Operating during Covid-19 (Coronavirus) Pandemic

Potential Harm/Consequence

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

The risk rating indicates the level of response required to be taken when adding actions to the improvement plan (RRP). Ratings between 15 and 25 require an urgent review of existing control measures.

If the Risk Rating is 15 or more and no further control measures are practicable, add the risk to the H&S Risk Register.

Hazard Risk Rating

LOW

Potential Risk Rating

VERY LOW

Location of Activity

Please select a location or manually write it

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 & Safety At Work Act 1974
- 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
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health & Safety (First-Aid) Regulations 1981
- HSG179 Managing H&S in Swimming Pools
- Workplace (Health, Safety & Welfare) Regulations 1992

Ref No. HOR_4942

Assessors Name Craig Hobson

Date of Assessment 28-09-2020

Next Review Date 28-09-2021

Risk Rating

1 - 2 Insignicant

3 - 6 Minor

8 - 12 Moderate

15 - 16 Major

20 - 25 Catastrophic

Hazard Risk Rating

LOW

Potential Risk Rating

VERY LOW

Names of Employees Consulted

Please select an employee or manually write it

Personal Protective Equipment (PPE) Required to Complete this Activity

Please select a equipment or manually write it

Other Risk Assessments Cross Referenced

Please select an assessment or manually write it

Keeping up-to-date with official guidance

Lack of information

Trainig/Qualifications Required to Complete this Activity

Personal Protective Equipment (PPE) Required to Complete this Activity

Additional Control Measures Required

Please select additional control measure or manually write it

Legislation, guidance and information used in support of this assessment

- Health & Safety At Work Act 1974
- 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
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health & Safety (First-Aid) Regulations 1981
- HSG179 Managing H&S in Swimming Pools
- Workplace (Health, Safety & Welfare) Regulations 1992
- Keeping up-to-date with official guidance
- Lack of information

Sample of any Reviewed Control Measures

Additional Control Measures Required

Please select additional control measure or manually write it

Potential Risk Rating After Additional Control Measures Implemented

1 x 1

Very Low Risk 1 - 2

Low Risk 3 - 6

Medium Risk 8 - 12

High Risk 15 - 16

Critical Risk 20 - 25

No action required

Monitor

Action required

Urgent Action

Work Must Stop and take immediate action
<table>
<thead>
<tr>
<th>Category</th>
<th>Add Description/Detail of how harm is caused</th>
<th>Add Sample Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access points to premises</td>
<td>No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contractors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer - Adult</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer - Child</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suitable locking/closing mechanisms available on non-emergency exit doors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Restricted entry/exit on some external doors (not compromising emergency exits)</td>
<td></td>
</tr>
<tr>
<td>Social Distancing</td>
<td>Visitors in close contact with other visitors to the facility, incorrect social distancing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contractors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer - Adult</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer - Child</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Group exercise class capacity reduced by 50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gym occupancy reduced by 50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pool bather loads reduced by 50%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spectators of lessons encouraged to wait in vehicles or outside</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Government guidance on social distancing followed</td>
<td></td>
</tr>
<tr>
<td>Toilet Tissue</td>
<td>Lack of toilet paper increasing risk of unhygienic hand sanitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contractors</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer - Adult</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer - Child</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sufficient planning with consumables suppliers in place</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hot water and hand soap available at all times</td>
<td></td>
</tr>
<tr>
<td>Hand Washing Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Lack of hand washing facilities leading to increased risk of spread of bacteria/virus</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Door Mechanisms</td>
<td>Contact points on doors / revolving doors creating increased risk of bacteria /virus contamination</td>
<td></td>
</tr>
<tr>
<td>Visitor Access</td>
<td>No restriction on visitor access to public areas increasing potential spread of bacteria /virus contamination</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Handling staff / customers presenting symptoms whilst in the facility</td>
<td></td>
</tr>
<tr>
<td>Staff unwell</td>
<td>Staff must self-isolate if they feel unwell and have flu like symptoms</td>
<td></td>
</tr>
<tr>
<td>Customers unwell</td>
<td>Customers should be tactfully refused entry and directed to self-isolate and call / email NHS 111</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>High Risk Employees (as defined by government, including those who are pregnant, have underlying health issues, employees over the age of 70 years)</td>
<td></td>
</tr>
<tr>
<td>High risk employees</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>
### Category: Staff behaviour

**Staff in workplace increasing risk of community transmission**
- Staff
  - Staff work from home if at all possible
  - DSE risk assessment completed for those working from home
  - Staff practice social distancing as much as possible

### Category: Workspace

**Poor workspace hygiene leading to increased risk of transferring bacteria/virus**
- Staff
  - Information posters, advisory notices and staff training in good hygiene practice and techniques in line with government guidance
  - Viricidal sprays available for wiping down work surfaces and equipment
  - Hand sanitiser available
  - Robust cleaning schedule in place which is monitored

### Category: Physical contact

**Handshaking or other greeting increasing risk of transferring bacteria/virus**
- Staff
  - Handshaking and general close personal greetings are discouraged
  - Hand washing protocols and hygiene facilities in place

### Category: Travel

**Travel for business purposes**
- Staff
  - Business related travel restricted to essential staff only
  - Video conferencing used for meetings, contact with suppliers, and where necessary, customers

### Category: First Aid

**First Aid**
- Staff
  - DSE risk assessment completed for those working from home
  - Staff practice social distancing as much as possible

---

**Government guidance followed**
- Home working arranged as appropriate
- Social distancing encouraged
- HR procedures in place for those unable to work from home and required to isolate as per government guidelines

---

**Sta behaviour**
- Sta from home if at all possible
- DSE risk assessment completed for those working from home
- Staff practice social distancing as much as possible

**Information posters, advisory notices and sta training in good hygiene practice and techniques in line with government guidance**
- Viricidal sprays available for wiping down work surfaces and equipment
- Hand sanitiser available
- Robust cleaning schedule in place which is monitored

**Handshaking and general close personal greetings are discouraged**
- Hand washing protocols and hygiene facilities in place

**Business related travel restricted to essential sta only**
- Video conferencing used for meetings, contact with suppliers, and where necessary, customers

---

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

**Information posters, advisory notices and sta training in good hygiene practice and techniques in line with government guidance**
- Viricidal sprays available for wiping down work surfaces and equipment
- Hand sanitiser available
- Robust cleaning schedule in place which is monitored

**Handshaking and general close personal greetings are discouraged**
- Hand washing protocols and hygiene facilities in place

**Business related travel restricted to essential sta only**
- Video conferencing used for meetings, contact with suppliers, and where necessary, customers
Withdrawal of first aid to a person in need could put their life at risk

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

CPR training

- Staff displaying flu-like symptoms excluded from training
- Only compressions practiced during ongoing training
- Compressions and rescue breaths demonstrated during a qualification course
- If rescue breaths carried out, then lungs/airways to be replaced and disposed of safely and mouth of manikin wiped with disinfectant wipes in between each use and disposed of safely
- Manikin face thoroughly washed with disinfectant at the end of training session

Category

Cleaning and Waste

- Reduced levels of cleaning staff available increasing risk of being unable to provide adequate cleaning services
  - Additional multiskilled staff rostered to carry out cleaning tasks
  - Restriction of areas available to staff/public to reduce facilities to be cleaned
  - Business continuity plan in place

- Inappropriate disposal of waste, in particular used tissues, increasing the risk of contamination
  - Work instructions in place on disposal of waste in line with government guidance in link below
  - Personal protective equipment available, including gloves, aprons, face masks
  - Waste placed in plastic rubbish bags and tied, then placed immediately in normal secured waste disposal receptacle

- Poor cleaning practice increasing risk of bacterial/viral contamination
  - Please select additional control measure or manual

Please select additional control measure or manual

- Please select additional control measure or manual

- Please select additional control measure or manual

- Please select additional control measure or manual

- Please select additional control measure or manual

- Please select additional control measure or manual
### Handling post or packages

<table>
<thead>
<tr>
<th>Substances and Equipment</th>
<th>Contractor</th>
<th>COSHH assessment for all substances in place</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untrained staff using cleaning substances and equipment</td>
<td></td>
<td>Work instruction for tasks in place</td>
<td>Customer - Adult</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Only staff trained in safe methods and use of substances carry out cleaning tasks, including mechanical cleaning equipment</td>
<td>Customer - Child</td>
</tr>
</tbody>
</table>

#### Handling post, packages or food

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

#### Government guidelines followed:
https://www.gov.uk/government/publications/handling-items-
coronavirus-covid-19

### Business Continuity

<table>
<thead>
<tr>
<th>Facility closure</th>
<th>Customer - Adult</th>
<th>Business continuity plan in place and communicated to all users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closure of building due to Covid-19 infected person having been or suspected to have been in the premises, or insufficient staff to operate</td>
<td></td>
<td>Minimum staffing levels identified to safely operate. Building closed if such numbers are not available</td>
</tr>
<tr>
<td></td>
<td>Customer - Child</td>
<td>Flexible emergency rosters introduced to maintain a level of service</td>
</tr>
</tbody>
</table>

#### Government guidelines followed:
https://www.gov.uk/government/publications/guidance-for-
employers-and-businesses-on-coronavirus-covid-19

### Infected person

- Deep clean and sanitisation of facility
- Government advice followed

#### Covid-19 infected person having been or suspected to have been in the premises

#### Government guidelines followed:
https://www.gov.uk/government/publications/covid-19-decontamination-
in-non-healthcare-settings