- Equipment servicing up to date by external contractors

Pressure vessels past due date for inspection

- Inspecting body consulted for guidance
- Additional service of pressure vessel arranged until examination completed
- Controls reviewed weekly to ensure valid and up-to-date
- Guidance from inspecting body is received and followed
- Justification that the pressure vessel/system is essential is documented and includes evidence of no significant issues. Justification is verified by competent person / inspecting body
- Equipment servicing up to date by external contractors

Fire extinguishers past due date for inspection

- Inspecting body consulted for guidance
- Additional service of extinguisher arranged until examination completed
- Controls reviewed weekly to ensure valid and up-to-date
- Guidance from inspecting body is received and followed
- Justification that the fire extinguisher is essential is documented and includes evidence of no significant issues. Justification is verified by competent person / inspecting body
- Equipment servicing up to date by external contractors
Gas boiler past due date for inspection

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

Inspecting body contacted weekly to establish an inspection date
Guidance from inspection body to be obtained in interim period
Weekly recorded check on extinguishers’ operational ability to take place
Controls reviewed weekly to ensure valid and up-to-date
Guidance received from inspection body is followed
Equipment servicing up to date by external contractors

Lightening protection past due date for inspection

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

Inspecting body contacted weekly to establish an inspection date
Controls reviewed weekly to ensure valid and up-to-date

Category

Legionella

Hot and cold water system

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

Re-starting of water system and potential for release of legionella bacteria
Inspecting body contacted weekly to establish an inspection date
Guidance from inspection body to be obtained in interim period
Weekly recorded check on extinguishers’ operational ability to take place
Controls reviewed weekly to ensure valid and up-to-date
Guidance received from inspection body is followed
Equipment servicing up to date by external contractors
Review of recent service examinations highlights no significant history of issues
Guidance received from inspection body is followed
Equipment servicing up to date by external contractors

Please select additional control measure or manual
### Swimming / spa pool return to operation

- **Category:** Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services
- **Staff**
  - Customer - Adult
  - Customer - Child
- **Additional multi-skilled staff trained and rostered to carry out cleaning tasks**
- **Restriction of areas available to staff/public to reduce facilities to be cleaned**
- **Business continuity plan in place**

#### Additional measures
- **Flushing regime maintained during closure**
- **Temperature checks maintained during closure**
- **PWTAG guidance followed on close down and re-commissioning of boilers**
- **System cleaned, disinfected and re-commissioned by external competent contractor or competent staff member**
- **Samples taken and tested for legionella, with results satisfactory, prior to re-opening**
- **External contractor completed up to date risk assessment**
- **Samples taken and tested for legionella, with results satisfactory, prior to re-opening**
- **Microbiological tests completed and satisfactory prior to re-opening**

### Cleaning and Waste

- **Category:** Cleaning staffing
- **Staff**
  - Customer - Adult
  - Customer - Child
- **Additional multi-skilled staff trained and rostered to carry out cleaning tasks**
- **Restriction of areas available to staff/public to reduce facilities to be cleaned**
- **Business continuity plan in place**

#### Cleaning staffing
- **Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services**
- **Contractors**
  - Customer - Adult
  - Customer - Child
- **Restriction of areas available to staff/public to reduce facilities to be cleaned**
- **Business continuity plan in place**

#### Untrained staff
- **Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime**
- **Staff**
  - Customer - Adult
  - Customer - Child
- **COSHH assessments for all staff have been undertaken**
- **Work instructions for all tasks in place**
- **All staff who complete cleaning duties are trained in the use of new substances and tasks as part of their return to work training**
- **Only staff trained in safe methods and use of substances carry out cleaning tasks, including the use of mechanical cleaning equipment**
- **Staff are trained to wash their hands prior to placing PPE on and wash their hands again after removing their PPE**

#### Ineffective cleaning
- **Staff**
  - Customer - Adult
  - Customer - Child
- **COSHH assessments for all staff have been undertaken**
- **Work instructions for all tasks in place**
- **All staff who complete cleaning duties are trained in the use of new substances and tasks as part of their return to work training**
- **Only staff trained in safe methods and use of substances carry out cleaning tasks, including the use of mechanical cleaning equipment**
- **Staff are trained to wash their hands prior to placing PPE on and wash their hands again after removing their PPE**
### Cross contamination
Cross contamination can occur if cleaning practices are not followed correctly, leading to the transfer of viral contamination. It is important to ensure that staff wash hands after removing waste and that waste bins are emptied frequently to prevent cross-contamination.

### Robust general cleaning schedule
- Robust general cleaning schedule in place
- Cleaning tasks monitored by supervisor
- Additional cleaning programmed for high touch points, including door handles, switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, lockers etc.

### Personal protective equipment
- Personal protective equipment available, including gloves and aprons
- Additional cleaning 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.
- Waste bins are double bagged to contain any contamination if split.

### Handling Post, Packages and Deliveries
- One person to handle the delivery, unless manual handling required two. If two persons required, the same pair to try and partner up.
- Delivery times agreed as far as possible with supplier.
- Delivery points designated depending on type of product.
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Handling post, packages and food

- Personal protective equipment provided for handling items if required
- Hands are washed or sanitised after handling post or packages

Spread of virus due to insufficient hygiene arrangements


Lost and Found Property

- 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

Revision History

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<th>Comment</th>
<th>Date</th>
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<td>change to wording of procedures</td>
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Showing 1 to 5 of 5 entries