InspireAll
Leisure & Family Support Services

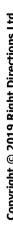| Facility: InspireAll	Date: 10/05/2020	Review Date: On going
Risk Assessment: COVID-19 Re-opening of Centre/spaces		

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

Hazard: Potential reignite of Infection to (Customers & Staff)

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Risk: • Not adhering to Social distancing • Having too many people in one area • Staff/Customer exposure at payment point (reception) • Taking Cash un-necessarily • Travelling in to work using public transport • Contractor Management	Customers Staff Contractors & Visitors	Staff must protect themselves at all times by adhering to 'Social distancing' when interacting with Customers or other members of staff. Staff must wear face coverings when circulating around the building. • Management must create a risk assessment & 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. Customers to wear face covering while moving around the Centre. • 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. Face coverings/masks must be worn Additional measures that will be taken: • 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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• Staff & Customers returning from places abroad that require 14 days isolation		**What you need to do if you are traveling abroad** -https://www.gov.uk/guidance/travel-advice-novel-coronavirus Inform your Line Manager where you are travelling to. Developments in the coronavirus pandemic remain uncertain around the world. No travel is risk-free. If you are planning travel abroad in the weeks and months ahead, even if you are returning to a place you've visited before, follow this checklist: Before you travel follow the current guidance in the place where you live. See the guidance for England, keep up-to-date with the latest developments for your destination before your trip. Sign up for travel advice email alerts and check the TravelHealthPro website for travel health guidance. • Find out about any entry restrictions, screening or quarantine requirements on arrival that might affect you. Check travel advice and contact the UK-based embassy of the country you're travelling to if you need more information • Read the safer air travel guidance on sensible precautions and steps to take during travel. Consider your own circumstances and health, and remember you will need to wear a face covering on flights in England and Scotland. See also the NaTHNaC guidance • Check with your accommodation provider for information about availability and the safety measures they have put in place. • Read the advice of local authorities and follow all local health measures in place during your journey and in your destination. Local measures and travel restrictions may change before you arrive or during your stay. Check the travel advice page for your destination and check with your transport provider for more information • Get travel insurance, and make sure you are content with the level of cover it provides. If you already have travel insurance check it is valid and provides appropriate cover.

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Risk: Re-ignition of Coronavirus creating Local lock-down Staff confirmation of contracting Covid-19 whilst at work		**When you return from abroad** You will need to follow the rules for entering the UK. You must show proof of a completed passenger locator form at the UK border. This applies to people entering the UK from all countries. You can complete it up to 48 hours before you enter the UK, and should do so before arrival. **Travel corridor exemption rules** Coronavirus (COVID-19) regulations mean that you must self-isolate for 10 days when you arrive in the UK. This applies to UK residents and visitors to the UK. You do not have to self-isolate on arrival in England if, during the last 10 days, you have only been somewhere on the travel corridor exempt list, or in the UK. **If you visit somewhere that is not exempt** You will need to self-isolate when you arrive in England if you visit somewhere that is not exempt in the 10 days before you arrive. Visiting includes making a transit stop. You will need to self-isolate for up to 10 days - the exact number of days depends on when you left the non-exempt country, territory or region. **You may have to self-isolate between 10 and 14 days** you're in the UK. See the guidance on self-isolation for England. You may not have to self-isolate when you arrive from some countries and territories. See the travel corridors list for England guidance. **Re-ignition of Coronavirus creating Local lock-down** Business Manager to work with their SIMP and to inform SLT Management and technical teams to discuss plans going forward on building maintenance Start shutting down the building. Communicate with the Client, Customers and Staff. Marketing will update the website. Management to seek guidance from the government as to how long local lock down is for and what it effects. Multiple cases in the workplace. If there are 5 or more COVID-19 cases in 14 days in a workplace, employers should contact their local health protection team to report the suspected outbreak. https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance It is the Regional Managers responsibility to inform the Operations Director and Facilities Management Director **who will report to the Public Health England (PHE)** See Virus protection & Pandemic Management procedure for full details If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days.

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Hazard: Access and Egress		
Risk: Pinch areas Entrances/Exits Corridors Waiting areas		On arrival all staff are required to wash hands or use the alcohol based sanitiser provided in reception • Consider if staggered start and finish times to reduce congestion and contact is needed. • Introduce floor markings to aid social distancing (e.g. tape or survey spray) if/ where controlled queuing will be expected. • Consider if one-way flow through external doors is needed to avoid face to face passing (with signage / marking to reinforce this). **Visitors** • Only essential visitors are allowed onto site. • Signage at entrance / reception regarding good hygiene and to ensure all visitors / building users are aware of site expectations. • They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the site. • Open receptions have been assessed for use either perspex screen(s) fitted or signage and floor markings to reinforce 2m separation. Use of signing-in books for contractors / visitors being managed to reduce potential transmission.

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Hazard: Staff more vulnerable to COVID-19		
Risk: Individual risk factors meaning staff more vulnerable to COVID-19		Managers to discuss return to work and safe working practices with all staff. Be particularly mindful of the needs of those with underlying health conditions, BAME and disabled staff who may have additional concerns or needs. • Any existing individual risk assessments, PEEPs etc to be reviewed to take account of COVID transmission risk. • Individual risk assessment on role and social distancing to be undertaken for any clinically vulnerable individuals see NHS list of those risk factors **prior** to any return to the office. **Shielding 'What Has Changed'?** • The government is advising that you do not need to shield at the moment. This is because the rates of transmission of coronavirus (COVID-19) in the community have fallen significantly. The guidance for the clinically extremely vulnerable is that shielding has been paused. This means: • You do not need to follow previous shielding advice • You can go to work as long as the workplace is Covid-secure, but should carry on working from home wherever possible • You can go outside as much as you like but you should still try to keep your overall social interactions low. • You can visit businesses, such as supermarkets, pubs and shops, while keeping 2 metres away from others wherever possible or 1 metre, plus other precautions

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		- You should continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or workspace. - how to stay safe outside your home. - Staff who are self-isolating should work from home if appropriate. - www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Managers to monitor wellbeing of staff continuing to work from home and maintain team connections (via Microsoft teams etc.)

Hazard: Office spaces and adhering to social distancing

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Risk: • Office spaces too small to cope with every desk being used • No windows or fresh air being allowed in Not using any barriers	Staff/Customers/Visitors and Contractors	Office spaces • Business 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. Additional considerations: • Reduction in numbers of staff on site, **the default position is working from home wherever possible**. • Managers to ensure occupation of office is based on clear business need and kept to a minimum. • This may be on a rota basis etc. to reduce contact with too many people. • Based on the size/configuration of each room / area, determine how many people can use it at any one time in order to maintain social distancing of two metres, as far as is reasonable. • Limit the number of persons in each room/ office area accordingly. • Social distancing to apply to all parts of the workplace – entrances, exits, breakout areas, canteens, toilets etc. • Consider if staggered arrival and departure times are required.

![InspireAll Leisure & Family Support Services logo]

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Hazard: Work Stations		
Risk: Not identifying space	Staff/Customers/Visitors and Contractors	**Workstations / team desks** Site survey to be undertaken. Occupied workstations to be an acceptable distance apart (2 metres) / alternate workstations occupied. Label / mark desks so staff are clear which can be occupied. Where possible only one side of banks of desks should be used while maintaining social distancing. Principle to be adhered to by staff is that they are to work side by side (2m apart) or back to back to avoid direct face to face contact across desks. Where both sides of banks of desks re used workstations are to be staggered with staff sitting diagonally (2m apart). Staff to clean desk, phone, keyboard etc before and after use. (Disinfectant wipes / spray provided) Mangers to communicate maximum numbers able to occupy space and ensure a rota system is in place in order this is not exceeded. • If changes to the layout to move workstations 2m apart is not possible consideration should be given to screens to separate workstations
Hazard: Lack of PPE & Cleaning products		
Risk: • Face Masks not provided • Gloves not provided • Low stock levels of PPE & Cleaning equipment • Disposal of PPE • Touch areas	Customers Staff Contractors & Visitors	Screens will be available at all reception areas, staff can wear 'Face Masks' as an element of protection be necessary. • 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. Cleaning products that have been identified as the best products to use in the environments

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		is detailed in the work instruction & procedure 5.2.30 Virus protection and Pandemic Management . 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 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. 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
Hazard: Cross contamination		
Risk: Lack of Cleaning programmes Children's play equipment Hand dryers & Hair dryers	Customers Staff Contractors & Visitors	List specific areas of the building you are opening within your Work Instruction and plan cleaning requirements. • Deep clean areas of the building where customers have been • Ensure hand washing facilities are available Additional measures that will be taken: • 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. 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. Hair dryer equipment must be taken out of action, signage must be displayed and the equipment suitably taped down and covered to stop access to it, if you are able to isolate the

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		equipment this should also be done. Hand dryers that are sensored or hand dryers that have UV lamps within them are permitted to be in use. Push button hand dryers must be taken out of action and isolated where possible, these should be taped down and covered to discontinue use. Reason for this decision: • Added burden of cleaning between uses • Lack of mitigation when they are being used • Risk of Covid-19 particles being moved around the room Reduce the risk of people hanging around in the changing rooms to use them

Hazard: Lack of Cleaning/communication and recording

Risk: • Cleaning schedules • Fogger 'Storm back pack machines' • Covid-19 suspected outbreaks • Chemical Contact time • Staying COVID-19 Secure in 2020	Customers Staff Contractors & Visitors	• All cleaning that takes place must be recorded and completed thoroughly. • Storm Fogger Back-pack cleaning machines have now been distributed across all contracts. A work instruction has been issued. Training must be delivered to staff using the 'Storm fogger' it can be borrowed from larger sites to the smaller sites. D10 suma bac is the preferred chemical that is used to operate this machine although the vanditorials product can also be use see data sheet for guidance. • 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 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. • 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 Business Manager.

Hazard: Centre's taking Cash payment

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Risk: • Lack of other payment methods	Customers Staff Contractors & Visitors	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.

Hazard: people interaction

Risk: • Socialisation • Expectant Mothers • Wet & Dry Building Activities	Customers Staff Contractors & Visitors	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: • 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 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 this information **Wet & Dry Activities** Risk assessment must be formed for each activity operating in the building ensuring all the fundamentals are included such as: • Social distancing • Hand sanitization • Access and egress

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		• Cleaning • Posters & Signage All staff must have training on the risk assessment to ensure everyone knows the plans going forward. PSOP/EAP/and NOPs must have references in if the 'Virus Protection and Pandemic Management procedure' supersedes any information.

Hazard: Handling post or packages		
Risk: • Lack of PPE Handling post, packages or food	Staff	• Work instructions in place • Personal protective equipment provided for handling items 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

Hazard: Providing First Aid & Staff Training in First Aid		
Risk: • Cross contamination through Customer contact & of resus Annie Manikin & close contact equipment • Disposal of bodily fluids	Staff	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. 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. 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. Following guidance from Resuscitation Council UK (RCUK) and European Resuscitation Council (ERC), and RLSS UK. The Resuscitation Council UK video can be found **here:** • https://www.youtube.com/watch?v=3MY0sRYfsRA

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		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 **Please see 5.2.30 Virus Protection and Pandemic Management & Work instruction for more information.** **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 Stitch must be used to record any Covid-19 symptoms and test results from staff or Customers
Hazard: Carparks		
Risk: • 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
Hazard: Air-handling units		
Risk: • Filters not being cleaned • Poor operation of unit lack of flow • Lack of checks being	Staff, Customers, Visitors, Contractors	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 –

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carried out • Poor air quality • Running Air-con units un-necessarily		handling units.' All filter cleans must be recorded and logged. Air-handing 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.. If you believe any of your AHU's are not operating correctly you must contact the FM teams who will assist you. Only air-con units must be switch on to the full usage. Air-con units that are not needed should be switched off. The Business Manager will identify which units should be on and which should be switched off.
Hazard: Clubs, hirers & Bookers		
Risk: • Insufficient control measure in place • Not following their control measures • Control measures not suitable	Staff/Customers/Visitors/Contractors	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 Business 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. If the document is not sufficient, the Business Manager must arrange a meeting to discuss. This could be a telephone conversation. If the control measures have been agreed the 'Club, hirer or booker can use the facility, the Business Manager must ensure they are adhering to their controls measures when they are using the building.
Hazard: Track, Test & Trace		
Risk: • Ignoring signs and symptoms • Not reporting to the NHS • Transmitting to others	Staff/Customers/Visitors/Contractors	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.

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• Designated isolation area • Signs and symptoms • Venue QR Codes		Step by step guidance can be found in the Virus Protection & Pandemic Management Procedure and the work instruction. • 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/ 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 **Sign and symptoms of the Covid-19.** • A high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • 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) • 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. **Venue QR Codes** Each Venue must down load and create their own venue QR poster using the link: gov.uk/create-coronavirus-qr-poster These posters must be displayed in all areas of the venues for Customers to easily access. In addition to the companies 'Signing in procedure' both Staff and Customers are encouraged to use the QR code and scan when they arrive. Further information can be found here: • https://www.gov.uk/government/news/venues-required-to-enforce-rule-of-6-nhs-qr-code-posters-and-contact-logs • https://www.covid19.nhs.uk/information-and-resources.html https://coronavirusresources.phe.gov.uk/Test-and-Trace/resources/customer-logging-toolkit/
Hazard: Fire		

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Risk: • 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	Staff/Customers/Visitors and Contractors	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: Government Guidance /Centre guidance		
Risk: Insufficient centre guidance • Not acting on government 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 Staff, Visitors, Contractors and Customers are required to wear face coverings when entering the Centre, they are required to keep a face covering on when circulating around the building but are not required to wear a face covering when exercising. Staff must wear a face covering when moving around the Centre and in all public areas. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities

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		If you live in the same household as someone with COVID-19 Stay at home and self-isolate. Do not go to work, school, or public areas and do not use public transport or taxis. Your isolation period includes the day the first person in your household's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days. Only arrange a test if you develop COVID-19 symptoms or if you are asked to do so as part of a wider testing scheme. If for any reason you have a negative test result during your 10 day isolation period, you must continue to self-isolate. Even if you don't have symptoms, you could still pass the infection on to others. Stay at home for the full 10 days to avoid putting others at risk. If you develop symptoms while you are isolating, arrange to have a COVID-19 PCR test. If your test result is positive, follow the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period. This begins when your symptoms started, regardless of where you are in your original 10 day isolation period. This means that your total isolation period will be longer than 10 days. If other household members develop symptoms during this period, you do not need to isolate for longer than 10 days. **If you have COVID-19 symptoms or have received a positive COVID-19 test result** **Stay at home and self-isolate** Arrange to have a PCR test for COVID-19 if you have not already had one. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days.

Hazard: Lack of communication of Government guidance		
Risk: • Not enforcing the government update from the 24th September 2020	Staff Customers, Visitors and Contractors	As per the government update from the 24th September the following changes will need to be implemented: All facilities to be closed and clear of customers by 10pm

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• Building closures from 22:00 • Close contact services • Catering and restaurant settings Tier system		• Catering staff must wear facemasks as these roles fall within hospitality guidance. • NHS QR codes to be displayed in all buildings. • Where possible staff to work from home until further notice. • Staff, Visitors, contractors and Customers must were face coverings when circulating around the building and in all public areas. **See 'Tier Impacts' circulated by Tina Lander** Sports England has easy to understand guidance: https://www.sportengland.org/how-we-can-help/coronavirus/return-play/frequently-asked-questions-return-sport-and-activity#teamsportandactivitiesindoorandoutdoor Please see below the update from .Gov. https://www.gov.uk/government/news/coronavirus-covid-19-what-has-changed-22-september All building must close from 22:00 ensuring Customers have left the premises promptly. Cater/restaurant staff must wear face masks when working in this area, ensuring customers also wear a face mask until seated at their table. Family Support Services must wear a gloves, plastic apron, face mask and face visor when coming into to close contact with people. **Tier system** From the 14.10.2020 the Government will have put into place a 'Tier system' they have categorized areas of the country into Medium, High, & Very High Please see link for specific areas listed: https://www.gov.uk/guidance/full-list-of-local-covid-alert-levels-by-area • wear a face covering in those areas where this is mandated • Face coverings must be worn when circulating around the building, face coverings can be removed when in an office environment or when exercising.

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		Find out more about the measures that apply in medium alert level areas to help reduce the spread of COVID-19 Find out more about the measures that apply in high alert level areas to help reduce the spread of COVID-19 **As per the Government guidance set out on 19th Dec 2020 where they have now added a new 'Tier 4' The sites that are now in this tier are:** **What sites are in Tier 4** • Bedfordshire • Hertfordshire • Buckinghamshire **Tier 4 – meaning-** Indoor gyms and sports facilities will close. Outdoor sports courts, outdoor gyms, golf courses, outdoor swimming pools, archery/driving/shooting ranges, riding centres and playgrounds can remain open for individual exercise, and for people to use with others within your household, support bubble, or with one person from another household. Organised outdoor sport for under 18s and disabled people will be allowed. **What sites are in Tier 2** (high Alert) Rutland- Catmose Link: Check the specific rules in your area check the specific rules in your area.
Hazard: Use of communal areas		
Risk: Staff rooms Kitchen areas	Staff/Contractors	Minimise the number of staff using kitchen areas at any one time, work surfaces, taps, kettles, fridge handles etc to be cleaned down before and after use. Staff to adhere to any maximum occupancy level determined and be mindful / patient of others in order to adhere to social distancing expectations. • Disinfectant wipes / spray available for use.

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		• Seating in communal areas to be reconfigured / removed where necessary to allow social distancing. • Use of locker areas/changing rooms/shower rooms to be regulated. Encourage storage of personal items in lockers. Social distancing to be maintained in these areas. • Staff to follow social distancing expectations when taking breaks, eating lunch etc. • Break times may need to be staggered to allow for this. • No large gatherings in canteen /rest areas. • All communal areas and toilets to be cleaned down regularly, enhanced cleaning regime in place.

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		Name	Update	Date
Review	**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 Conducted by:	Sarah Goldsmith/ Allan Prescott	**Issue 2** Slight update with mention of bins and driving range.	13.05.2020
	Review Conducted by:	Sarah Goldsmith	**Issue 3** Added Carpark management, Air-con management and alternative chemicals to use Added information on Contact time/Wet time	29/05/2020
	Review Conducted by:	Sarah Goldsmith	**Issue 4** Added Club, hirers and bookers using the facility stating their control measures	05/06/2020
	Review Conducted by:	Sarah Goldsmith	**Issue 5** 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	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

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Review Conducted by:	Sarah Goldsmith	**Issue 7** Added disposal of PPE, safe disposal of bodily fluids, Designated isolation area, Signs and symptoms Expectant mothers and touch points	1.7.2020
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	15.7.2020
Review Conducted by:	Sarah Goldsmith	**Issue 10** Access and Egress, Staff more vulnerable to covid-19 Work Stations, Use of communal areas Hand dryers and Hair dryers	4.8.2020
Review Conducted by:	Sarah Goldsmith	**Issue 11** Added - What you need to do if you are traveling abroad. Added - When you return from abroad Added -Re-ignition of Coronavirus creating Local lock-down Vulnerable people shielding updated guidance.	12.08.2020
Review Conducted by:	Sarah Goldsmith	**Issue 12** Added Wet & Dry Activities Added Staff confirmation of contracting Covid-19 whilst at work. Added 'Storm fogger machines	18.9.2020

Review

Risk Assessment Form

	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	
	Review Conducted by:	Sarah Goldsmith	**Issue 13** – Added Venues to create their own QR codes. Staff and Customers should be encourage to use it on arrival into the Centre Added – Lack of communication of government guidance Close contact services and café/restaurant settings	24.9.2020
	Review Conducted by	Sarah Goldsmith	**Issue 14** Added government guidance on Customers being encouraged to wear a face covering in circulation areas or when they are not taking part in any activity Tier system	14.10.2020
	Review Conducted by:	Sarah Goldsmith	**Issue 15** • Added face covering and specified that staff, Visitors Contractors and customers must wear face coverings when circulating the building. • New isolation 10 day isolation highlighted in yellow. • Travel corridor update highlighted in yellow • Outbreak classification from (2) to now (5) Identified what 'tier' sites are in	17.12.20