



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

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Right Directions

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

Location of Activity

Throughout the facility

Ref No.

HOR_4594

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 - Building/Facility General

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

Potential Risk Rating

VERY LOW

Legislation, guidance and information used in support of this assessment

- ▶ Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003
- ▶ 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 ▶ Health & Safety (Young Persons) Regulations: 1997
- ▶ HSG179 Managing H&S in Swimming Pools
- ▶ Swimming Pool Water: Treatment and quality standards for pools and spas ▶ NPLQ Generation 9 Syllabus
- ▶ Safe Supervision in Pools (Swim England) ▶ Control of Substances Hazardous to Health Regulations, 2002
- ▶ Equality Act 2010

Potential Harm/Consequence		Likelihood That Harm Will Occur		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.					

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	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	Lack of up-to-date information regarding the Covid-19 virus	Staff Contractors Customer - Adult Customer - Child	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 NHS advice regularly checked and followed by Aeneas Richardson - Director of operations. www.nhs.uk Government advice regularly checked and followed by Aeneas Richardson - Director of Operations. www.gov.uk 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	Add Sample Measure	Please select additional control measure or manual	1 x 1	1
- Information - Responsibilities	Lack of up-to-date information regarding the Covid-19 virus	Staff Contractors Customer - Adult Customer - Child	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	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
- Information - Responsibilities	Lack of up-to-date information regarding the Covid-19 virus	Staff Contractors Customer - Adult Customer - Child	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	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	Add Description/Detail of how harm is caused			1 x 1	3	Add Sample Measure View Files View Links		1 x 1	1

- Category		Staff Planning					▼		
+	<p>Staff attendance</p> <p>Possible transmission of Covid-19 due to staff being in work when not necessary</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Staff audit completed to determine roles essential to be physically in the facility and minimum staffing levels necessary within each department</p> <p>Remote working encouraged where possible</p> <p>Remote access systems in place for remote workers</p>	2 x 1	2	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1
-	<p>Staff contact</p> <p>Possible transmission of Covid-19 due to staff coming into increased contact with one another</p>	<p>Staff</p>	<p>Staff levels per shift kept to a minimum to maintain safety standards, hygiene standards and to allow facility to operate effectively</p> <p>Review shift rotas to maximise opportunities to work in fixed teams or partnering to limit interaction between staff</p> <p>Business related travel restricted to essential staff only</p> <p>Staff discouraged from car sharing unless absolutely essential or from the same household</p> <p>Deliveries to other facilities kept to a minimum and drop off zones in place at each facility</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		High Risk Employees (as defined by government, including pregnant, those with underlying health issues, employees over the age of 70 years)					▼		
+	<p>High risk employees</p> <p>Employees who are at higher risk of contracting Covid-19</p>	<p>Staff</p>	<p>Management / HR complete individual pre-opening chats with each member of staff to identify staff members at increased risk, providing a one-to-one opportunity to raise and discuss issues and invite suggestions and ideas</p> <p>Government guidance followed</p> <p>Home working arranged as appropriate</p> <p>Where clinically vulnerable staff cannot work from home and have to be in the facility, they are reminded to 2m social distancing and work as remotely as possible from other people</p> <p>Social distancing and good hygiene practices encouraged</p> <p>HR procedures in place for those unable to work from home and required to isolate as per government guidelines</p> <p>If staff are identified as being vulnerable or high risk; an individual risk assessment will need to be completed to assess whether they can return to work and under what conditions</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 staff presenting symptoms whilst in the facility					▼		
+				3 x 1	3			1 x 1	1

	<p>Staff with symptoms</p> <p>Staff continuing to work if feeling unwell or presenting Covid-19 symptoms</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Clear policy is in place that staff must self-isolate if they (or a member of their household) feel unwell and have Covid-19 symptoms in accordance with NHS advice</p> <p>Training and information prior to starting / returning to work for every member of staff to ensure that they are clear about the requirements and what to do if they or a member of their household is exhibiting Covid-19 symptoms</p> <p>Staff required to confirm at the start of each shift that they (and members of their household) are feeling well and free of symptoms of Covid-19 and have not been notified via 'track and trace' that they have been in contact with someone who has symptoms</p> <p>Efforts made to enable self-isolating staff to complete duties and/or CPD whilst working from home</p> <p>Government / NHS guidance followed: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</p> <p>HR disciplinary process to deal with non-compliance</p>	<p>3 x 1</p> <p>3</p> <p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1</p> <p>1</p>
-	Category		Staff Behaviour			-
+	<p>Staff behaviour</p> <p>Staff in workplace increasing the risk of community transmission</p>	<p>Staff</p>		<p>3 x 1</p> <p>3</p> <p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	<p>1 x 1</p> <p>1</p>

			<p>Staff practice social distancing as much as possible</p> <p>Staff to be limited to their own work areas</p> <p>Clear policy that social distancing requirements apply to everyone in the workplace</p> <p>Specific risk assessment completed for any essential tasks (e.g. maintenance tasks) where social distancing is not possible</p> <p>All senior managers conversant with social distancing requirements and lead from the front as role models</p> <p>All supervisors / managers on duty are trained in the requirements and their role in acknowledging good practice and taking action to ensure compliance</p> <p>Training is delivered to all staff to ensure understanding of what is required and why</p> <p>All staff are encouraged to challenge anyone (staff, public, management) who is not observing social distancing protocols</p> <p>Reinforcement - message refreshed in staff briefings, reinforced in procedures, work instructions, signage, website, social media</p> <p>Staff from the same household to observe social distancing requirements whilst at work to avoid misunderstanding from third parties and perception that rules are not being adhered to</p> <p>HR disciplinary process to deal with non-compliance</p>						
-	<p>Workspace hygiene</p> <p>Poor workspace hygiene leading to increased risk of transferring virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance</p> <p>Deep clean completed prior to re-opening</p> <p>Revised routine cleaning and monitoring regime in place</p> <p>All staff instructed on personal hygiene - frequent handwashing / sanitising as part of return to work training</p> <p>Hand sanitiser provided at key points throughout the facility where hand washing facilities are not available</p> <p>Training delivered to all staff involved in cleaning tasks</p>	3 x 2	6	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	<p>Personal greetings</p> <p>Handshaking or other greeting increasing risk of transferring the virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Handshaking and general close personal greetings are not permitted</p> <p>Handwashing protocols and hygiene facilities in place</p>	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		Social distancing and preventing the spread of Covid-19 - Offices							
+	Offices Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas	Staff	Office staff work from home where possible Workstations arranged to ensure 2m person separation and walkways that minimise passing in close contact Staggered start times for staff to minimise pinch points Hot desking is discouraged but where necessary, workstation cleaning and sanitising is undertaken between users, to include calculators, staplers, keyboards, mouse etc. Telephones to be sanitised between users All pens, pencils are removed from desks and kept individually for workstation user Hand sanitiser is available Offices are kept well ventilated with windows open where possible Good practice social distancing and hygiene promoted in office areas	3 x 1	3	only 1 person to work in OM office View Files View Links	Please select additional control measure or manual	1 x 1	1
- Category		Social distancing and preventing the spread of Covid-19 - Staff Room(s)							
+	Staff Room(s) Possible transmission of Covid-19 through poor hygiene and lack of social distancing in staff rooms	Staff	Shift start times staggered to reduce pressure on staff changing/locker areas Break times staggered to keep numbers in room to a minimum Safe outside seating area provided with seating (spaced 2m apart) encouraged for breaks Signage on entrance to staff room to remind of occupancy levels Staff encouraged to leave personal items in lockers to avoid need to keep on returning to staff rooms Staff are instructed to wash hands with soap and water for 20 seconds minimum before using a kettle, microwave, opening a fridge etc. Signage reminders of expected good hygiene practices to be displayed Enhanced cleaning regime extends to staff rooms 2m social distancing maintained by reducing the numbers of staff permitted in staff room to 1	3 x 1	3	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
-	Staff Room(s) - Occupancy	Staff		3 x 1	3		Please select additional control measure or manual	1 x 1	1

	Possible transmission of Covid-19 through poor hygiene and lack of social distancing in office areas		<p>Signage on entrance to staff room(s) to remind of occupancy levels</p> <p>2m social distancing maintained by reducing the number of staff room occupancy to 1</p>		<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>				
-	Category	Social distancing and preventing the spread of Covid-19 - Meetings						▼	
+	<p>Meetings</p> <p>Possible transmission of Covid-19 through poor hygiene and lack of social distancing in meetings</p>	Staff	<p>Staff meetings to be held remotely via video conferencing where possible</p> <p>If not possible to video conference, staff to sit 2m apart in meeting room</p> <p>The need for face to face meetings is reviewed, reducing to essential meetings only</p> <p>Use remote working tools to avoid in-person meetings, especially if the attendees would be travelling from different locations</p> <p>Only absolutely necessary participants should attend face-to-face meetings and maintain 2m separation throughout</p> <p>Meetings are held outdoors or in well-ventilated rooms whenever possible</p> <p>Transmission opportunities are reduced pens are not shared, handouts are not given out, one person only to control mouse, clicker, pointer etc.</p> <p>Agenda and any documents are shared on a screen rather than using paper copies</p> <p>Refreshments are not provided</p> <p>Hand sanitiser is provided in meeting rooms</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	Staff qualifications past expiry date						▼	
+	<p>Qualification expiry - lifeguard</p> <p>Lifeguard qualification past expiry date</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</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>HR contacted and renewal assessment arranged at earliest opportunity</p> <p>Lifeguards complete the ten free RLSS online training modules prior to return to duties to continue their ongoing training</p> <p>Lifeguards attend ongoing training sessions to demonstrate competency. This can be completed during furlough but can be completed on return to work for any staff who do not have access to internet etc. Contributes five hours towards the 20 hours required for revalidation</p> <p>Competency test completed prior to re-opening</p> <p>Ongoing competency tests completed each month</p> <p>Lifeguard not permitted to work until re-qualified - note RLSS qualifications extended</p> <p>Lifeguard qualification validity checked prior to return to work to confirm that they fall within the permitted qualification extension. Where the qualification does not fall within the extension and is out of date, the lifeguard is not permitted to work in role until re-qualified</p> <p>RLSS guidance followed</p>						
-	<p>Qualification expiry - first aid</p> <p>First aid at work past expiry date</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>HR contacted and renewal date arranged at earliest opportunity</p> <p>Utilise online opportunities for refresher and/or revalidation where practical training is not possible</p> <p>Rotas reviewed to ensure there are always sufficient first aiders available in the facility with qualifications in date</p> <p>HSE advised an extension to qualification expiry until 30th September 2020 (England)</p>	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>Qualification expiry - pool plant</p> <p>Pool plant operation (PPO) past expiry date</p>	<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>HR contacted and renewal training and assessment at earliest opportunity</p> <p>Utilise online opportunities for revalidation where possible (e.g. IOS, STA)</p>	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	First Aid							
+	<p>First aid</p> <p>Illness or injury requiring first aid</p>			3 x 1	3	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1	1

		<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Continued provision:"/> <input type="text" value="First aid trained personnel available during all opening hours"/> <input type="text" value="First aiders to continue to use disposable gloves for all first aid treatment"/> <input type="text" value="Regular checks resumed prior to reopening to ensure first aid equipment is fit for purpose and in date"/> <input type="text" value="First aiders continue to maintain good hygiene practices and those providing first aid should cover any open wounds"/> <input type="text" value="In addition, during this period first aiders should:"/> <input type="text" value="Adhere to revised CPR protocols"/> <input type="text" value="Encourage self-treatment where appropriate, to help maintain social distancing guidance"/> <input type="text" value="Wear PPE when providing first aid and if possible and appropriate, casualties may also be encouraged to wear a face mask"/> <input type="text" value="Contact with casualties' faces are minimised"/> <input type="text" value="PPE and soiled dressings are disposed of safely in biohazard bins"/> <input type="text" value="First aiders wash hands before and after administering first aid"/> <input type="text" value="First aiders report to their line manager if they develop Covid-19 symptoms"/> <input type="text" value="RLSS guidance followed for lifeguards"/>						
-	<input type="text" value="CPR training"/> <input type="text" value="Cardiopulmonary Resuscitation (CPR) training"/>	<input type="text" value="Staff"/> <input type="text" value="Contractors"/> <input type="text" value="Customer - Adult"/> <input type="text" value="Customer - Child"/>	<input type="text" value="Staff displaying Covid-19 type symptoms are excluded from training"/> <input type="text" value="Only compressions practiced during ongoing training"/> <input type="text" value="Compressions and rescue breaths demonstrated during a qualification course"/> <input type="text" value="If rescue breaths carried out, lungs/airways to be replaced and disposed of safely, face and mouth of manikin wiped with disinfectant wipes in between each use, with wipes disposed of safely"/> <input type="text" value="Manikin face thoroughly washed with disinfectant at the end of training session"/> <input type="text" value="RLSS guidance followed: https://www.rlss.org.uk/guidance-for-swimming-pool-operators-managing-lifeguards-during-covid-19"/> <input type="text" value="Resus Council guidance followed: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19coronavirus-cpr-and-resuscitation/covid-community/"/>	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	Training - General							
+	<input type="text" value="Training sessions"/>	<input type="text" value="Staff"/>		3 x 1	3		<input type="text" value="Please select additional control measure or manual"/>	1 x 1	1

	Possible transmission of virus through attendance at training courses		<p>Essential training completed in line with good social distancing protocols (2m)</p> <p>Sanitisation points provided in training rooms</p> <p>Close group work discouraged in training sessions</p> <p>Where possible, online/video training completed to obtain and maintain qualifications</p> <p>Review of training matrix completed to identify essential and non-essential training</p> <p>Non-essential training postponed unless available remotely, e.g. online or virtual formats</p> <p>Essential training completed via online or virtual formats where possible</p> <p>Where essential face to face training is required, e.g. lifeguard training/competency assessment, a specific risk assessment for the activity is completed to consider social distancing, sanitisation etc.</p> <p>Non-essential training postponed if only available in face to face setting</p>			<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>			
-	Category	Staff stress / mental wellbeing							
+	<p>Stress / mental wellbeing</p> <p>Staff concerned on returning to work following lockdown and entering the facility with numerous other people</p>	Staff	<p>Return to work chats to be completed with all staff prior to re-opening</p> <p>Staff refresher training in NOP/EAP and changes to procedures completed</p> <p>Staff training in specific Covid-19 control measures completed</p> <p>Occupational health services available for staff to discuss concerns</p> <p>One-to-one chats with line manager encouraged at any time and frequency</p> <p>High risk staff referred to earlier in this risk assessment</p> <p>Clear, concise and regular communications to the team on Covid-19 controls/updates taking place and facility performance</p> <p>Staff actively encouraged to bring forward suggestions and concerns to their line manager</p>	2 x 3	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>Stress / mental wellbeing</p> <p>Staff working remotely feeling isolated</p>	Staff	<p>Regular contact and welfare chats maintained with line manager to maintain communications and involvement</p> <p>Company employee support services available for further welfare chats and promoted to staff</p>	2 x 3	6	<p>Add Sample Measure</p> <p>View Files</p>	Please select additional control measure or manual	1 x 1	1

[View Links](#)

Category Equality

+	Equality Discrimination of staff due to inappropriate Covid-19 control measures	Staff	Government guidance followed Individual assessments are completed with staff members Reasonable adjustments are made to accommodate staff who fall under Equality Act Disabled staff/customer use is prioritised in changing rooms, toilets and lifts	2 x 1	2	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
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Revision History - ↗ ✕

[Export](#)

Reviewed By	Name	Comment	Date
horncastlesp	Craig Hobson	review staff welfare and communication	19-06-2020 16:57:38
horncastlesp	Craig Hobson	Designated covid-19 officer - AR	29-06-2020 09:35:36
horncastlesp	Craig Hobson	reviewed risk classifications	03-07-2020 16:54:52
horncastlesp	Craig Hobson	referenced documents	06-07-2020 09:01:22
horncastlesp	Craig Hobson	insertion of designated people	01-09-2020 13:43:46
horncastlesp	Craig Hobson	change to high risk employees	28-09-2020 14:50:08

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