



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

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Right Directions

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

Location of Activity

Throughout facility

Ref No.

STA_4797

Assessors Name *

Paul Marper

Date of Assessment

29-07-2021

Next Review Date

29-07-2022

QMS/Work Instructions

Please select a instruction or manually write it

Names of Employees Consulted

Paul Marper Steve Evans Ross McCarthy Kenny Foakes

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

Legislation, guidance and information used in support of this assessment

Other Risk Assessments Cross Referenced

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

Potential Risk Rating

VERY LOW

Potential Harm/Consequence		Likelihood That Harm Will Occur		Risk Rating	Suggested Guidance
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, if reasonably practicable
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	Add Sample Measure	Please select additional control measure or manual	1 x 1 1

	Lack of up-to-date information regarding the virus	<input type="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	<input type="checkbox"/> Attendance at Covid-19 clinics, webinars and other CPD <input type="checkbox"/> Regular review of NGB advice and guidance <input type="checkbox"/> Following advice and guidance from industry bodies such as CIMSPA, UKactive, RLSS, PWTAG <input type="checkbox"/> Reviewing best practice examples from within the industry <input type="checkbox"/> Reviewing other sectors where applicable		<input type="checkbox"/> View Files <input type="checkbox"/> View Links				
-	Information - Responsibilities Lack of up-to-date information regarding the virus	<input type="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	<input type="checkbox"/> Covid-19 Response Team established. Aeneas Richardson, Director of Operations develop sources of information to keep up-to-date with the latest guidance available on managing the response to the pandemic and feed this into the risk assessment process	3 x 1	3	<input type="checkbox"/> Add Sample Measure <input type="checkbox"/> View Files <input type="checkbox"/> View Links	Please select additional control measure or manual	1 x 1	1
-	Information - Responsibilities Lack of up-to-date information regarding the virus	<input type="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	<input type="checkbox"/> 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	<input type="checkbox"/> Add Sample Measure <input type="checkbox"/> View Files <input type="checkbox"/> View Links	Please select additional control measure or manual	1 x 1	1
-	Category Preventing the spread of Covid-19 in the building - General								
+	Access points to premises No restriction of entry and exit points to the premises which reduces the control of persons entering/exiting the building/area	<input type="checkbox"/> Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	<input type="checkbox"/> Suitable locking/closing mechanisms available on non-emergency exit doors <input type="checkbox"/> Restricted entry/exit on some external doors (not compromising emergency exits)	3 x 1	3	<input type="checkbox"/> Add Sample Measure <input type="checkbox"/> View Files <input type="checkbox"/> View Links	Please select additional control measure or manual	1 x 1	1
-	Capacity - Group Exercise Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing	<input type="checkbox"/> Staff <input type="checkbox"/> Customer - Adult <input type="checkbox"/> Customer - Child	<input type="checkbox"/> Group exercise capacity reduced to allow for social distancing still	3 x 1	3	<input type="checkbox"/> Add Sample Measure <input type="checkbox"/> View Files <input type="checkbox"/> View Links	Please select additional control measure or manual	1 x 1	1
-	Capacity - Gym Customers in close contact with other customers and visitors to the facility resulting in incorrect social distancing		<input type="checkbox"/> Number to be reviewed regularly <input type="checkbox"/> Gym occupancy reduced to 20	3 x 1	3	<input type="checkbox"/> Add Sample Measure <input type="checkbox"/> View Files	Please select additional control measure or manual	1 x 1	1

		<p>Staff</p> <p>Customer - Adult</p> <p>Customer - Child</p>				<p>View Links</p>			
-	<p>Touch points</p> <p>High touch points increasing risk of transmission of virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>High touch points identified across all facility areas and used to develop additional cleaning and sanitising points and cleaning regimes</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>Door mechanisms</p> <p>Contact points on doors / revolving doors creating increased risk of virus contamination</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Additional / enhanced cleaning regime in place</p> <p>Hand sanitisation provided on entry / exit to activity areas</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>Lack of handwashing facilities</p> <p>Lack of handwashing facilities leading to increased risk of spread of the virus</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Hand soap dispensers checked regularly and refilled</p> <p>Hand dryers maintained in working order</p> <p>Paper towels provided along with foot operated pedal bins</p> <p>Hot water system maintained to provide constant supply</p> <p>Additional hand sanitiser points provided around the facility to complement existing hand washing facilities</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>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>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>Signage is in place in toilet areas outlining restrictions (regarding closeness of sinks and urinals)</p> <p>Government guidance on social distancing followed</p> <p>Face coverings encouraged and are worn by staff.</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
-				3 x 1	3			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>		<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	<p>Please select additional control measure or manual</p>			
-	<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>Or where this is not the case, identify the new controls implemented for these high risk areas</p> <p>Existing access controls maintained for high risk areas, e.g. access to trampolines</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>Category Handling customers presenting symptoms whilst in the facility</p>								
+	<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>	<p>Please select additional control measure or manual</p>	1 x 1	1
-	<p>Category Social Distancing - Car Parking and Entrance to Building</p>								
+	<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>	<p>Please select additional control measure or manual</p>	1 x 1	1

			<p>Cones, tape or barriers used to direct individuals towards the entrance and to any queuing system</p> <p>Directional signage used to direct individuals</p> <p>Activity start times staggered to try to avoid pinch point times in car parks</p> <p>The queuing system is positioned closed to the building to ensure segregation of pedestrians and vehicles</p> <p>The ground is marked at 2m intervals to encourage social distancing whilst queuing</p> <p>Bike racks are cleaned and sanitised regularly</p> <p>Notices are displayed encouraging customers to pay for parking by phone or mobile app</p> <p>Ticket machines are cleaned and sanitised regularly</p> <p>Step/slope handrails are cleaned frequently</p> <p>Permits are posted to members</p> <p>Litter bins are emptied regularly by staff from ELDC wearing PPE</p> <p>Face coverings are still encouraged for members and worn by staff</p>						
-	Category	Social Distancing - Entering and Exiting the Building							
+	<p>Social distancing</p> <p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Social separation queuing system in place from outside areas through to reception</p> <p>The flooring is marked at 2m intervals to encourage social distancing</p> <p>Occupancy levels are controlled via booking systems</p> <p>Hand sanitiser is available at the point of entrance and exit to encourage good hand hygiene practice</p> <p>Staff check sanitiser levels regularly</p> <p>Doors are kept open, unless automatic, to prevent touching and aid fresh air movement</p> <p>Where possible, entrance and exit doors are separate and are clearly defined</p> <p>Floor markings and one way system in place to define access/entry separation</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 - Reception							
+	<p>Social distancing / hygiene</p>			3 x 1	3		<p>Please select additional control measure or manual</p>	1 x 1	1

<p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to</p>	<p>Staff Contractors Customer - Adult Customer - Child</p>	<p>The flooring is marked at 2m intervals to encourage social distancing</p> <p>Sanitiser stations are positioned in reception for customers</p> <p>Staff check sanitiser levels regularly</p> <p>Perspex screens are fitted to reception desks to help maintain social distancing</p> <p>Reception desks are extended where it is not possible for reception staff to maintain 2m distance with one another (where more than one receptionist is needed, unless able to work back to back)</p> <p>Only one receptionist is situated at reception where desks cannot be extended and where 2m distance cannot be maintained</p> <p>Floor marking indicate where customers should stand at reception</p> <p>Hand sanitiser is available to receptionists to be used if having to handle cash</p> <p>Card payments and contactless is strongly encouraged</p> <p>Card payment machines are sanitised frequently</p> <p>Customers are encouraged to book online</p> <p>Tills/touchscreens are sanitised on staff changeover</p> <p>Desks, telephones, radios and PA controls are sanitised on staff changeover and immediately after another member of staff touches them</p> <p>Regular cleaning of the Perspex screen takes place</p> <p>Contractors and visitors are signed in/out by receptionists</p> <p>Contractors are provided with guidelines and any rules related to Covid-19 arrangements in advance of their attendance</p> <p>Any visitor passes an keys that are handed out to contractors are sanitised upon return</p> <p>hire equipment is sanitised between use</p>	<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	
<p>Category Social Distancing and Preventing the Spread of Covid-19 - Circulation Areas and Seating/Spectator Areas</p>				
<p>Social distancing / hygiene</p> <p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines Spread of virus due to</p>	<p>Staff Contractors Customer - Adult Customer - Child</p>	<p>3 x 1 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 1</p>

			<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>Magnetic door hold openers linked to fire alarm or similar noise activated devices are fitted to fire doors which operate when the fire alarm is activated</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>Lifts are restricted to a maximum of one person or more if from one household at a time, e.g. one parent and their child or a disabled customer and their carer</p> <p>Drinks fountains are not in use</p>						
<div style="background-color: #0056b3; color: white; padding: 2px;"> - Category Social Distancing and Preventing the Spread of Covid-19 - Technical and Maintenance </div>									
+	<div style="border: 1px solid #ccc; padding: 2px;"> Social Distancing / Hygiene </div> <p>Possible transmission of Covid-19 due to not following 2m social distancing guidelines</p>	<div style="border: 1px solid #ccc; padding: 2px;"> Staff Contractors </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <p>Access to plant rooms and workshops restricted to authorised persons only</p> <p>Staff trained in social distancing good practice</p> <p>face coverings still encouraged</p> </div>	3 x 1	3	<div style="border: 1px solid #ccc; padding: 2px;"> Add Sample Measure View Files View Links </div>	Please select additional control measure or manual	1 x 1	1
-	<div style="border: 1px solid #ccc; padding: 2px;"> Hygiene arrangements </div> <p>Spread of virus due to insufficient hygiene arrangements in plant rooms and technical areas and through</p>	<div style="border: 1px solid #ccc; padding: 2px;"> Staff Contractors Customer - Adult Customer - Child </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <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> </div>	3 x 1	3	<div style="border: 1px solid #ccc; padding: 2px;"> Add Sample Measure View Files View Links </div>	Please select additional control measure or manual	1 x 1	1
-	<div style="border: 1px solid #ccc; padding: 2px;"> Hygiene arrangements </div>	<div style="border: 1px solid #ccc; padding: 2px;"> Staff </div>		3 x 1	3		Please select additional control measure or manual	1 x 1	1

	Spread of virus due to insufficient hygiene arrangements on the use of shared tools and equipment		<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>			<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>			
-	<p>Hygiene arrangements</p> <p>Spread of virus due to insufficient hygiene arrangements on the control of contractors</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Contracted work kept to a minimum to maintain safety standards, compliance and essential quality/environmental standards</p> <p>Where possible, contractors complete work outside of opening hours</p> <p>RAMS are requested and reviewed and include Covid-19 considerations</p> <p>Contractors are advised of facility standards on social distancing and hygiene in advance and when entering the facility</p> <p>Contractors are signed in by receptionist or receiving member of staff</p> <p>Quotation work completed remotely where possible</p> <p>Service/inspection sheets are sent electronically</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>Category Statutory Inspections Past Expiry Date</p>									
+	<p>Fixed electrical</p> <p>Fixed electrical past due date for inspection</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Inspection body contacted weekly to establish an inspection date</p> <p>Housekeeping standards focussed in areas of electrical intake points and distribution boards</p> <p>Daily check of building and electrical points to establish if any issues</p> <p>Access to local/company electrician to resolve any faults</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>	Please select additional control measure or manual	1 x 1	1
-	<p>Fire alarm</p> <p>Fire alarm 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 inspecting body to be obtained in interim period</p> <p>Daily checks on fire panel to take place</p> <p>Test of all call points prior to re-opening</p> <p>Daily test on at least one break glass call point to take place and be recorded in place of weekly test</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>	Please select additional control measure or manual	1 x 1	1
				3 x 1	3			1 x 1	1

-	<p>Emergency lighting</p> <p>Emergency lighting 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 inspecting body to be obtained in interim period</p> <p>Daily recorded visual check on all lighting to confirm operational</p> <p>Weekly recorded flick tests on lighting to take place instead of monthly</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p>		<p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	
-	<p>Passenger lift</p> <p>Passenger lift 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>Inspecting body consulted for guidance</p> <p>Insurers notified and consulted for advice</p> <p>Daily recorded checks of lift operation and alarm completed prior to opening to test safe to use</p> <p>Additional service of lift arranged until examination completed</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Guidance from inspecting body has been received and is followed</p> <p>Justification for keeping the lift operational is documented, including why it is deemed essential, no significant history of issues from previous examinations, and this is verified by competent person or inspection body</p>	3 x 1	<p>3</p> <p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1
-	<p>Pressure vessels</p> <p>Pressure vessels past due date for inspection</p>	<p>Staff</p> <p>Contractors</p>	<p>Inspecting body contacted weekly to establish an inspection date</p> <p>Inspecting body consulted for guidance</p> <p>Additional service of pressure vessel arranged until examination completed</p> <p>Controls reviewed weekly to ensure valid and up-to-date</p> <p>Guidance from inspecting body is received and followed</p> <p>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</p>	3 x 1	<p>3</p> <p>Add Sample Measure</p> <p>View Files</p> <p>View Links</p>	Please select additional control measure or manual	1 x 1
-	<p>Fire extinguishers</p> <p>Fire extinguishers past due date for inspection</p>			3 x 1	<p>3</p> <p>Add Sample Measure</p> <p>View Files</p>	Please select additional control measure or manual	1 x 1

		<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="button" value="Guidance from inspecting body to be obtained in interim period"/> <input type="button" value="Weekly recorded check on extinguishers' operational ability to take place"/> <input type="button" value="Controls reviewed weekly to ensure valid and up-to-date"/> <input type="button" value="Guidance received from inspecting body is followed"/>		<input type="button" value="View Links"/>				
-	<input type="button" value="Gas boiler"/> <input type="button" value="Gas boiler past due date for inspection"/>	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Inspecting body contacted weekly to establish an inspection date"/> <input type="button" value="Guidance from inspecting body to be obtained in interim period"/> <input type="button" value="Daily recorded check on boiler operation takes place"/> <input type="button" value="Local contractor available to complete remedial works and repairs"/> <input type="button" value="Controls reviewed weekly to ensure valid and up to date"/> <input type="button" value="Review of recent service examinations highlights no significant history of issues"/> <input type="button" value="Guidance received from inspection body is followed"/>	3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="button" value="Please select additional control measure or manual"/>	1 x 1	1
-	Category	Legionella							
+	<input type="button" value="Hot and cold water system"/> <input type="button" value="Re-starting of water system and potential for release of legionella bacteria"/>	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Flushing regime maintained during closure"/> <input type="button" value="Temperature checks maintained during closure"/> <input type="button" value="System cleaned, disinfected and re-commissioned by external competent contractor or competent staff member"/> <input type="button" value="Samples taken and tested for legionella, with results satisfactory, prior to re-opening"/>	3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="button" value="Please select additional control measure or manual"/>	1 x 1	1
-	Category	Cleaning and Waste							
+	<input type="button" value="Cleaning staffing"/> <input type="button" value="Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services"/>	<input type="button" value="Staff"/> <input type="button" value="Contractors"/> <input type="button" value="Customer - Adult"/> <input type="button" value="Customer - Child"/>	<input type="button" value="Additional multi-skilled staff trained and rostered to carry out cleaning tasks"/> <input type="button" value="Restriction of areas available to staff/public to reduce facilities to be cleaned"/> <input type="button" value="Business continuity plan in place"/>	3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/> <input type="button" value="View Links"/>	<input type="button" value="Please select additional control measure or manual"/>	1 x 1	1
-	<input type="button" value="Untrained staff"/> <input type="button" value="Untrained staff using new cleaning substances and equipment introduced as part of the revised Covid-19 cleaning regime"/>			3 x 1	3	<input type="button" value="Add Sample Measure"/> <input type="button" value="View Files"/>	<input type="button" value="Please select additional control measure or manual"/>	1 x 1	1

		<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>			<p>View Links</p>			
-	<p>Ineffective cleaning</p> <p>Poor cleaning practice increasing risk of viral contamination</p>	<p>Staff</p> <p>Contractors</p> <p>Customer - Adult</p> <p>Customer - Child</p>	<p>Robust general cleaning schedule in place</p> <p>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>	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>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>	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>		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

			<ul style="list-style-type: none"> Bulk purchasing to reduce the number of deliveries required Electronic delivery notes not used and staff verbally confirm name One person to handle the delivery, unless manual handling required two. If two persons required, the same pair to try and partner up Hands to be washed or sanitised after opening and disposing of packaging Delivery points designated depending on type of product Delivery times agreed as far as possible with supplier 						
-	Post, Packages and Food Handling post, packages and food	Staff	<ul style="list-style-type: none"> 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 	3 x 1	3	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1
Category Lost and Found Property									
+	Lost and Found Property Spread of virus due to insufficient hygiene arrangements	Staff	<ul style="list-style-type: none"> Found property, apart from valuables, is bagged up and secured 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 personal clothing such as underwear is disposed of 	3 x 1	3	Add Sample Measure View Files View Links	Please select additional control measure or manual	1 x 1	1

Revision History			
<input type="text"/>	10		Export
Reviewed By	Name	Comment	Date

Reviewed By	Name	Comment	Date
stationsportscentre@mvtlc.org	Paul Harper	.	30-06-2020 14:28:53
stationsportscentre@mvtlc.org	Paul Harper	Not complete	30-06-2020 19:58:54
stationsportscentre@mvtlc.org	Paul Harper	Completed	30-06-2020 20:47:07
stationsportscentre@mvtlc.org	Paul Harper	.	30-06-2020 20:57:42
stationsportscentre@mvtlc.org	Paul Harper	.	29-07-2021 14:20:43
stationsportscentre@mvtlc.org	Paul Harper	Review after 19th July - restrictions lift	29-07-2021 14:43:43

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