

Facility: InspireAll	Date: 10/05/2020	Review Date: 05/06/2020
Risk Assessment: COVID-19 Re-opening of Centre/spaces		

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
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Hazard: Potential reignite of Infection to (Customers & Staff)

<p>Risk:</p> <ul style="list-style-type: none"> • Not adhering to Social distancing • Having too many people in one area • Staff/Customer exposure at payment point (reception) • Taking Cash unnecessarily • Travelling in to work using public transport • Contractor Management 	<p>Customers Staff Contractors & Visitors</p>	<p>Staff must protect themselves at all times by adhering to 'Social distancing' when interacting with Customers or other members of staff.</p> <ul style="list-style-type: none"> • Management must create a work instruction on how 'Social distancing' can work within your Centre/space and train staff on this work instruction. All training must be recorded. • Control entry to Customers using facilities by, having a one way system in place and only allowing a few people to use toilets at any one time. • Put directional signage in place to guide Customers of the routes around. • Encourage the use of 'Credit Card/ Debit card payments • When a Contractor enters you facility you must hand them the new Contractor card and sign them in as normal. <p>Additional measures that will be taken:</p> <ul style="list-style-type: none"> • Cleaning regimes in place & only opening parts of the building • Make available hand sanitizers and encourage customers to use it/or to bring their own sanitizers • Bookings can only be made online or by phone • A "how to use the facility safely" guide to be prepared and posted onto each centres webpage. • Staff using public transport as a means to get into work, should take the advice from gov.uk on how to travel safely. Staff should wash their hands before leaving the house, sanitize along the way and wash their hands once they have got into work. This is detailed within the procedure with hyperlinks to guide you • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers
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Hazard: Office spaces and adhering to social distancing

<p>Risk:</p> <ul style="list-style-type: none"> Office spaces too small to cope with every desk being used No windows or fresh air being allowed in <p>Not using any barriers</p>		<p>Office spaces</p> <ul style="list-style-type: none"> Facility Managers must consider how they are able to allow for a 2 metre distance of staff working in office areas or small spaces. The link below guides you in how to achieve this safely. Where a 2 metre distance cannot be achieved mitigation must be in place. See the link below which will inform you of methods that can be adopted https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-100720.pdf Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices, where permitted, and cleaning them between use. Increase air flow by opening doors and windows Create barriers between each desk or working back to back & not facing each other
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Hazard: Lack of PPE & Cleaning products

<p>Risk:</p> <ul style="list-style-type: none"> Face Masks not provided Gloves not provided Low stock levels of PPE & Cleaning equipment Disposal of PPE Touch areas 	<p>Customers Staff Contractors & Visitors</p>	<p>Screens will be available at all reception areas, staff can wear 'Face Masks' as an element of protection be necessary.</p> <ul style="list-style-type: none"> Create barriers within the centre so that distancing is in place Ensuring personal gloves are available to all staff and cleaning equipment is accessible. Wash your hand regularly. Ensure stock levels of PPE and cleaning equipment is checked regularly to eliminate running out of stock. <p>Cleaning products that have been identified as the best products to use in the environments is detailed in the work instruction & procedure 5.2.30 Virus protection and Pandemic Management .</p> <p>It is advised that when cleaning surfaces that the 'Centre Feed rolls' are used and not clothes to control the spread of germs and bacterial being spread from one area to another. Used Centre feed roll should be placed into a bag within a bin</p>
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		<p>Correct disposal of PPE is very important, you must ensure it is double bagged and placed in a secure area, the bin must be labelled PPE Waste. The waste must be taken to a secure place when full and stored for a minimum of 72 hours.</p> <p>Staff must be mind-full of all touch surfaces they come into contact with, handrails doors, and surfaces once touched you should wash your hands thoroughly</p>
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Hazard: Cross contamination

<p>Risk: Lack of Cleaning programmes Children's play equipment</p>	<p>Customers Staff Contractors & Visitors</p>	<p>List specific areas of the building you are opening within your Work Instruction and plan cleaning requirements.</p> <ul style="list-style-type: none"> • Deep clean areas of the building where customers have been • Ensure hand washing facilities are available <p>Additional measures that will be taken:</p> <ul style="list-style-type: none"> • All staff are responsible for cleaning • Place Hand Washing posters on the walls within the toilets to encourage people washing their hands. • Taking governments advise in minimising contact with others and to keep distance from other people. <p>Children's play equipment must be washed at every opportunity especially if the toy is being played with by more than one child. Any material items should not be used and taken out of action. All play equipment must be disinfected throughout the day and where possible put into a washing machine or a hot bowl of water to be thoroughly cleaned at the end of each day. Staff must wear appropriate PPE when handling toys</p>
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Hazard: Lack of communication and recording

<p>Risk:</p> <ul style="list-style-type: none"> • Cleaning schedules • Covid-19 suspected outbreaks • Chemical Contact time 	<p>Customers Staff Contractors & Visitors</p>	<ul style="list-style-type: none"> • All cleaning that takes place must be recorded and completed thoroughly. • If sites have confirmed confirmation of a customers or staff members who has been diagnosed with the Covid-19 this must be recorded to SLT as soon as possible • Government advice should be regularly checked www.gov.uk • Some chemicals have a what is known as 'Contact time' or 'Wet time' which means
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<ul style="list-style-type: none"> Staying COVID-19 Secure in 2020 		<p>they need to be left 'wet' for a few minutes before being wiped away, this give the chemical time to do what it needs to do i.e kill bacteria and viruses.</p> <ul style="list-style-type: none"> Communicate with your staff via the 'Staying Covid-19 secure in 2020 poster' this should be displayed in staff areas on a staff notice board. This should be signed by the Centre Manager
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Hazard: Centre's taking Cash payment

<p>Risk:</p> <ul style="list-style-type: none"> Lack of other payment methods 	<p>Customers Staff Contractors & Visitors</p>	<p>Customers should be encouraged to make payments via debit or credit card. If cash handling is the only method for some customers, reception staff must handle it using gloves and then wash hands regularly. Signage must be in place to encourage debit card and credit card payments</p>
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Hazard: people interaction

<p>Risk:</p> <ul style="list-style-type: none"> Socialisation Expectant Mothers 	<p>Customers Staff Contractors & Visitors</p>	<p>Social distancing measures are steps you can take to reduce the social interaction between people. This will help reduce the transmission of coronavirus (COVID-19). They are:</p> <ul style="list-style-type: none"> Avoid contact with anyone where possible Avoid non-essential use of public transport, varying your travel times to avoid rush hour, when possible Avoid large gatherings <p>Everyone should be trying to follow these measures as much as is pragmatic. For those who are over 70, have an underlying health condition or are pregnant, we strongly advise you to follow the above measures as much as you can, and to significantly limit your face-to-face interaction. This advice is likely to be in place for some weeks. See information in 5.2.30 Virus Protection and Pandemic Management procedure. Staff that have informed you of a pregnancy must have a separate risk assessment carried out on them, this risk assessment can be found on corp docs Health & Safety Tool Box. Pregnant women are classed as vulnerable people the risk assessment must be reviewed as her pregnancy develops. If you do not have access to corp docs please email Facilities for</p>
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Hazard: Handling post or packages

<p>Risk:</p> <ul style="list-style-type: none"> Lack of PPE Handling post, packages or food 	Staff	<ul style="list-style-type: none"> Work instructions in place Personal protective equipment provided for handling items <p>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</p>
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Hazard: Providing First Aid & Staff Training in First Aid

<p>Risk:</p> <ul style="list-style-type: none"> Cross contamination through Customer contact & of resus Annie Manikin & close contact equipment Disposal of bodily fluids 	Staff	<p>Only trained First Aid Staff are permitted to carry out first aid. Ensure all first aid is documented on the Accident/Incident report form and added into stitch.</p> <p>When administering first aid ensure you are wearing gloves and have a face mask on as closer contact maybe necessary. Ensure you wash your hands after you have administered the first aid and clean down any surfaces once they have left the first aid room or area.</p> <p>Where possible for minor injuries, advise the casualty to administer their own first aid this should be done by guiding them through what they need to do this will result in no contact with the person and will allow for social distancing.</p> <p>Following guidance from Resuscitation Council UK (RCUK) and European Resuscitation Council (ERC), and RLSS UK.</p> <ul style="list-style-type: none"> Dry side adult CPR = no breaths Dry side child CPR = breaths Wet side CPR all ages = breaths Critical PPE – Laerdal face mask Training and management of Manikins to be delivered by Corporate trainer Risk levels for CPR manikins <p>PPE should be worn by lifeguards and trained first aid staff giving CPR or assisting, PPE should be immediately available to prevent delay (bum bag or emergency grab bag should be</p>
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		<p>considered). A towel/cloth/pocket mask/face mask should also be immediately available to be used in the event of CPR (see below). Adult CPR (sudden collapse) The Resuscitation Council UK video can be found here:</p> <ul style="list-style-type: none"> • https://www.youtube.com/watch?v=3MY0sRYfsRA <p>Paediatric and Drowning Casualty CPR Paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child or infant's chances of survival. This also applies to a drowning casualty. Resuscitation Council UK provide additional guidance for paediatric casualties here: https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>Please see 5.2.30 Virus Protection and Pandemic Management & Work instruction for more information.</p> <p>Manikins that are used for training purposes (Please see guidance from the procedure for more details this area is TBC)</p> <p>Bleeding – If someone has a capillary bleed (i.e Scratch – minor bleed) and they are able too, they should be guided through treating themselves from guidance from a first aider and supplying supplies. If assistance is needed the first aider must wear sufficient PPE</p> <p>Broken Bones/strains/Sprains – If someone has suspected broken bone or has suffered a 'Strain' Sprain and need assistance the first aider must wear PPE. If they are able to get themselves comfortable then this should be advised Parent apply first aid – For children injuries where a parent is present they should be encourage to provide the first aid on guidance from the first aider First aid manikins must be cleaned thoroughly with a change of lungs after each session Safe disposal of bodily fluids must be via the yellow bags provided by your external contractor these are usually found within first aid room or for the disposal of nappies</p>
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		Stitch must be used to record any Covid-19 symptoms and test results from staff or Customers
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Hazard: Carparks		
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Risk: <ul style="list-style-type: none"> • People not keeping 2 meter distance • People queuing into the line of traffic • Lack of signage 	Customers/Visitors	Create barriers/markings to allow for an orderly line using cones or waiting poles around the edges of the carpark; this will help by preventing them from queuing into the line of cars coming in and out. Put signage in place asking them to stand behind the area and to keep a 2 meter distance between each other. Details of this must be included within your work instruction
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Hazard: Air-handling units		
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Risk: <ul style="list-style-type: none"> • Filters not being cleaned • Poor operation of unit lack of flow • Lack of checks being carried out • Poor air quality • Running Air-con units unnecessarily 	Staff, Customers, Visitors, Contractors	<p>The air-conditioning and air handling units will be serviced in line with manufacturer's guidelines to ensure they are working to specification by a suitable competent engineer. Air-con filters must be cleaned every month to remove any 'Covid-19' particles that may have built up. Filters will be exchanged for a fresh, sterilized set and then washed, dried, sanitized (with D10) or Bio- Hygiene/ and Byotrol 4 in 1 Multipurpose disinfectant which must be stored ready for re-use. PPE must be worn at all times whilst working on the A/C and Air –handling units.'</p> <p>All filter cleans must be recorded and logged.</p> <p>Air-handling units must be set to maximum air change by disabling the recirculation function, if you are unsure how to achieve this please arrange for the maintenance provider to make alterations to the BMS or the AHU's for you..</p> <p>If you believe any of your AHU's are not operating correctly you must contact the FM teams who will assist you.</p> <p>Only air-con units must be switch on to the full usage. Air-con units that are not needed should be switched off. The Facility Manager will identify which units should be on and which should be switched off</p>
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Hazard: Clubs, hirers & Bookers

<p>Risk:</p> <ul style="list-style-type: none"> • Insufficient control measure in place • Not following their control measures • Control measures not suitable 	<p>Staff/Customers/Visitors/Contractors</p>	<p>Clubs, hirers & bookers must produce a written document to confirm what changes they are going to make in order to stay safe within our facilities. The written document must be handed to the Facility Manager to approve their control measures and, to agree their control measures are sufficient. If agreed the written documentation should be filed with their booking information.</p> <p>If the document is not sufficient, the Facility Manager must arrange a meeting to discuss. This could be a telephone conversation.</p> <p>If the control measures have been agreed the 'Club, hirer or booker can use the facility, the Facility Manager must ensure they are adhering to their controls measures when they are using the building.</p>
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Hazard: Track, Test & Trace

<p>Risk:</p> <p>Ignoring signs and symptoms Not reporting to the NHS Transmitting to others Designated isolation area Signs and symptoms</p>	<p>Staff/Customers/Visitors/Contractors</p>	<p>It is important that we communicate to our Line Manger if we are not feeling well and have signs or symptoms of having coronavirus. Staff must contact the NHS if they are displaying symptoms. Records must be recorded on to Stitch if someone in the work force or Customer has informed us that they have become un-well and if they have received a positive test result after having a Covid test</p> <p>Step by step guidance can be found in the Virus Protection & Pandemic Management Procedure and the work instruction.</p> <ul style="list-style-type: none"> • https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ <p>Identify where your 'designated isolation area for un-well staff is going to be within your building communicate this within your Work instruction and sites specific risk assessment</p> <p>Sign and symptoms of the Covid-19</p> <p>A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</p> <p>A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</p>
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15.7.2020

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Right Directions

quality and safety

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		A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal you must report to your line manager if you feel unwell.
Hazard: Fire		
Risk: <ul style="list-style-type: none"> • Fire Exit routes not identified • Lack of Fire exit signage • Lack of staff training • Fire exit and circulation area obstructions • Incorrect directional signage • Firefighting equipment 		If you have closed areas off in your building, ensure you have removed or re positioned the fire exit signage to direct people to the new directional route. Remove or cover fire exit signage that leads to areas of the building that are now closed off and are not accessible. Ensure you update your FRA and EAP to reflect these changes and train your staff in the new processes. Ensure your circulation areas and fire exits are clear from obstruction at all times. Record a fire drill to ensure your process works. Ensure you have a sufficient amount of firefighting equipment within your new route structure
Hazard: Centre guidance		
Risk: Insufficient centre guidance	Staff/Customers/Visitors and Contractors	This link has been prepared by the Department for Digital, Culture, Media & Sport (DCMS) with input from ukactive, Sport England, the Sport and Recreation Alliance and National Governing Bodies of sport and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE). Use this link to guide you in your sites specific procedures & R.A https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities#section-6-1

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		Name	Update	Date
Original Assessment	Completed by:	Sarah Goldsmith	New risk assessment for Covid-19 controls when opening a building Issue 1	07/05/2020
	Facility Management Director:	Martin Smith		07/05/2020
Review	Review Conducted by:	Sarah Goldsmith/ Allan Prescott	Slight update with mention of bins and driving range. Issue 2	13.05.2020
	Review Conducted by:	Sarah Goldsmith	Added Carpark management, Air-con management and alternative chemicals to use Added information on Contact time/Wet time Issue 3	29/05/2020
	Review Conducted by:	Sarah Goldsmith	Added Club, hirers and bookers using the facility stating their control measures Issue 4	05/06/2020
	Review Conducted by:	Sarah Goldsmith	Added: reference to the new 5.2.30 Virus protection and pandemic management procedure Added : about using Centre feed roll rather than cloths when cleaning Issue 5	12.6.2020
	Review Conducted by:	Sarah Goldsmith	Issue 6 Added Trace test and track. Added about recording on to Stitch any Covid-19 symptoms and test results Added safe travel into work when using public transport	23.6.2020
	Review Conducted by:	Sarah Goldsmith	Issue 7 Added disposal of PPE Added safe disposal of bodily fluids Added Designated isolation area Added Signs and symptoms Added Expectant mothers Added such points	1.7.2020

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Review	Review Conducted by:	Sarah Goldsmith	Issue 8 Updated First Aid and the delivery of resuscitation breaths Added Fire risk Added Facility Guidance link	10.7.2020
	Review Conducted by:	Sarah Goldsmith	Issue 9 Added For managers to consider the social distancing management within office/and small spaces and to display the Staying COVID-19 Secure in 2020	